

**Inspire Learning**

**Venue Risk Assessment Record (Short version)**

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| Funded organisation: |  |

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| Venue Name: |  |
| Type of venue: |  |
| Address: |  |
| Telephone: |  |
| Brief Description of Facility: |  |
| Who is responsible for Health and Safety on Site? |  |

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| Date risk assessment documents checked: |  |
| Name of person undertaking check: |  | Contact Tel. №  |  |
| H & S Qualification(s): |  | Job title:  |  |

**Stage One-Venue Assessment**

Stage One not required for short version of Venue Risk Assessment

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| Additional Comments: |

**PLEASE ENSURE STAGE TWO BELOW IS COMPLETED**

**Stage Two-Risk Rating**

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| **Occupational Risk** Please circle/highlight the likely occupational areas/types of courses that will be delivered at this venue. |
| Administration | Low | Manufacturing / craft | High |
| Agriculture, horticulture, fishing and forestry | High | Mining and quarrying | High |
| Animal Nursing | High | Printing | Med |
| Animal Care (inc. retail) | Med | Repair of motor vehicle/bikes | High |
| Care | Med | Retail trade | Low |
| Catering (kitchen) | High | Sales | Low |
| Chemicals and chemical products | High | Security | High |
| Construction | High | Sport / recreation | Med |
| Education | Low | Textile / clothing | Med |
| Electronics | Med | Transport | High |
| Engineering (mechanical and electrical) | High | Utilities | High |
| Equestrian | High | Wholesale and warehousing | Med |
| Hairdressing / beauty | Med | Outdoor pursuits | High |
| Hotels and restaurants (non catering) | Med | General classroom based courses only | Low |

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| **Organisational Risk** Please circle/highlight as appropriate based on findings in Stage One above. |
| **Low** | Risk assessment documents checked |
| **Medium** | Not Applicable |
| **High** | Not Applicable |
| **Unacceptable** | Not Applicable |

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| **Overall Risk Rating**Use the matrix to match the occupational and organisational risk levels to reach the overall Risk Rating for the venue. |
|  |  | **Occupational Risk Level** (follow downwards) |
|  |  | **Low** | **Medium** | **High** |
| **Organisational Risk Level** (follow across) | **Low** | Low | Low | Medium |
| **Medium** | Low | Medium | High |
| **High** | High | High | High |
| **Unacceptable** | Unacceptable |

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| Overall Venue Risk Rating (please tick) 🗸 |
| L | M | H |
|  |  |  |

Please use the highest Occupational Risk rating above

when calculating overall Risk Rating

Any venue with an overall Risk Rating of ‘High’ will be prioritised when arranging class visits and lesson observations.

Assessment completed by: Name: Signature: Date: