

# RISK ASSESSMENT FORM



**Task/area to be assessed: Aim Higher Residential Summer School –  
Activity date: 10<sup>th</sup>-12th July 2019  
Movement around campus (including campus tours)**

**School/Dept** Marketing NCOP **Risk assessment ID no:**

**Assessing Officer** Rikki Ashman **Date:** 10/06/2019 **Review Date:** N/A **Location:** Various teaching areas on campus

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		
Personal safety	Visitors subjected to aggressive or violent behaviour. Public using facilities on campus.	Pupils supervised by ambassadors at all times. Security Guard on site 24/7. Organiser of the event provided with the Security Guard and Facilities Manager mobile number in case of an emergency. Students supervised at all times.	1	2	Acc	No further action required	1	2	Acc		
Slippery floors, trailing leads and obstructions	Visitors could slip or fall resulting in strains, sprains and minor fractures.	Pupils supervised whilst moving around campus. Housekeeping and maintenance staff display signage to alert regarding any possible spillages or obstructions. Regular checks carried out by staff to ensure safe access and egress on site.	1	2	Acc	No further action required	1	2	Acc		

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Unfamiliarity with campus during emergency evacuation	There could be a delay in evacuation by visitors.	Plan of exit and evacuation sites in every classroom. Fire evacuation information on the door of every bedroom in halls. All students to attend a safety briefing undertaken by the outreach manager at the start of the event.	1	3	Ma	No further action required	1	3	Ma		
Issues with movement to classrooms	Visitors could become lost, cause a disturbance or have mobility issues.	Pupils will be escorted between classrooms by nominated members of staff.	1	1	Mi	No further action required	1	1	Mi		

	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>

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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.**