

IMPORTANT NOTES

This is simply an example of the types of issues that you MAY wish to consider when considering the risks in your class.

The risk assessment below follows the template from the UK Health & Safety Executive as it stood at April 2026

www.hse.gov.uk/simple-health-safety/risk/

It is NOT intended to be complete or appropriate for all circumstances, venues and types of class.

It is perhaps worth remembering that a risk assessment for a venue very much depends on who is attending. For example, a few steps with no handrail may pose little issue for some but be a material risk for the less mobile.

Remember that risks change regularly and some will need evaluating at frequent intervals. For example, car park lighting, fitness of individuals to attend etc all need to be checked at every class.

Address of Venue being Assessed			
School or Instructor name:		Assessment carried out by:	
Date assessment was carried out		Date of next review:	

How was the risk assessment done?

To identify the hazards and risks, the Instructor visited the premises with the training hall owner to understand the layout of the building.

Prior to the classes commencing, the Instructor considered the risks that may occur and how they might be mitigated. This was documented below and will be checked by a visual inspection before each class to identify additional risks or changes. It is not necessary to complete a new Risk Assessment for each class if nothing has changed. However it is good practice to review the written Assessment annually to maintain records.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<u>Access to Venue</u> Injuries arising from slips, trips and falls from uneven ground, poor lighting or obstructions and debris in access /egress routes and pedestrian areas	Attendees at the class including any additional instructors	Ensure the access remains safe and that any repairs and maintenance issues are reported to the appropriate person for action.	Before every session carry out a visual inspection and report any problems. Particular care should be taken to visit the venue in low light conditions if session is going to extend beyond sunset.	Instructor	Before each session	
<u>Training Area</u> Poor Lighting.	Attendees at the class including any	Ensure the area remains safe and that any repairs and maintenance issues are reported to the appropriate person for action.	Before every session carry out a visual inspection and report any problems. If necessary, cancel the session.	Instructor		

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<p>Trips - Trailing wires and cables, damaged or uneven surfaces, changes in floor levels</p> <p>Slips.</p> <p>Liquid spills.</p> <p>Ventilation and Heating.</p>	additional instructors		<p>If we take our own electrical equipment make sure it is safe and any cables etc. do not constitute a trip hazard.</p> <p>Take hazard tape to mark any cables etc. or uneven floor such as changes in floor levels.</p> <p>Check floor to ensure not slippery.</p> <p>Ensure that equipment/materials are available to deal with any spillages.</p> <p>Ensure that temperature is comfortable and that windows can be opened if ventilation is required.</p>		Before each session	
<p><u>Fire Safety Compromised</u></p> <p>Blocked Fire Exits.</p> <p>Unclear Evacuation routes.</p> <p>Unclear how to raise alarm in case of fire.</p>	Attendees at the class including any additional instructors	Ensuring that the Instructor is aware and familiar with the procedure in case of a fire.	<p>Instructor to run through Fire procedure to ensure participants are aware what to do if they discover a fire and how the participants should vacate the building.</p> <p>Ensure that all Fire Exits remain clear at all times. Especial care to ensure participants do not put down belongings that may</p>	Instructor	Before each session	

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			obstruct the exits or move any furniture etc. which may block exit.			
<p><u>Food/Beverage Preparation (if applicable)</u></p> <p>Any portable electrical equipment such as kettles.</p> <p>Risk of Scalding or burns.</p> <p>Food Poisoning.</p>	Attendees at the class including any additional instructors	<p>Only use portable electrical equipment that has been tested and approved, PAT test stickers.</p> <p>Only designated people to use any hot equipment such as kettles etc. and these are to be located in a safe and secure area to avoid accidents.</p> <p>Not to carry out any cooking or preparation on the premises.</p> <p>Supply own disposable cups etc. to avoid using possibly contaminated items.</p>	<p>Check all electrical cables, plugs etc, for signs of damage e.g. frayed cables, broken plugs or loose connections</p>	Instructor	Before each session	
<p><u>Participants have extra mobility or other issues</u></p> <p>Risk of Falls.</p> <p>Inadequate access arrangements.</p>	Attendees at the class including any additional instructors	<p>Ensure the access and other arrangements are suitable for the client group attending.</p> <p>Ensure lesson plan includes additional safeguarding actions such as supervision and provision of chairs etc. for balance and resting.</p>	Carry out visual inspection before each session to ensure arrangements remain adequate with secure handrails etc. Any ramps are in good repair and safe.	Instructor	Before each session	
<p><u>Lack of Safeguarding for:</u></p>	Attendees at the class including	Instructor needs to have current training and DBS check.	Ensure that DBS check is current and participants have	Instructor	Before each session	

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<p>Children under 18.</p> <p>Adults at Risk of Harm.</p>	any additional instructors	<p>Make sure you have a safeguarding policy that follows latest guidelines and the policy is known and followed by all instructors and relevant staff.</p> <p>Lesson Plan to include additional provisions for ensuring that participants have adequate arrangements for leaving class e.g. pick up by carers or parents.</p>	<p>arrangements for after session safety.</p> <p>Ensure contact details for carer/parent are available for each participant.</p> <p>Charged mobile phone is available for call in case of an emergency</p>			
<p><u>Outside training</u></p> <p>Sunburn</p> <p>Heat exhaustion / stroke</p> <p>Attacks by dogs</p>	Attendees at the class including any additional instructors	<p>Ensure clean water is available, bottled if necessary</p> <p>Train in the shade where possible</p> <p>Ensure everyone is suitably attired eg hats, covered up with light clothing etc</p>	<p>Check participants and rest regularly if needed</p> <p>Watch for loose dogs nearby and check whether participants are nervous.</p>	Instructor	Before and during each session	

Signed by person carrying out assessment Date