**Course Risk Assessment** Most recent update: 16 October 2025

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Name: |  | Venue Address: |  | Date of Risk Assessment: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| How often will the course/activity run? (🗸) | | | | | How many people are or may be directly involved in the course/activity? | How many people are or may be directly affected by the course/activity? |
| Hourly | Daily | Weekly | Monthly | Other (state) |  |  |

**Tick the hazards that are associated with this course/activity (🗸) and add them to the hazard description below:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electrical appliances |  | Machinery |  | Use of hand tools |  | Personal safety |  | Display screen equipment |  | Other |  |
| Portable equipment |  | Hazardous substances |  | Manual handling |  | Online safety |  | Slip, trip, fall |  |  |  |

**Hazard description and action taken:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Has the action been completed? |
| Fire |  |  |  |  |  |  |
| Data Protection |  |  |  |  |  |  |
| Hygiene and Comfort |  |  |  |  |  |  |
| Environment |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Add further rows as necessary** |  |  |  |  |  |  |

**Risks to individual learners, e.g. learning difficulty/disability, mobility, pregnancy etc:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Has the action been completed? |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Add further rows as necessary** |  |  |  |  |  |  |

**Review this Risk Assessment if circumstances change during the course, e.g. if a learner develops a medical condition, the room changes etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment completed by (name):** |  | **Signature:** | **I confirm that all outstanding actions have been completed** | **Date:** |  |

**Control Measures Available**

**Suggested prompt list**

Primary controls Substitution, elimination, design the risk out

Secondary controls for example:

* Written instructions and signage
* Awareness raising with learners
* Furniture spacing
* Restricted access or one way access
* Rubber flex guards and floor tape
* Protective clothing and equipment
* Security equipment
* Detailed maintenance schedule (PAT testing sticker)
* Emergency contact details
* Mobile phones
* Other

**How to rate a risk associated with an identified hazard**

Method:

1. Identify the hazard
2. How likely is the risk associated with the hazard going to occur on a scale of 1 to 3?
3. If the risk did occur, how severe would the result be on a scale of 1 to 3?
4. Multiply one by the other to give you a risk rating and help you to prioritise the risks
5. See table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood/frequency of exposure to risk** | | **Possible outcome/magnitude**  **of event** | | **Risk Rating (frequency x magnitude)** | **Priority** |
| Likely/often | 3 | Death/building and contents loss | 3 | 9 | High |
| Possible/occasional | 2 | Lost time, injury/repairs | 2 | 4 | Medium |
| Virtually nil | 1 | Slight injury/damage | 1 | 1 | Low |
| e.g. a risk with a possible likelihood of occurring, which would result in a slight injury, would be 2 x 1 giving a rating of Low. | | | | | |

**Low 1-2**

**Medium 3-4**

**High 6 and above**