

**Inspire Learning**

**Venue Risk Assessment Record**

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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 of assessment visit: |  | First visit? Yes/No | |
| Name of person undertaking assessment: |  | Contact Tel. № |  |
| H & S Qualification(s): |  | Job title: |  |

**Stage One-Venue Assessment**

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| **1** | **Health and Safety Policy** | **Yes/No** | **Evidence / comments** | | |
| A | Is there a clear commitment to health, safety & welfare? |  |  | | |
| B | Are the responsibilities for health and safety clearly stated? |  |  | | |
| C | Are arrangements for health and safety clearly stated? |  |  | | |
| D | How are the commitment, responsibilities and arrangements for health & safety (in 1A – 1C above) communicated to employees? |  | | | |
|  | Assessment of Standard 1: | Met | | Part met | Not met |

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| **2** | **Risk assessment (RA) and control** | **Yes/No** | **Evidence / comments** | | |
| A | Have risk assessments been carried out and significant risks identified? |  |  | | |
| B | Have the significant findings and details of any groups identified as being especially at risk been recorded? |  |  | | |
| C | Have control measures been identified and put in place as a result of the risk assessments? |  |  | | |
| D | Do the risk assessments take account young persons (under 18) where appropriate, including consideration of their age, inexperience, immaturity and lack of awareness of risks? |  |  | | |
| E | Give details of the risks and control measures relating to the specific activities carried out in the venue? |  |  | | |
| F | How are the risks and control measures (associated with venue & activity) explained to learners and others? |  |  | | |
|  | Assessment of Standard 2: | Met | | Part met | Not met |

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| **3** | **Accident, incidents and first aid** | **Yes/No** | **Evidence / comments** | | |
| A | Have adequate arrangements for first aid materials been made? |  |  | | |
| B | Have adequate arrangements for trained first aid persons been made? |  |  | | |
| C | Are accidents and first aid treatment recorded? |  |  | | |
| D | Are or will all legally reportable accident and incidents be reported and investigated? |  |  | | |
| E | How are the arrangements for accidents, incidents and first aid made known to all learners? |  |  | | |
| F | Are first aid signs displayed? |  |  | | |
|  | Assessment of Standard 3: | Met | | Part met | Not met |

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| **4** | **Work equipment and machinery** | **Yes/No** | **Evidence / comments** | | |
| A | Is correct machinery and equipment provided to the appropriate standards? |  |  | | |
| B | Is equipment adequately maintained?   * Are all plugs and cables in good repair? * Are fixed electrical switches and plug sockets in good repair? |  |  | | |
| C | Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that its safe to use? (There may be a sticker to show it has been tested.) |  |  | | |
|  | Assessment of Standard 4: | Met | | Part met | Not met |

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| **5** | **Fire and emergencies** | **Yes/No** | **Evidence / comments** | | |
| A | Is there a means of raising the alarm and fire detection in place? |  |  | | |
| B | Are there appropriate means of fighting fire in place? |  |  | | |
| C | If there are fire exit doors in the classroom, are they:   * Unobstructed; * Kept unlocked; and * Easy to open from the inside? |  |  | | |
| D | Are fire evacuation procedures clearly displayed? |  |  | | |
| E | Where is/are the Evacuation Assembly Point/s? |  |  | | |
| F | Does the Evacuation procedure take into account people with visual, mobility and hearing impairments? |  |  | | |
| G | Is/are there a named/assigned person/s for specific action in emergencies? |  |  | | |
| H | Are all learners and staff aware of the evacuation procedure? |  |  | | |
| I | Is a fire log/record book kept? |  |  | | |
|  | Assessment of Standard 5: | Met | | Part met | Not met |

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| **6** | **Safe and healthy working environment** | **Yes/No** | **Evidence / comments** | | |
| A | Are access/egress routes well marked and unobstructed? |  |  | | |
| B | Is there suitable disabled access/egress? |  |  | | |
| C | Are premises (structure, fabric, fixtures and fittings) safe and healthy (suitable, maintained and kept clean)? |  |  | | |
| D | Is the working environment (temperature, lighting, space, ventilation, noise) an appropriate safe and healthy one? |  |  | | |
| E | Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained? |  |  | | |
| F | Are arrangements in place to provide all learners with health and safety information as part of their induction training? |  |  | | |
|  | Assessment of Standard 6: | Met | | Part met | Not met |

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| **7** | **General health and safety management** | **Yes/No** | **Evidence / comments** | | |
| A | Does the employer review health and safety annually? |  |  | | |
| B | Does the employer display the necessary signs and notices health and safety law poster, fire and first aid signs? |  |  | | |
| C | Is employer’s liability insurance current and other insurance in place as appropriate to the business undertaking? |  |  | | |
|  | Assessment of Standard 7: | Met | | Part met | Not met |

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| Additional Comments: |

**PLEASE ENSURE STAGE TWO BELOW IS COMPLETED**

**Stage Two-Risk Rating**

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| **Organisational Risk** Please circle/highlight as appropriate based on findings in Stage One above. | |
| **Low** | Demonstration of high standards of Health and Safety*. (All criteria in Stage 1 met)* |
| **Medium** | Demonstration of acceptable standards of Health and Safety. *(Most criteria in Stage 1 met or part met.)* |
| **High** | Demonstration of poor standards of Health and Safety*. (Few criteria met. Rest only part met)* |
| **Unacceptable** | Non-compliance with Health and Safety requirements. *(Few criteria part met. Most not met).* **Venue must not be used.** |

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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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| **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) 🗸 | | |
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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: