

# RISK ASSESSMENT FORM



<b>Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10th – 12th July 2018 Classroom based activities</b>											
<b>School/Dept</b>	Marketing - NCOP						<b>Risk assessment ID no:</b>				
<b>Assessing Officer</b>	Rikki Ashman			<b>Date: 10/06/2019</b>		<b>Review Date: N/A</b>		<b>Location: Various teaching spaces on campus</b>			
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		
Electrical appliances	Visitors using damaged portable appliances, cables and plugs resulting in burns, electric shock or fire.	Portable appliance testing programme in place for all university owned equipment. Use of appliances supervised by teachers. Any appliances supplied by the visitor is their responsibility to PAT test.	1	3	Ma	No further action	1	3	Ma		
Inappropriate and unsupervised use of materials and equipment Sports Lab in use.	Cuts, choking, burns - visitors undertaking individual activities	Use of material such as non-toxic glue and equipment appropriate to age group of pupils. Activities supervised at all times by Newman staff and ambassadors. Relevant member of staff delivering sports session.	1	2	Acc	No further action	1	2	Acc		
Contacting appropriate support in an emergency	Visitors might suffer delay in receiving support if	An emergency telephone is available in all allocated classrooms so that	1	1	Acc	No further action	1	1	Acc		

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Newman University

they do not know who to contact	visitors can contact Security or the emergency services if necessary.									
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	Name:	Position:	Date:	Signature:
Prepared by:	Rikki Ashman	Outreach Programme Manager	10/06/2019	
Reviewed by:	Alison John	Marketing Director	17/06/2019	<b>A.JOHN</b>

### Severity (S) rating

Probability (P) 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
<b>Risk Categories:</b>			
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.**