

RISK ASSESSMENT FORM



Task/area to be assessed: Aim Higher Summer School – Activity date: 9th July 2021 First Aid Provision											
School/Dept	Marketing - UCP						Risk assessment ID no:				
Assessing Officer	Daviann Walker			Date: 09/07/2021		Review Date: N/A		Location: Various locations on campus and in 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		
Injury or illness whilst on site	Visiting students and/or staff/ambassadors	First aid trained staff on site. DW to be first point of contact. MM and security are first aid trained in addition. Additional 3 members of staff are first trained. Incident form to be completed by the responsible first aider regarding any incident and forwarded to the Health Safety officer/First Aid champion.	1	3	Ma	No further action	1	3	Ma		
Medical conditions or allergies	Illness or injury due to pre-existing medical condition or allergy.	Parents to advise regarding any relevant pre-existing medical condition or allergy. UCP, first-aid trained staff to be on hand during event	1	2	Acc	No further action	1	2	Acc		

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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.