**Risk Assessment Record**

A risk assessment must be completed before the start of any course, seminar or workshop. The risk assessment should be reviewed at the start of any subsequent days of the course and signed and dated. Copies of risk assessments should be retained as they may be asked for as part of internal or external verification processes.

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| --- | --- | --- | --- | --- | --- |
| Day of Course | Venue | Course Level | Risk Assessor | Date | Signature |
| Day 1 |  |  |  |  |  |
| Day 2 |  |  |  |  |  |
| Day 3 |  |  |  |  |  |
| Day 4 |  |  |  |  |  |

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| --- | --- | --- | --- |
| Areas to  address before  and during the  session | Checks to undertake | Any potential  hazards that  need further  action? | If yes, what further  action have you taken? |
| Participants  involved in the  session | • Do you know how many people are in your session? Make sure your ratios are right.  • Have you done a register? Has everyone registered correctly for the session or group?  • Do you have emergency contact details for each person?  • Is the medical history of each participant known? Has the relevant medical form (where appropriate) been completed before the session?  • Have you checked anyone who carries medication has it with them for the session?  • Have you introduced new people to the group? | Yes/No |  |
| Areas to  address before  and during the  session | Checks to undertake | Any potential  hazards that  need further  action? | If yes, what further  action have you taken? |
| The  venue/location  where the  session is taking  place | • Is everyone familiar and comfortable with the venue and facilities (toilets, fire drill)?  • Is the space fit for the activity? Have you checked it is appropriately lit and free from hazards?  • Do you know where the first aid equipment or facility first-aider is and the procedures you need to follow at the venue?  • Have you briefed everyone to report any hazards they may see during the session?  • Do you have a mobile phone for emergencies?  •Do you know the venue EAP? |  |  |
| Equipment | • Is everyone dressed appropriately for the session?  • Have you checked that all the equipment is in working order, and participants know how to use it? |  |  |
| General session  considerations | • Does everyone have access to water?  • (If applicable) Is the weather going to affect the session in any way? Does everyone have protection from the weather conditions? |  |  |
| Any other  hazards you  have spotted | • Are there any other members of the public who could have an impact on your session, or who you need to be aware of?  • Anything else? |  |  |