

Sapphire Education – Risk Assessment

Location / Activity: Accommodation Block on Campus

No.	Identified Risk	Level of Risk*	Required Action to Eliminate Risk	Person(s) Responsible
1	Unauthorised access to accommodation	Medium 3	a. Access restricted to authorised students and staff only b. Staff to monitor entry/exit points where applicable	Student Experience Manager & Student Mentors
2	Students leaving accommodation unsupervised	Medium 2	a. Curfew times enforced b. Sign-in/out procedures in place c. Staff conduct regular checks	Student Experience Manager & Student Mentors
3	Student welfare (illness, distress, homesickness)	Medium 2	a. Daily check-ins with students b. Welfare support available 24/7 c. Escalation to DSL where required	Student Experience Manager & Welfare Team
4	Fire safety / evacuation	High 3	a. Students briefed on fire procedures on arrival b. Staff lead evacuations c. Muster points clearly communicated	Student Experience Manager & Student Mentors
5	Damage or misuse of rooms/facilities	Low 2	a. Clear code of conduct shared b. Staff supervision and room checks c. Issues reported to university team	Student Experience Manager
6	Room allocation (age/gender mix)	Medium 2	a. Rooms allocated appropriately by age and gender b. Staff rooms separate from students	Student Experience Manager

7	External visitors entering accommodation	Medium 3	a. No unauthorised visitors permitted b. All visitors approved and supervised	Student Experience Manager & Student Mentors
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Risk Assessment compiled by: Andrew McPhee

Date: 15/2/26

**This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

