

# RISK ASSESSMENT FORM



**Task/area to be assessed: Aim Higher Residential Summer School –  
Activity date: 10<sup>th</sup>-12<sup>th</sup> July 2019  
Supervision of Students between external venues**

<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: Movement between external activities</b>

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		
Pupils safety on coach	Students and staff	Students to adhere to the law and wear seat belts during transportation to and from each external venue	1	1	Acc	No further action required	1	1	Acc		
Pupils movement from coach to venues. Risk of being hit by passing vehicles	Students and staff	Newman staff to accompany students to each venue. Crossing the road at the appropriate crossing when coach cannot get closer to venue will be supervised by Newman staff. Students to be briefed before journey.	1	3	Ma	No further action required	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	<b>A.JOHN</b>

### Severity (S) rating

Probability (P) 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.**