


CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	Teddy Bear Hospital	Likelihood		Severity						
Category:	Volunteering	5	Inevitable	Likelihood		1	2	3	4	5
Author(s):	Hannah Bansal (President)	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	Hannah Bansal (05/07/2025)	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders	2	Unlikely		3	3	6	9	12	15
Staff Sign Off:		1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:					5	5	10	15	20	25
Locations:	Various Schools and community halls	Severity								
Details of Activities:	Our volunteers attend sessions at primary schools, brownies and rainbows to teach children first aid and other health-related topics with the aim of making them less scared of doctors. We also run a Teddy Bear's Picnic at the end of the year where multiple schools are invited to join us in the Union for varied interactive stations.	5	Very high - multiple deaths	Risk rating score		Action				
		4	Highly - death, serious injury, permanent disability	1 - 4	Broadly acceptable - no action required					
		3	Moderate - Off Uni/work for at least 5 days	5 - 9	Moderate - Reduce risks if reasonably practicable					
		2	Slight - First aid treatment	10 - 15	High risk - Priority action to be undertaken					
		1	Nil - Very minor	16 - 25	Unacceptable - Action must be taken immediately					
People who may be affected:	<ul style="list-style-type: none"><li>Society members and participants</li><li>Members of the public</li><li>Staff</li></ul>									

<i>Identify Hazards</i>		<i>Estimate the risk</i>			<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
<b>Hazard</b>	<b>How may harm result?</b>	<b>Li ke lih ood</b>	<b>S e v er ity</b>	<b>Ra ti ng</b>	<b>Risk control measures</b>	<b>Li ke lih ood</b>	<b>Se ve rit y</b>	<b>Ra tin g</b>	<b>Further action required?</b> <i>Only fill out if additional control measures are needed to be implemented or reviewed</i>  Include timescales and who is responsible for implementation
<b>Overcrowding</b>	Falling, pushing, crushing between people and structures	4	3	12	Split large groups into smaller groups, liaising with the lead staff of the host organisation to ensure this happens smoothly.  Do not invite more than the capacity of the room.  2 volunteers will monitor and ensure smooth running between stations.	2	3	6	<b>N/A</b>
<b>Slips, trips, and falls</b>	Children may get injured, which may result in broken bones and causes can include falls from heights or poor housekeeping	3	3	9	Before the event, the room will be checked for hazards (spillages, uneven floor) which will be removed or signposted clearly, for example with the use of wet floor signs if necessary, which the host organisation will provide.  In the event of a slip, trip or fall, a volunteer will go to assist the participant/volunteer, and staff of the host organisation will be informed.  If first aid is required, a relevant staff member (ie duty manager) of the host organisation will be contacted to administer this.	2	3	6	<b>N/A</b>

Manual handling	Lifting an object that is too heavy for you can result in back, muscle, joint, and repetitive strain injury. We ask that volunteers and teachers carry items they are comfortable with and not exceed the recommended amount to lift.	4	3	12	<p>Equipment is packed into labelled boxes which are small and easily lifted. Larger boxes, such as the anatomy body, will be carried by at least 2 people.</p> <p>In the event of an injury owing to manual handling, a committee member will get a first aider (duty manager).</p> <p>The box will then be unpacked to make it a more manageable load to be carried by someone else.</p>	2	3	6	N/A
Separation from the group	Volunteers may become lost if they do not follow instructions	3	1	3	<p>Volunteers must meet their visit leader in the foyer of LUU, with clear instructions of the meet-up time provided in advance.</p> <p>The visit lead will instruct the necessary steps forward and instructions for getting to/ from taxis.</p>	1	1	1	N/A
Incorrect volunteer turning up	The wrong volunteer turning up could be harmful as they may not be aware of the protocol for the particular visit. They also may not be DBS checked.	2	1	2	All volunteers must present their student ID to the volunteer trip lead. They will cross-check this with a register and confirm their identity. All volunteers will have been DBS checked through the University so will be safe to work alongside children.	1	1	1	N/A

Fire	<i>Injuries associated with fire e.g. burns, inhalation of smoke)</i>	2	5	10	<p>Follow evacuation policy of school/ union</p> <p>Teachers within school will supercede volunteers at host organisation as they are familiar with evacuation policy</p> <p>Attendees of Teddy Bear Hospital Picnic will be asked to sign in on a sheet we provide at the start of the event so we, and teachers, are aware of who is present and must be accounted for.</p>	1	5	5	N/A
Movement of participants around the room	During the session, the participants will be asked to rotate around the room. As there are several groups this can cause overcrowding	4	1	4	<p>The trip lead will give instructions at the beginning of the session to explain how rotating around the room will work.</p> <p>The trip lead will ensure smooth coordination and changeover of stations, liaising with staff from the host organisation</p> <p>Volunteers at each station will be asked to signpost to their group to the next station. In the event of overcrowding in an area, it is the responsibility of the supervising trip lead to disperse the crowd and show them the correct station.</p>	1	1	1	N/A
Suffocation from bandages at first aid station	Incorrect use of slings and bandages could result in strangulation or suffocation	3	4	12	<p>The volunteer in charge of this station is responsible to supervise the station and ensure no inappropriate use of bandages or slings.</p> <p>No bandages may be used over the face as the sling should be tied loosely.</p>	1	4	4	N/A

Dogs	As the dogs may be in an unfamiliar environment there is risk of injury by biting or scratching.	2	2	4	<p>The dogs are highly trained and are part of a charity (Pets as Therapy) where they are in regular contact with people. They will have a trained volunteer from the charity with them at all time and will be on leads. They do events at LUU throughout the year so should be more familiar with the environment and well behaved with new people.</p> <p>The schools have been informed of the presence of dogs at the event, and any child/parent uncomfortable with this will not be in attendance.</p> <p>If an injury were to occur, the appropriate action would be taken (first aid, A+E, etc).</p> <p>The dogs will be in their own room (room 5) instead of the main event room to ensure they do not get overwhelmed and that the children are not in constant contact.</p>	1	2	2	N/A
Allergies to dogs or hand gel or the pack lunches they have bought	Children attending the session may have an allergy.	3	2	6	<p>Volunteers will ask teachers of any allergies to hand gel at the beginning of the session and any of the contents of germ bug solution.</p> <p>In the unlikely event of a reaction occurring, a responsible adult can take the child to wash their hands with soap and water in toilets or seek medical advice from the school nurse.</p> <p>The protocol would be as follows:</p>	2	2	4	N/A

					<p>1) Wash hands</p> <p>2) Topical antihistamine</p> <p>3) A+E or 111</p> <p>In the event of anaphylaxis, an onsite epi-pen would be used and 999 would be called.</p>				
Missing children or young people	Children who are lost from the session, abducted or run away	2	4	8	<p>If a child discloses information which is a safeguarding concern to a volunteer, the volunteer should notify the trip lead.</p> <p>The trip lead should then alert an appropriate member of staff from the host organisation.</p> <p>If this is identified after the visit, the schools liaison officer should be informed, who will be able to contact the school with concerns.</p> <p>Police should be contacted if necessary or if a child is in immediate danger, and the follow up of this will be the responsibility of the host organisation.</p>	1	4	4	N/A
Illness	<i>Committee, volunteers, children, teachers</i>	4	3	12	<p>Encourage good handwashing.</p> <p>Volunteers or children who are suffering with an infectious illness (e.g. flu) will not be able to attend the session.</p>	2	3	6	N/A

	<i>Exposure to infectious diseases such as colds or covid due to travel between multiple host organisations etc.</i>				<p>If someone suffers from food poisoning on the day the appropriate action will be taken (inform the teachers who will contact their parents, isolate the individual, arrange separate transport home).</p> <p>Have a list of reserve volunteers for any that need to drop out due to illness.</p>				
Equipment failure or damage	<i>Fault equipment can become dangerous, harming people who use it</i>	3	4	12	<p>If damaged, the equipment officer will be informed to order a replacement or fix as necessary.</p> <p>Any damaged equipment must be reported immediately for equipment officer's attention and its use discontinued until fixed or a replacement has been obtained.</p>	1	4	4	N/A
Identified safeguarding concerns at schools	<i>Identified safeguarding concerns at schools</i>	3	1	3	<p>If a child discloses information which is a safeguarding concern to a volunteer, the volunteer should notify the trip lead.</p> <p>The trip lead should then alert an appropriate member of staff from the host organisation.</p> <p>If this is identified after the visit, the schools liaison officer should be informed, who will be able to contact the school with concerns.</p> <p>Police should be contacted if necessary or if a child is in immediate danger, and the follow up of this will be the responsibility of the host organisation.</p>	2	1	2	N/A

Electricity	<p><i>Electric shocks and burns from contact with live parts.</i></p> <p><i>Fire from faulty electrical equipment or installations.</i></p>	3	4	12	<p>Ensure any electrical equipment is regularly (e.g. every 6 months) checked to ensure it is working properly and it's safe to use.</p> <p>Report any faulty electrical equipment or any that appears damaged and unsafe to use.</p>	1	4	4	N/A
Housekeeping	<p><i>Fire caused by a build-up of materials in storage areas</i></p> <p><i>Blocking of fire exits preventing escape during a fire, caused by a build-up of materials</i></p> <p><i>Slips, trips and falls caused by untidy storage/location of items or by spilt liquids being left unattended</i></p> <p><i>Stress, anxiety and mental distress caused by an unpleasant socialising environment.</i></p>	3	4	12	<p>Cleaning up any spills and keeping areas tidy and organised. To ensure this is maintained, monthly inspections of storage spaces should be organised and additional storage equipment ordered as required.</p>	2	4	8	N/A

Bullying	<p><i>A range of physical and psychological symptoms: anxiety, headaches, nausea, tearfulness, high blood pressure.</i></p> <p><i>Members can leave society, which can cause further distress.</i></p>	3	3	9	<p>Learn to recognise signs of bullying such as:</p> <ul style="list-style-type: none"> <li>- Someone constantly criticising and undermining competent members</li> <li>- Shouting at members</li> <li>- Making jokes at the expense of others</li> </ul> <p>Ensure all members follow the code of conduct. Ensure members are aware on how bullying can be reported using the LUU /University Advice/ Counselling services. The Activities team can be contacted for support in managing any disputes.</p>	2	3	6	N/A
----------	--	---	---	---	---	---	---	---	-----