	Training Venue Risk Assessment				
	DATE: 10 th Jan 2013	VERSION: 1 (one)	DOC ID: ADS010	AUTHOR: Connor Turley	Page 1 of 3


ACTION	HAZARD			CONTROL MEASURES
	HAZARD DESCRIPTION	HAZARD EFFECT	WHO/WHAT AFFECTED	
General movement around training venue	Slips/trips/falls	Personal injury	Trainees, trainer, visitors.	Good housekeeping, main access walkway marked and kept free of obstructions, equipment put away in store room whenever not being used, ropes tied up at end of each day by trainer. All areas underfoot to be monitored by trainer regularly. All liquid spillages to be dealt with immediately.
Office work	Lone working	Personal injury	Office staff, trainer	Employer to check that lone workers have no medical conditions that make them unfit for lone working. Regular contact by phone and email with management during a working day. Lone working to only include office duties. Site emergency procedures given to lone worker.
Use of portable access ladders/towers	Falls from height	Serious injury, possible fatality	Trainees, trainer, assessor.	Trainer to remain inside step ladder handrails at all times when using the ladder for training, rescues, or rigging inspection. Max number of persons is two at any time.
Using scaffold stairs	Falls from height	Serious injury, possible fatality	Trainees, trainer, visitors	Everyone briefed to climb stairs using handrails. Supervision and monitoring by trainer. Nobody to lean over or climb handrails, unless authorised to do so and appropriately harnessed and attached.



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DATE: 10 th Jan 2013	VERSION: 1 (one)	DOC ID: ADS010	AUTHOR: Connor Turley	Page 2 of 3
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ACTION	HAZARD			CONTROL MEASURES
	HAZARD DESCRIPTION	HAZARD EFFECT	WHO/WHAT AFFECTED	
Welfare facilities (toilet, drinking water, rubbish disposal, food preparation area, smoking area, cigarette butt disposal)	Lack of cleaning/maintenance	Unhygienic spread of infection or disease	Trainees, trainer, visitors	Weekly cleaning schedule in place. Signage to encourage trainees to keep welfare facilities clean and tidy. Smoking area is outside and cigarette butt disposal unit provided. Check: Toilets - Bog roll, toilet bowl, sink, floor, bin. Classroom – Table tops, floor, bins. Training area – Floors, bins, kitchen area Admin office – Floors, bins, kitchen.area,
Smoking	Smoke inhalation (nicotine, tar) Fire risk	Lung damage and multiple health issues	Trainees, trainer, visitors	Smoking not permitted inside any of the HRAI buildings, temporary or permanent. Smoking only permitted outside in designated area. Cigarette butts disposed of in purpose designed disposal units. Disposal units emptied according to a weekly schedule and checked daily
Use of electrical appliances, power tools, electrical faults.	Fire/explosion	Serious injury, serious damage to property	Trainees, trainer, visitors, public	Fire/emergency procedure explained at very beginning of training course. All visitors to sign in to office on arrival. Alarm systems checked, Nearest phone noted, nearest hospital noted. In case of fire – assembly point explained. All electrical equipment is PAT tested. Electrical appliances included in weekly visual check. Defects reported to training manager. Electrical work carried out by trained specialists.
Night time, bad weather	Dim or Inadequate lighting	Personal injury	Trainer, trainees, visitors	Ensure adequate lighting. Included on weekly check sheet. Defects reported to training manager.

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	DATE: 10 th Jan 2013	VERSION: 1 (one)	DOC ID: ADS010	AUTHOR: Connor Turley	Page 3 of 3

ACTION	HAZARD			CONTROL MEASURES
	HAZARD DESCRIPTION	HAZARD EFFECT	WHO/WHAT AFFECTED	
Drug abuse	Intoxication of trainer or trainees	Personal injury	Trainer, trainees	Company drug and alcohol policy. Manager will ask trainer to leave if affected by drugs. Trainer will ask trainee to leave if affected by drugs. Explained on joining instructions.
First aid	First aid kit not fully stocked when emergency occurs	Inability to treat minor injuries, could become more serious	Trainer, trainees, visitors	First aid supplies available at signed station in training facility and in administration office. Weekly check sheet to ensure supplies are adequate.
Noise	Noise	Difficulty in communication, loss of hearing	Trainer, trainees	Noise levels to be monitored. If noise creates a communication problem, stop training until noise is reduced sufficiently.
Welfare facilities	Hot water	Scalds/burns	Trainer, trainees, visitors	Caution sign on hot water urn in kitchen and on WC hand washing unit. First aid station in visible location, and containing supplies to treat minor burns and scalds.
Car park	Vehicle movements	Vehicle collision, possible pedestrian accidents	Trainer, trainees, visitors	All visitors to report to office and give details of car registrations on arrival. Parking bays clearly marked.
Medical emergency	Heart attack, shock, allergic reaction etc...	Medical emergency	Trainer, trainees, visitors	Site emergency procedure in place. Visitors made aware of identity of appointed first aiders. Trainers hold up to date first aid qualification.

Reviewed by: Date:.....