

RISK ASSESSMENT FORM



Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10th-12th July 2019 Security on Campus											
School/Dept	Marketing NCOP						Risk assessment ID no:				
Assessing Officer	Rikki Ashman			Date: 10/06/2019		Review Date: N/A	Location: Whole of campus and 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		
Potential intruders on campus	Visitors and staff may be affected by theft or violent /aggressive behaviour	Security Guard on duty 24/7 monitoring CCTV cameras positioned around the campus. Security can be contacted at any time to deal with any potential intruders. Access cards required to move around the campus which will prevent intruders from entering halls and doors on-site.	1	2	Acc	No further action	1	2	Acc		

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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	A.JOHN

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
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.