# Health and Safety Classroom and Activity Risk Assessment Form

Part A to be completed for face-to-face delivery and Part B to be completed for all blended and online delivery.

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| Course: |
| Venue: |

Part A

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| **Classroom(s) / Activity** | Assessment completed by: |
|  | Completion date:  Review dates:  Review dates |

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| **Common hazards**  These are common hazards that might cause harm |
| 1. Slip/trip/fall - poor floors, trailing cables, mounting displays, route in from car park |
| 1. Dust |
| 1. Poor lighting |
| 1. Low or high temperature |
| 1. Fire Procedures / Precautions |
| 1. Electricity |
| 1. Moving and handling activities |
| Additional hazards specific to site/activity/online delivery (may include Safeguarding and/or Prevent)  Please record here other hazards specific to your site / activity if any |
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| **People at risk**  Please tick box if group will come into regular contact with hazards | Tick if appropriate  P |
| 1. Employee |  |
| 1. Learner |  |
| 1. Visitor |  |
| 1. Vulnerable person (e.g., disability, young worker) |  |
| 1. Other (please state) |  |
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| **Standard control measures**  Tick box if controls are in place or make action note if these need to be introduced or revised | In place  P | Action |
| Non-slip surfaces, where appropriate |  |  |
| No trailing cables in locations likely to cause trip |  |  |
| Proper use and maintenance of steps and ‘kick-steps’ |  |  |
| Shelving securely fixed |  |  |
| Schedule in place for cleaning |  |  |
| Adequate illumination - main source being daylight supplemented by artificial light |  |  |
| Adjustable blinds or solar film to reduce glare |  |  |
| Adequate heating/ventilation |  |  |
| Low surface temperature radiators or suitable guards, where necessary |  |  |
| Sockets switched off when not in use, where possible |  |  |
| Cracked casing and frayed leads on plugs replaced immediately |  |  |
| System in place to report defects, damage and effect repair |  |  |
| Fire risk assessment |  |  |
| Equipment maintained regularly |  |  |
| Key health and safety notices visible |  |  |
| Moving and handling assessment for hazardous activities |  |  |
| Safe working procedures for moving and handling activities |  |  |

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| Add here any **additional local control measures** identified that are appropriate to the subject being taught which may include Safeguarding measures. | In place  P | Action |
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**Part B**

Learners attending adult and community learning courses delivered online must be given safeguarding advice on how to stay safe online by their sub-contracted provider.

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| Online Activity | Assessment completed by: |
|  | Completion date:  Review dates:  Review dates |

**Staff advice around safeguarding**

The use of online delivery applications and recordings can be very beneficial to learning, teaching and assessment. However, the associated risks should be carefully managed.

Please ensure your own Safeguarding (including Prevent) training is up to date.

As good practice during online delivery please ensure you advise learners at the start of each session if the session they are attending is being recorded, and if so, that any comments made within the group chat will be saved and viewable by others.

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| **Standard control measures**  Tick box if controls are in place or make action note if these need to be introduced or revised | | In place  P | Action |
| * Classes are delivered in ‘closed’ mode so that only invited learners can participate |  |  |
| * Clear guidelines are issued to learners on contact and interaction with other learners on the course |  |  |
| * Tutor has full control of who is allowed to present/share screen |  |  |
| * Boundaries are set regarding online behaviours |  |  |
| * When creating a video or live stream, background has been considered (neutral and no personal information is revealed and other household members are not visible). |  |  |
| * Tutor has separate personal and professional email account/platform * Learners are encouraged to have a separate accounts (email/social media) for their learning |  |  |
| * Privacy: Learners are advised on how to ensure privacy of others in their households |  |  |

Full guidance on delivering online courses can be found at

[Course: Online Delivery (participationandlifelonglearning.co.uk)](https://www.participationandlifelonglearning.co.uk/course/view.php?id=601)

**For use by Tutor:**

I am aware of the hazards and risks identified in the Risk Assessment above and of the additional local control measures identified that are appropriate to the subject I am teaching, which may include Safeguarding measures.

I am aware of the hazards and risks identified in my organisations Risk Assessment, including those related to infection control.

I know how and when to report any concerns and who to contact in an emergency.

At the start of each session, I will make a visual check of the environment (physical or online) and ensure that I take appropriate actions to minimise any risks and report any hazards to my Centre Manager.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tutor)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for review of Risk Assessment with Centre Manager: \_\_\_\_\_\_\_\_\_\_\_\_