**Risk Assessment Compliance Checklist**

Most recent update: 16 October 2025

This checklist will help those who are required to carry out a risk assessment (RA). It will ensure that the risk assessment is suitable and sufficient for the activity undertaken.

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| **Tutor Name:** |  | **Course Name:** |  |
| **Checklist completed by:** |  | **Checklist completed on:** |  |

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| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments** |
| Has the RA been carried out by an appropriate person (supply name)? |  |  |  |  |
| Has the most recent RA template been used (see [S&E Resources web page](https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/further-and-higher-education/skills-and-employment/skills-and-employment-resources)) |  |  |  |  |
| Does the RA consider all those affected, including the public, learners, contractors, staff and visitors? |  |  |  |  |
| Does the RA consider activities that don’t take place on site (e.g. visits) if applicable and driving? |  |  |  |  |
| Does the RA consider risks associated with the health of individuals or groups? |  |  |  |  |
| Does the RA consider safety issues and emergency situations that may cause harm? |  |  |  |  |
| Have the mandatory considerations been amended accordingly to suit specific the course/cohort? |  |  |  |  |
| Have risks associated with course activities been considered? |  |  |  |  |
| Does the RA show a reduction in risk once control measures have been put in place? |  |  |  |  |
| Have necessary standards and regulations been identified and referenced where necessary? |  |  |  |  |
| Have actions been taken to implement any recommendations arising out of the RA process? |  |  |  |  |
| If an incident has occurred, has the RA been updated? |  |  |  |  |
| If there are plans for guest speakers, have potential risks associated with this been considered? |  |  |  |  |
| Have the findings of the RA, along with any updates, been brought to the attention of those affected? |  |  |  |  |
| Have managers/supervisors been advised of any serious findings relating of the RA? |  |  |  |  |

**Staff member:** Please save this checklist alongside your risk assessment and update as necessary.

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| **Quality check completed by:** |  | **Quality check completed on:** |  |

