

RISK ASSESSMENT FORM




Task/area to be assessed: Aim Higher Summer School – Activity date: 9th July 2021 Classroom based activities											
School/Dept		Marketing - UCP						Risk assessment ID no:			
Assessing Officer		Daviann Walker			Date: 26/05/2021		Review Date: N/A		Location: Various teaching spaces on campus		
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		
Electrical appliances	Visitors using damaged portable appliances, cables and plugs resulting in burns, electric shock or fire.	Portable appliance testing programme in place for all university owned equipment. Use of appliances supervised by Unifest staff. Any appliances supplied by the visitor is their responsibility to PAT test.	1	3	Ma	No further action	1	3	Ma		
Inappropriate and unsupervised use of materials and equipment . Sports Lab in use.	Cuts, choking, burns - visitors undertaking individual activities	Use of material such as non-toxic glue and equipment appropriate to age group of pupils. Activities supervised at all times by Unifest staff and ambassadors. Relevant member of staff delivering sports session.	1	2	Acc	No further action	1	2	Acc		
Contacting appropriate support in an emergency	Visitors might suffer delay in receiving support if	An emergency telephone is available in all allocated classrooms so that	1	1	Acc	No further action	1	1	Acc		

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Risk of spreading virus whilst indoors	they do not know who to contact Students and staff spreading and inhaling COVID-19 virus through lack of sanitisation	visitors can contact Security or the emergency services if necessary. Staff encouraged to take Lateral Flow Tests prior to event. Staff and students encouraged to regularly wash hands. Open windows where possible to ventilate.	2	3	Ma	Pre-check government guidance for UK roadmap (i.e. social distancing and mask wearing not necessary after June 21 st but check any changes in policy). If necessary contact visitors to advise of any changes in procedure. Encourage students to take LF tests prior to event. Hand-sanitising stations located across campus.	1	2	Acc		
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	Name:	Position:	Date:	Signature:
Prepared by:	Daviann Walker	Outreach Programme Manager	26/05/2021	
Reviewed by:	Alison John	Marketing Director	26/05/2021	A.JOHN

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.

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

Refer to the Newman University Risk Matrix Explanatory Notes to determine risk ratings and Legal References.