

# 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 Supervision of Visitors under 18</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 location on 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>		
Pupils not supervised appropriately	Visitors and staff may suffer inappropriate behaviour by participants	Staff to report any issues or concerns. Any issues to be dealt with by lead on summer school. Students parents called to collect students if code of conduct is breached	1	1	Acc	No further action required	1	1	Acc		
Lack of awareness of health and safety measures and emergency procedures	All participants subject to physical or mental harm	Health and safety induction carried out by outreach manager at the start of the event. Evacuation procedures displayed on every classroom and bedroom door. Security and first aid trained staff available 24/7. RA in halls overnight. DW, MM, JD also trained in first aid.	1	2	Acc	No further action required	1	1	Acc		
			1	3	Ma	No further action required	1	3	Ma		

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		RA responsible for safeguarding of children and provision of policy. Designated Safeguarding officer at Newman advised regarding the event.								
Event organiser unaware of individual visitors with health issues or allergies	Individual visitors suffering illness or injury during visit.	Parents to notify organiser regarding any health issues, allergies or mobility issues prior to the event.	1	2	Acc		1	2	Acc	
Access to all areas of campus	Staff could have issues monitoring the movement of pupils if they have access to all areas of the campus.	Pupils to be supervised by ambassadors at all times. Corridors which are closed due to work are clearly marked and pupils advised at their safety briefing.	1	2	Acc		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	<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.**