

RISK ASSESSMENT FORM



Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10th-12th July 2018 First Aid Provision											
School/Dept		Marketing - NCOP						Risk assessment ID no:			
Assessing Officer		Rikki Ashman			Date: 10/06/2018		Review Date: N/A		Location: Various locations on campus and in halls of residence		
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		
Injury or illness whilst on site	Visiting students and/or staff/ambassadors	First aid trained staff on site during the daytime and overnight. RA to be first point of contact. Additional 3 members of staff are first trained. Pupils and staff advised regarding the out of hours contact number for Security. Security provided with the mobile number of the organiser and a list of visiting students in halls. Security guard/outreach manager and student recruitment officer on call overnight. Incident form to be completed by the responsible first aider regarding any incident and forwarded to the Accommodation Manager/Health Safety officer/First Aid champion.	1	3	Ma	No further action	1	3	Ma		

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Medical conditions or allergies	Illness or injury due to pre-existing medical condition or allergy.	Parents to advise regarding any relevant pre-existing medical condition or allergy. Medication to be kept with designated member of staff where relevant.	1	2	Acc	No further action	1	2	Acc		
Unavailability of first aid trained staff during the summer vacation period	Insufficient aid if a visitor becomes ill or is injured.	Health and Safety Officer to contact the distribution list of first aiders to check who is on on-site during the summer school.	1	2	Acc	No further action	1	2	Acc		

	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

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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.