

ANALYTICAL RISK ASSESSMENT

Delivering classroom-based training

Department Name:	Training Team
Risk Assessment For:	Delivering classroom-based training
User Department:	Training Team
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2.1	05/04/2025	J Green	New document format – new issue.

Term	Definition	Term	Definition
Accident	An unplanned and uncontrolled event which gives rise to harm.	Likelihood (L)	The number of occasions on which a given event is expected to occur over a given time.
Consequence or impact	The outcome of an accident.	Mitigation	Reduction in risk due to the introduction of risk controls.
Controls	Measures that may be introduced with the intention of reducing risk.		The rate given to the control measures associated with the hazard and risk; either High, Medium or Low
Harm	Any kind of safety loss, including fatalities and injuries		The result based on the existing control measures or prior to implementing further control measures, in order to reclassify the rating to achieve the desired result. Being either: • 'H' High Risk • 'M' Medium Risk • 'L' Low Risk
Hazard	Anything with the potential to cause harm (or loss).		A combination of the likelihood of the harm occurring and the severity of the consequences.
Incident/ Near miss	An unplanned and uncontrolled event that does not give rise to harm, but which under different circumstances could have resulted in an accident.		A measure of the significance of consequences

Ranking risks is necessary in order to identify their relative importance. The degree of risk associated with a particular hazard depends on the likelihood of it causing an accident and the probable severity of the consequence of such an accident.

This ranking system involves classifying likelihood (in terms of frequency) and severity each on a five-point scale and then multiplying them both together to give the risk ranking as follows:

RISK = SEVERITY x LIKELIHOOD

The ranking values can then be grouped into four broad classes of risk:

RISK RATING KEY		LOW	MEDIUM	HIGH	EXTREME
		0 – ACCEPTABLE OK TO PROCEED	1 – ALARP (as low as reasonably practicable) TAKE MITIGATION EFFORTS	2 – GENERALLY UNACCEPTABLE SEEK SUPPORT	3 – INTOLERABLE PLACE EVENT ON HOLD
LIKELIHOOD		SEVERITY			
		ACCEPTABLE	TOLERABLE	UNDESIRABLE	INTOLERABLE
		LITTLE TO NO EFFECT ON EVENT	EFFECTS ARE FELT, BUT NOT CRITICAL TO OUTCOME	SERIOUS IMPACT TO THE COURSE OF ACTION AND OUTCOME	COULD RESULT IN DISASTER
	IMPROBABLE RISK IS UNLIKELY TO OCCUR	LOW – 1 –	MEDIUM – 4 –	MEDIUM – 6 –	HIGH – 10 –
	POSSIBLE RISK WILL LIKELY OCCUR	LOW – 2 –	MEDIUM – 5 –	HIGH – 8 –	EXTREME – 11 –
	PROBABLE RISK WILL OCCUR	MEDIUM – 3 –	HIGH – 7 –	HIGH – 9 –	EXTREME – 12 –

		Initial Risk Rating No Controls				Risk Scores >6 Are Intolerable For This Undertaking	Risk Rating Additional Controls				Additional Controls Should Be Considered For Risk Scores >4 For This Undertaking	Final Risk Rating			
Hazard:	Person(s) at Risk:	Severity	Likelihood	Risk Score	Tolerable?	Control Measures:	Severity	Likelihood	Risk Score	Tolerable?	Additional Control Measures:	Severity	Likelihood	Risk Score	Tolerable?
Electricity. Working with VDU's, PC's and audio equipment.	Instructors Students	Medium	Possible	5	Yes	PAT tested equipment supplied by premises and/or Servatus Solutions as required. Training and supervision of equipment as required for non- standard or non-domestic equipment.	Low	Improbable	2	Yes		-	-	-	-
Manual Handling.	Instructors Students	Medium	Possible	5	Yes	Instructors and students to have undertaken manual handling training. No equipment greater than 20kgs (1 person lift). Instructors to consider abilities of students and tasks being asked to be carried out. Appropriate and tested equipment for the task. For example, evacuation chairs shall be CE marked.	Low	Improbable	2	Yes		-	-	-	-
Slips trips & falls. Moving around classrooms and/or during evacuation.	Instructors Students	Medium	Probable	5	No	Allocated training rooms with adequate lighting. Minimal trailing leads with appropriate fixing. Briefing of emergency actions during 'housekeeping' introductions.	Medium	Possible	2	Yes		Medium	Improbable	4	Yes

Assessor Comments:	All instructors representing Servatus Solutions Ltd, and any other contributors to training delivery reserve the right to halt, delay or refuse to carry out any element of training on the grounds of legitimate health and safety concerns. All participants in training (instructors, students, onlookers) are actively encouraged to highlight any issues or concerns immediately so that they may be addressed at the time. Or the session(s) can be halted until adequate steps have been taken to eliminate the hazards and/or reduce the risks. Servatus Solutions Ltd reserve the right to refuse issue of any training records until all parts of the syllabus in question has been delivered.
Sign Off Date:	04 th April 2025
Signed:	
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