****

Inspire Learning

**Health and Safety-Course Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** |  | **Tutor:** |  |
| **Provider:** |  | **Venue:** |  |
| **Start date:** |  | **End date:**  |  |

**Please answer every question. Where a “no” answer is given please indicate action that will be taken to reduce any risk.**

|  |
| --- |
| **Room** |
| **Question** | **Yes** | **No** | **N/A** | **Action** |
| Is the room a suitable size for the course? |  |  |  |  |
| Is the room appropriate for the course content and planned activities? |  |  |  |  |
| Is the room layout suitable such that it allows all learners to participate? |  |  |  |  |
| Is the room free from obstructions?  |  |  |  |  |
| Are learners able to move around the room safely? |  |  |  |  |
| Is there adequate ventilation in the room? |  |  |  |  |
| Is there adequate heating in the room? |  |  |  |  |
| Is the lighting in the room adequate for the activities to be undertaken? |  |  |  |  |
| Are there sufficient electrical sockets? |  |  |  |  |
| Are electrical sockets accessible? |  |  |  |  |
| Will the floor be kept clear of trailing cables or cable covers provided? |  |  |  |  |
| Are emergency exits free from obstruction and clearly marked? |  |  |  |  |
| **Furniture and electrical equipment**  |
| **Question** | **Yes** | **No** | **N/A** | **Action** |
| Are chairs and desks a suitable height? |  |  |  |  |
| Do chairs provide suitable support? |  |  |  |  |
| Has any electrical equipment to be used been PAT tested? |  |  |  |  |
| Will any electrical equipment be kept away from any liquid hazards? |  |  |  |  |

**In the table below, please list any course specific activities learners will undertake, detailing any potential hazards and actions to be taken to minimize risk.**

|  |
| --- |
| **Course specific activities** |
| **Activity** | **Hazard/Risk** | **Actions/Control Measures** | **Risk Level** (Low/Medium/High) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |