

RISK ASSESSMENT FORM



Task/area to be assessed: Aim Higher Residential Summer School – Activity date: 10th -12th July 2019 Halls of residence											
School/Dept		Marketing NCOP						Risk assessment ID no:			
Assessing Officer		Rikki Ashman			Date: 10/06/2019		Review Date: N/A		Location: 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		
Removal of window restraints	Visitors staying in halls may fall from the windows.	Window restraints on all windows, tools are required to remove the restraint. Visitors advised during safety induction not to remove restraints.	1	3	Ma	No further action	1	3	Ma		
Getting trapped in lift	Visitors staying in halls could suffer panic and anxiety if the lift becomes stuck.	Regular maintenance of lift. Security Guard on duty 24/7 with contact numbers for the lift company and maintenance staff.	1	1	Acc	No further action	1	1	Acc		
Loss of keys or access card	Inability to access bedroom or doors around campus.	During office hours staff able to issue replacement key and access card. Out of hours the Facility Manager has access to replacement keys and access cards. The Security Guard will be	1	1	Acc	No further action	1	1	Acc		

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Safeguarding of children	Issues with inappropriate interactions between male and female children/bad behaviour	<p>able to let students into their bedroom in halls.</p> <p>Male and female pupils in separate floors under close supervision. Current Newman students not to enter landings used for summer school.</p> <p>Male and female staff allocated room on adjacent landings/floors to pupils of the same gender. Adults not to share bathrooms with children. Regular checks during night and lights out policy. All students and parents have signed code of conduct prior to event</p>	1	2	Acc	No further action	1	2	Acc		
Use of kitchens	Visitors could suffer burns, cuts or fire	Kitchens will not be available for use during the summer school and will be locked by Housekeeping staff. Kitchen available for staff only.	1	3	Ma		1	3	Ma		

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Electrical appliances	Visitors using damaged portable appliances, cables and plugs on their own appliances resulting in burns, electric shock or fire.	Visitors have a responsibility for PAT testing any items they bring into halls and ensuring that they are safe. Spoken about during Parents Evening.	1	3	Ma		1	3	Ma		
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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

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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.