


RISK ASSESSMENT FORM

**Task/area to be assessed: Aim Higher Residential Summer School –
Activity date: 10th – 12th July 2019
Use of catering facilities**

School/Dept	Marketing - NCOP			Risk assessment ID no:
Assessing Officer	Rikki Ashman	Date: 10/06/2019	Review Date: N/A	Location: Sanctuary and Senses Bar

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		
Slippery floors	Visitors may slip due to spillages	All spillages cleaned up immediately by staff and appropriate signage displayed.	1	2	Acc	No further action required	1	2	Acc		
Hot drinks and food	Visitors may suffer from burns due to hot drinks and food.	Drinks dispensed in safe containers.	1	1	Acc	No further action required	1	1	Acc		
Hot surfaces	Visitors may be burned on hot surfaces.	Hot surface warning signs in place.	1	2	Acc	No further action required	1	2	Acc		
Allergic reaction	Individual visitors may suffer an allergic reaction from food intolerance.	Parents advised details of students with any dietary requirements including allergies. Food options planned after meeting catering staff. First aid trained staff on site.	1	3	Acc	No further action required	1	2	Acc		
Hygienic handling and serving of food.	Food poisoning and gastro-enteritis suffered by visitors and staff.	Storage and preparation of food regulations are adhered to at all times.	1	2	Acc	No further action required	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.