|  | | **Annual Risk Assessment Form** | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** | | |
| --- | --- | --- | --- | --- | --- |
| **Club & Society Name:** | **Make a Smile** | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | **Volunteering** | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Make a Smile is a group of University-aged students that visit children, mostly in hospitals or in a community setting, dressed as beloved characters. | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | **Charlie Searle** | | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | --- | --- | --- | | | |
| **Club & Society Signature:** | Make a Smile | |
| **(Staff Only) Checked by:** |  | |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |
| Spread of Covid 19 **indoors**  - Catching Covid-19  - Covid-19 spread to other students  -Covid-19 to members of the public  - Covid-19 to other users of the same LUU space | Volunteers and children | All volunteers must be symptom-free before events, reporting to the lead volunteer.  Capped numbers of characters will be allowed at each event (committee decided).  Guideline permitted, social distancing will be enforced in face-to-face events, with the lead volunteer and staff making the final decision as to how social distancing is adhered to.  Costumes will be isolated for 72 hours before being cleaned and steamed after each event. | 2 | 2 | 4 |  |
| Spread of Covid 19 **outdoors**  - Catching Covid-19  - Covid-19 spread to other students  -Covid-19 to members of the public  - Covid-19 to other users of the same LUU space | Volunteers and children | All volunteers must be symptom-free before events, reporting to the lead volunteer.  Capped numbers of characters will be allowed at each event (committee decided).  Guideline permitted, social distancing will be enforced in face-to-face events, with the lead volunteer and staff making the final decision as to how social distancing is adhered to.  Costumes will be isolated for 72 hours before being cleaned and steamed after each event. | 1 | 2 | 2 |  |
| Challenging Behavior | Volunteers and children | Volunteers should remove themselves from situations involving challenging behaviour.  Volunteers should inform and involve the lead volunteer and event host in the situation  Volunteers should prioritize their own safety before that of others.  Optional training on de-escalation will be offered.  Volunteers are instructed regarding use of a secret phrase to alert a lead volunteer to a danger or concern discreetly. | 2 | 1 | 2 |  |
| Control of substances hazardous to health, (COSHH) | Volunteers and children | Volunteers should not handle any hazardous substances and should abide by the COSHH and RIDDOR set out by the venue.  Hazardous substances that need to be dealt with should be reported to the lead volunteer and then the event host. | 1 | 2 | 2 |  |
| Costume breaking | Volunteers and children | If a costume breaks, the volunteer should attempt to eliminate any risk quickly, e.g. risk of fall.  The volunteer will inform the lead volunteer.  A temporary repair will be made in order to continue the event or the volunteer should remove the costume in a private space. | 1 | 1 | 1 |  |
| Equipment | Volunteers and children | Volunteers should assess equipment, e.g. toys, before using them or before encouraging children to use them.  If equipment is found to be dangerous then it should be reported to the event staff..  Volunteers should not move heavy objects by themselves, and should comply with safe lifting techniques | 1 | 1 | 1 |  |
| Beaded and non-beaded bracelets leading to choking, restricted circulation and potential strangulation | Children | Ensure the manufacture and materials of the bracelet are of high quality to ensure they are durable and non-toxic  Beaded bracelets should NOT be given to children under 3 years of age  Ensure bracelets can be easily removed  Ensure bracelets are not large enough to be stretched over a child’s head. | 1 | 3 | 3 |  |
| Fire | Volunteers and children | Volunteers should abide by the risk assessment laid out by the venue and event host.  Volunteers should make themselves aware of the fire exits, alarms and extinguishers upon entering a venue.  In the event of a fire, volunteers should prioritize their own safety before assisting with an evacuation. | 1 | 3 | 3 |  |
| Injury | Volunteers and children | Volunteers should also make themselves aware of the location of the nearest first aid kit upon entering a venue and the lead first aider of the event..  Volunteers should carry a charged mobile phone and follow the first aid guidance for the venue.  Volunteers should always have access to a charged mobile phone.  Optional training in first aid will be offered. | 2 | 2 | 4 |  |
| Slips and trips | Volunteers and children | Environments where volunteers and children are working should be well lit and clear of hazards, e.g. cables  Volunteers Characters should ensure that costumes are not dragging underfoot. | 2 | 1 | 2 |  |
| Aggravation of or injury as a result of pre-existing medical conditions | Volunteers and children  with medical conditions | Volunteers must not partake in activities if physically or emotionally at risk.  Parents and guardians must supervise games and not permit their child to participate in activities if physically or emotionally at risk  Volunteers with a pre-existing medical condition should make the welfare officer and lead volunteer of the event aware of their condition and where necessary ensure the lead volunteer is aware where emergency medication (e.g. asthma inhaler) is stored  Volunteers should not attend events if they are feeling unwell of have been sick in the past 48 hours  Volunteers should remove themselves from children if they are in need of taking medication, letting the lead know if this is the case. | 1 | 3 | 3 |  |
| Harassment | Volunteers | Volunteers should never be left on their own  Volunteers should always have access to a charged mobile phone.  Volunteers should only wear child-appropriate costumes.  If security is available, volunteers should ensure they know how to access this, e.g. location or contact number.  Volunteers are instructed regarding use of a secret phrase to alert a lead volunteer to a danger or concern discreetly.  Volunteers should report any harassment to their welfare officer. | 1 | 3 | 3 |  |
| Money | Volunteers | Volunteers should always be in pairs at minimum when handling money.  Collection buckets must be sealed and opened in the presence of other trusted people.  Any money will be stored in a locked metal box. | 1 | 1 | 1 |  |
| Stooping | Volunteers,  especially those with back problems | Volunteers should be encouraged to bend at the knees or sit down in order to be at an appropriate height for children. | 2 | 1 | 2 |  |
| Temperature | Volunteers  in costumes | Costumes will be adjusted to suit the temperature of the event, e.g. by adding a cloak.  Volunteers should be provided with a private space to remove their costume off if required.  Volunteers should always have water available.  Venues should be appropriate temperatures, e.g. well ventilated or heated.  Volunteers should alert the lead if they are feeling too hot or cold. | 1 | 2 | 2 |  |
| Skin irritation | Volunteers  with allergies, sensitivities e.t.c. | Volunteers should avoid costumes which irritate skin.  Volunteers should alert the wardrobe manager in advance of any allergies before trying on new costumes.  Any latex bands or items should be minimised. | 1 | 1 | 1 |  |
| Other risks to children | Children | Volunteers should supervise children nearby.  Volunteers should try to prevent injury to children, e.g. by ensuring they do not play with unsuitable equipment.  Volunteers are instructed regarding use of a secret phrase to alert a lead volunteer to a danger or concern discreetly. | 2 | 2 | 4 |  |
| Upset | Children  (Some children will believe volunteers are truly the character which they are portraying. This illusion should be maintained as otherwise this could cause distress) | Volunteers must attempt to stay in character, except for during emergencies.  Volunteers should ensure each child has the opportunity to interact with them during the event. | 1 | 1 | 1 |  |
| Working with minors | Volunteers and children | All volunteers must complete an enhanced DBS check covering children and pass safeguarding training before attending events.  Volunteers must be covered by the public liability insurance.  Volunteers should not have their phones on them while in costume and if taking a picture of volunteers with children with it, it must immediately be sent to the committee and then deleted.  Minimum of two volunteers should be sent to an event, one of which should be a Lead Volunteer.  Volunteers are given training on safeguarding before attending events, including how best to interact with children and how to spot signs of abuse.  Volunteers should complete cause for concern forms and make the Lead Volunteer aware with a safeguarding word if cause for concern  Volunteers shouldn’t be left on their own at an event.  When there are volunteers under the age of 18 (widening participation), they cannot be driven by another volunteer, have to have completed the associate membership form and parental permission slip prior to an event and cannot be left on their own at an event. Volunteers under 18 will not be messaged privately by anyone but can be contacted via their school email or in a group chat. In any online video meetings, volunteers should change their screen name to “WP first name, initial surname”. | 1 | 3 | 3 |  |
| Scissors and sharps | Volunteers and children | Scissors and sharps must be kept in sight at all times whilst out on events.  For children and patients who may struggle to use scissors, such as due to a tremor or aggression, other alternatives should be used.  Volunteers should assess if someone is capable of using scissors safely and monitor their use. | 2 | 3 | 6 |  |
| Online Visits | Volunteers and children | MAS emails will be used for data protection. Recordings will also be captured, with consent.  A parent or guardian must also always be present for each event.  All volunteers doing an online event must read through the terms and conditions first to ensure they are aware of protocol. | 1 | 3 | 3 |  |
| Data Protection | Volunteers and children | Written policy updated every year.  Passwords are protected and changed on a yearly basis.  Store data on GDPR, with all volunteers having training on such.  The photo consent form is used to enforce this. | 1 | 3 | 3 |  |

**Socials, Meetings and Transport Hazards**

| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **R** |
| Slips, trips and falls | Volunteers and visitors may be injured if they trip over objects or slip on spillages | General good housekeeping. Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs. No obstructions in walkways such as boxes, trailing leads or cables. Volunteers keep work areas clear. Report any spillages or trip hazards to staff when in buildings away from university. | 2 | 2 | 4 |  |
| Food allergies | Volunteers with food allergies | Volunteers made aware in meetings involving food to check labels or ask about ingredients of food before touching and/or eating. | 1 | 3 | 3 |  |
| Car and transport accidents | Volunteers | Volunteers need to wear seatbelts when using cars and the person driving needs to hold a valid driving license. Volunteers using public transport need to be aware of their surroundings and the consequences of inappropriate behavior. | 2 | 3 | 6 |  |
| Drinking Alcohol | Volunteers | Only 18 and over with a valid ID will be able to purchase alcohol during socials, as well as the expectation to behave appropriately. The volunteers will be asked to behave appropriately when out on social events. | 1 | 2 | 2 |  |