RISK ASSESSMENT WIZARD



EDUCATION AND TRAINING PROVIDERS (OFFICE-BASED)

Safety Guide

Office Professional

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Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Quality Learning

Curriculum planning and administration enable high-quality learning experiences and measurable outcomes.

Learner Access

Central enrolment and safeguarding checks improve learner access and confidence in programmes.

Fair Assessment

Assessment design and moderation increase fairness, reliability, and recognition of achievement.

Learner Support

Data tracking identifies learner needs early, enabling timely support and improved retention.

KEY HAZARDS & CONTROL MEASURES

Large Group Events & Conferences

- ✔ Venue capacity respected
- ✔ Fire evacuation briefing
- ✔ First aider present
- ✔ Clear emergency exits

Travel to Client Training Sites

- ✔ Journey planning required
- ✔ Check-in procedures
- ✔ Equipment security
- ✔ Lone worker protocols

Electrical & AV Equipment

- ✔ PAT testing current
- ✔ Cable management
- ✔ Equipment inspections
- ✔ Safe setup procedures

Trainer Stress & Workload

- ✔ Workload monitoring
- ✔ Preparation time allocated
- ✔ Peer support available
- ✔ Wellbeing check-ins

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390+

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