



RISK ASSESSMENT – October 2020					
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	WHAT AM I ALREADY DOING TO CONTROL THE RISKS?	WHAT FURTHER ACTION DO I NEED TO TAKE TO CONTROL THE RISKS?	WHO NEEDS TO CARRY OUT THE ACTIONS?	WHEN IS THE ACTION NEEDED BY?
VENUE					
Venue not adequate size for number of participants	Tutor and participants Other venue users	Selected venue based on max number of participants	None	NFA	NFA
Participants can't find venue	Tutor and participants	Ensure venue has adequate signage Send participants venue address and any specific instructions in confirmation email	Put up temporary signs if venue signage not sufficient	Tutor	On day of workshop
FIRE					
Tutor and/or participants not aware of venue fire procedure	Tutor and participants	Obtain fire procedure from venue organiser Ensure fire procedure displayed in venue	Brief participants on fire procedure at start of workshop	Tutor	Start of workshop
Tutor and/or participants not aware of fire escape route and Assembly Point	Tutor and participants	Obtain details of fire escape routes and Assembly Point from venue organiser on arrival at venue Ensure details of fire escape routes and Assembly Point displayed in venue	Brief participants on fire escape routes and Assembly Point at start of workshop	Tutor	Start of workshop



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FIRST AID					
Tutor and/or participants not aware of venue First Aid procedure	Tutor and participants	Obtain details of First Aid procedure from venue organiser on arrival at venue	Brief participants on First Aid procedure at start of workshop	Tutor	Start of workshop
HOUSEKEEPING					
Venue layout not as required so need to move tables, chairs, other equipment	Tutor and participants	Requested specific layout with venue organiser	Arrive before start of workshop to move any furniture as required before workshop starts	Tutor	Start of workshop
WELFARE					
Insufficient number of or inadequate toilet facilities	Tutor and participants	Checked toilet facilities with venue organiser as part of venue selection	Check cleanliness and provision on arrival at venue	Tutor	On day of workshop
Insufficient number of or inadequate refreshment facilities/provision	Tutor and participants	Checked refreshment facilities/provision as part of venue selection Send participants details of any own refreshments they need to provide e.g. packed lunch	Check cleanliness and provision on arrival at venue, including 'spill' kit, waste disposal etc. Brief participants on safety measures if making/carrying own hot drinks	Tutor	On day and at start of workshop



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WELFARE - continued					
Venue too hot or too cold	Tutor and participants	Check heating/ventilation controls with venue organiser on arrival	Manage heating/ventilation during workshop for participants' comfort	Tutor	On day and during workshop
Venue too dark	Tutor and participants	Checked lighting as part of venue selection	Manage lighting during workshop for participants' comfort	Tutor	On day and during workshop
ERGONOMIC					
Slipping on spills on venue floor, tripping over trailing cables around venue	Tutor and participants	Checked layout for refreshments and IT as part of venue selection	Manage spills as required Manage moving furniture and equipment as required	Tutor	On day and during workshop
Manual handling of training materials and equipment before and after workshop	Tutor	Checked venue access (parking and lift) as part of venue selection	Materials and equipment divided into manageable loads e.g. bags Park as close as possible to off load /on load vehicle Use venue trolley/lift as required	Tutor	On day of workshop




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CHEMICAL					
Getting or spreading Covid 19 virus	Tutor and participants Other venue users	Checked Covid secure arrangements as part of venue selection Send participants details of any Covid requirements e.g. face mask in shared areas etc.	Arrange furniture to maintain social distancing based on number of participants Provide hand sanitiser, masks, cleaning wipes and gloves for participants and black bin bags for waste Clean high contact areas and surfaces during break times Remind participants to wash hands at break, before refreshments, wear face mask when going to toilet etc. Clean on leaving and take all waste home with me	Tutor	On day of workshop



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ELECTRICAL					
Electrical shock/burn from venue electrical equipment	Tutor	Checked provision of electrical equipment as part of venue selection	Check electrical equipment on arrival Manage during workshop	Tutor	On day and during workshop
Electrical shock/burn from own IT equipment	Tutor	Only use own IT equipment if agreed with venue	None	NFA	NFA
OTHER – LONE WORKING/SECURITY					
Tutor may be only person in venue before/after workshop	Tutor	Checked security procedures as part of venue selection	Check specific arrangements on arrival Obtain keys/security codes to lock/unlock as required Obtain name and number of venue contact in an emergency	Tutor	At start and end of workshop



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OTHER – SPECIAL REQUIREMENTS OF PARTICIPANTS					
Venue and workshop may be inaccessible to participants or unsuitable for their needs e.g. mobility, hearing/vision, catering, toilets parking	Participants	Checked accessibility as part of venue selection	Request special requirements of participants as part of booking process Make necessary arrangements with venue for parking, lift use, hearing loop etc.	Tutor	Before workshop