

RISK ASSESSMENT FORM



Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10th-12th July 2019 Arrival onto and leaving campus											
School/Dept		Marketing - NCOP						Risk assessment ID no: AHSS1			
Assessing Officer		Rikki Ashman			Date: 10/06/2019		Review Date: N/A		Location: Student Car Park and Reception		
Significant Hazards	Who might be harmed & how?	How is the risk currently controlled?	Initial Risk Level			What action is required to further reduce the risk?	Residual risk level after controls?			Action By Whom	Deadline
			Probability	Severity	Risk Level		Probability	Severity	Risk Level		
Movement from/to the car parked on Cromwell Lane to reception.	Visitors or staff being struck by a moving vehicle.	Designated drop off/pick up point communicated prior to arrival. Newman staff nominated to meet the cars on arrival and direct visitors into St Chad Building to the main reception. Security available in the car park on arrival/departure.	1	3	Ma	No further action required.	1	3	Ma		

RISK ASSESSMENT FORM



Movement from/to bus stops outside of the university and onto campus.	Visitors or staff being struck by a moving vehicle.	Student ambassadors nominated to escort students from bus stops to the university reception. Security available in the car park on arrival/departure.	1	3	Ma	No further action	1	3	Ma		
Collection of students via coach from New St	Staff and student ambassadors	Staff/Ambassadors to accompany students travelling to campus on request of parent. Meeting point & phone contact will be shared Staff to be DBS checked.	1	3	Ma	No further action	1	3	Ma		

	Name:	Position:	Date:	Signature:
Prepared by:	Rikki Ashman	Outreach Programme Manager	10/06/2019	
Reviewed by:	Alison John	Marketing Director	17/06/2019	A.JOHN

RISK ASSESSMENT FORM



Probability (P) rating	Severity (S) rating		
	Minor (1)	Serious (2)	Major (3)
Low, may happen (1)	1	2	3
Medium, could happen (2)	2	4	6
High, will happen (3)	3	6	9
Risk Categories:			
Acceptable	Marginal	Moderate	Unacceptable

NB: If activities give rise to specific risks that should be assessed further such as manual handling, COSHH, display screen equipment then reference needs to be made to the relevant risk assessment form and guidance document for such.

Information is available from the Health & Safety Information Page.

Refer to the Newman University Risk Matrix Explanatory Notes to determine risk ratings and Legal References.