BRISTOL MARITIME LIMITED

General Classroom Risk Assessment

Risk or Hazard	Who Might Be Harmed? (Staff, Customer)	Risk Adequatley Controlled?	If So how?	Level Of Risk- High, Medium, Low	Other Methods of Control?	Date Risk Assessed
Movement around the classroom: Slips, trips, falls, abrasions & cuts	Staff and students	Yes	Coats and bags are placed on hooks or in a set area out of the way. Walkways are kept clear. Trailing wires from temporary equipment (e.g. computer) tucked away securely. Instructors to double check trailing wires for permanent equipment (e.g. tvs) are secured and that the flooring is in good condition with any changes to floor level highlighted. All light bulbs working to ensure a well light area. Any spills are to be cleared immediately.	Low	Mention to the designated point of contact for the room hire about any breakages, broken lighting or loose wiring. See the designated point of contact for procedures to deal with spills. Regular checks carried out by instructors during sessions.	02.05.2025
Access Steps/Ramps: Slips, trips, falls, difficulty during evacuation	Staff and students	Yes	All light bulbs working to ensure a well light area. Any spills are to be cleared immediately. Staff aware of entry and exits points.	Low	Mention to the designated point of contact for the room hire about any potential issues or broken lighting.	02.05.2025
Electrical Equipment: Electric shock, fire	Staff and students	Yes	All electrical equipment, plugs , sockets to be visually checked before use for correct operation and undamaged. Instructors aware not to overload sockets. Projectors refer to manufacturer's instructions when using. Do not look directly into the beam, and encourage back to the beam when stood in the beam.	Low		02.05.2025
Fire: burns, smoke inhalation, injury or death	Staff and students	Yes	Fire exits unobstructed, unlocked and easy to open from the inside. Fire fighting equipment in place and procedures clearly displaid, evacuation drill. Staff are trained to follow the evacuation procedure.	Low	Staff aware of fire assembly points and exits.	02.05.2025
Heat Exhaustion/Hypothermia: Ventilation and Heating	Staff and students	Yes	Windows available at suitable height level that open for natural ventilation. Blind or curtains in place for glare and heat from the sun.	Low	Instructors to provide breaks during the sessions.	02.05.2025
Personal safety: Inappropriate behaviour	Staff and students	Yes	Ensure adequate supervision for the number of students to instructor ratio. Ensure instructors can manage any poor behavior.	Low	Contact emergency services	02.05.2025
Spills: Burns / Scalds	Staff and students	Yes	Instructors and students may be injured as a result of contact with hot substances / surfaces in the classroom. For example by using kettles or a hot drinks dispenser. All students instructed in the safe use of tools and equipment.	Low	Faulty equipment should be reported to designated point of contact for the room hire for removal.	02.05.2025
First Aid Provisions: Delay in responding to injury or illness	Staff and students	Yes	Instructors are all first aid trained. Instructors to be aware of available first aid kits on site and a first aid kit to be carried within the vehicle. Instructors to observation the candidate registration forms and discuss as needed and relevant with the candidates the information they have provided.	Low	Keep staff training and kit updated.	02.05.2025
Screen Usage: Eye strain, posture problems	Staff and students	Yes	Instructors to provide breaks during the sessions. Instructors to consider the classroom set up is appropriate for viewing of the screen.	Low		02.05.2025
Manual Handling (Furniture): Sprains, strains	Staff	Yes	Staff instructed to ask for help if lifting heavy furniture. Use trolleys if available.	Low		02.05.2025
Furniture and fixtures: Delay in egress, trip hazards	Staff and students	Yes	Seating and storage: Check positioning does not interfere with circulation routes, entry/exits, fire escapes. Check for damage or instability.	Low	Faulty equipment should be reported to designated point of contact for the room hire for removal. Poor positioned items to be moved to a more suitable place.	02.05.2025