



RISK ASSESSMENT
WIZARD



EDUCATION AND TRAINING PROVIDERS (OFFICE-BASED)

Safety Guide

Office Professional

4

Key Benefits

16

Control Measures

3

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



RISK ASSESSMENT
— WIZARD —

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✓ Instant PDF & print-ready documents
- ✓ Store and update assessments online
- ✓ Add your logo & organization details
- ✓ Reuse and duplicate assessments
- ✓ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today