

# RISK ASSESSMENT FORM



<b>Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10<sup>th</sup>-12<sup>th</sup> July 2019 Fire Safety</b>											
<b>School/Dept</b>		Marketing NCOP						<b>Risk assessment ID no:</b>			
<b>Assessing Officer</b>		Rikki Ashman			<b>Date: 06/06/2018</b>		<b>Review Date:</b> N/A		<b>Location: Whole of campus and halls of residence</b>		
<b>Significant Hazards</b>	<b>Who might be harmed &amp; how?</b>	<b>How is the risk currently controlled?</b>	<b>Initial Risk Level</b>			<b>What action is required to further reduce the risk?</b>	<b>Residual risk level after controls?</b>			<b>Action By Whom</b>	<b>Deadline</b>
			<b>Probability</b>	<b>Severity</b>	<b>Risk Level</b>		<b>Probability</b>	<b>Severity</b>	<b>Risk Level</b>		
Spread of fire and products of combustion (i.e. smoke)	Visitors and staff could be affected by fire damage to buildings, burns and smoke inhalation.	Fire alarm system with smoke detectors in each bedroom and throughout the campus. Evacuation procedures in each classroom and bedroom in halls. Security Guard and trained fire wardens available during the day, security Guard, Newman staff on duty during night. Relevant emergency mobile numbers issued to pupils and nominated staff members. Facilities Manager to advise at Health and Safety induction regarding no smoking on campus. Staff wishing to smoke may use the smoking shelter. Staff are expected to supervise pupils who are not allowed to smoke.	1	3	Ma	No further action	1	3	Ma		

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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	Severity (S) rating		
	Minor (1)	Serious (2)	Major (3)
<b>Low, may happen (1)</b>	1	2	3
<b>Medium, could happen (2)</b>	2	4	6
<b>High, will happen (3)</b>	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.**