



VISITORS FOR MEETINGS

Risk Assessment Number RA-00093

Assessor: Brian Wheatley **Assessed on:** 28-May-2015 **Approver:** Brian Wheatley **Action Status:** Live **Approved On:** 02-Jun-2015

Details: Persons who are not regular employees but asked to attend meetings will not be familiar with AUB policies and procedures for health, safety and welfare; therefore special attention should be given to ensuring these persons are well briefed prior to and during their time with us.

Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk
1	Fire Unfamiliarity with procedures on fire safety could put them in danger	Fatality The potential will be relative to the working conditions but consequence could be at worst a fatality	Visitors	Medium 10	Brief visitors on current procedures, physically showing them fire exits and Assembly Points. Course managers should draw up a checklist and have VPs sign to say they understand	Low 3
					Regular maintenance of fire safety systems such as smoke alarms	
2	Welfare Visitors would expect to be shown welfare facilities etc	Minor injury Slips, trips and falls may occur	Visitors	Medium 6	Visitors briefed on welfare facilities	Low 2
3	Injuries Injuries and other accidents	Injuries and accidents Serious or minor injury	Visitors	Medium 8	Visiting persons to be made aware by WP and Short Course personnel of our first aid procedures and how to arrange for a first aider to attend	Low 4
					Green notices displayed in all areas describing reporting incidents out of hours	
4	Movement around campus Unfamiliarity of campus grounds and buildings	Stress Stress and anxiousness from not knowing the layout of rooms and studios	Visitors	Medium 6	Provision of maps of campus grounds	Low 3
					Report and register at Reception. Security provided with details of the visitor Campus maps up to date by Campus Service personnel	

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Title Risk Matrix
 Risk Calculator Type 2-factor
 Risk Rating = Probability x Consequence



	Unlikely	Possible	Likely	Highly likely	Certain
Minimal	1	2	3	4	5
Minor	2	4	6	8	10
Serious	3	6	9	12	15
Very Serious	4	8	12	16	20
Major	5	10	15	20	25

Probabilities

Label	Description	Percentage
Unlikely	Unlikely	20%
Possible	Possible	40%
Likely	Likely	60%
Highly likely	Highly Likely	80%
Certain	Certain	100%

Consequences

Label	Description	Percentage
Minimal	Minimal	5
Minor	Minor	10
Serious	Serious	15
Very Serious	Very Serious	20
Major	Major	25

Rating Categories

Label	Description	Colour	Threshold
Low	Appropriate control measures are in place with little risk of an incident occurring. Activities should be monitored to ensure control measures remain appropriate.	Green	1
Medium	Activities may be undertaken but closely monitored. Additional control measures should be considered and implemented whenever possible.	Yellow	6
High	Additional control measures must be implemented and the activity reassessed. If it is not possible to implement additional controls the activity should not be undertaken.	Red	15

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Actions Arising

Number	Type	Status	Assigned to / Location	Summary
CM-000311	Corrective Action	Completed ()		Brief visitors on current procedures, physically showing them fire exits and Assembly Points. Course managers should draw up a checklist and have VPs sign to say they understand
CM-000312	Corrective Action	Completed ()		Regular maintenance of fire safety systems such as smoke alarms
CM-000323	Corrective Action	Completed ()		Visitors briefed on welfare facilities
CM-000316	Corrective Action	Completed ()		Visiting persons to be made aware by WP and Short Course personnel of our first aid procedures and how to arrange for a first aider to attend
CM-000317	Corrective Action	Completed ()		Green notices displayed in all areas describing reporting incidents out of hours
CM-000320	Corrective Action	Completed ()		Provision of maps of campus grounds
CM-000321	Corrective Action	Completed ()		Report and register at Reception. Security provided with details of the visitor
CM-000322	Corrective Action	Completed ()		Campus maps up to date by Campus Service personnel