



Sirius Business Services Ltd RISK ASSESSMENT

Company Name: Sirius Business Services Ltd	Job/Activity: providing onsite training	Date of Risk Assessment: 1 August 2022 SBS RA-T002
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What are the Hazards?	Who might be harmed & how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Competent Staff	Staff, customers & Visitors	All Tutors will hold appropriate qualifications for subjects being taught. Tutors will teach to current agreed national standards and guidance issued by national bodies such as resuscitation council UK. Tutors will not teach banned practices or incorrect methods. Tutors will not practice beyond their experience or qualifications.	Tutors will keep qualifications up to date, undertake appropriate CPD and keep a documented record of it. All tutors will have an independent monitoring visit at least annually by one of the Companies IQA's	Tutors/Manager Manager	Ongoing Ongoing	
Fire	Staff customers & visitors	Tutors will familiarise themselves with local fire arrangements. 1) How to raise the alarm, 2) location of fire fighting equipment, 3) specific hazards 4) Fire exit routes and fire assembly points. Tutors have current fire safety training. Tutors will provide safety briefing to delegates at start of each course. Tutors will lead delegates to assembly point in the event of an evacuation.	Staff to keep their fire safety training up to date	Tutors	Ongoing	
General	Staff customers & visitors	Tutors will ensure the area to be used is tidy and free from hazards. Tutors will ensure floor surfaces are	Tutors to be focused on safety of themselves and delegates at all times. Tutors to raise any specific concerns	Tutors Tutors	Ongoing Ongoing	

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		clear so as to prevent slips and trips. Tutors to ensure fire exit routes are clear, are free to open and lead to a place of safety. The company and tutors to maintain appropriate Employee, Public Liability, Professional Indemnity and Medical indemnity insurance. Tutors or Staff will not be under the influence of alcohol or drugs when travelling to or on company business at any time. Tutors or Staff who are on a course of prescription medication or treatment that may affect their ability to work safely or effectively are to notify the manager as soon as this becomes apparent.	with onsite management or course booking contact Company management to maintain insurance policies and ensure freelance instructors maintain appropriate cover. The company reserves the right to undertake random drugs or alcohol testing if concerns arise	Manager Tutors/Manager Tutors	Ongoing As Required As Required	
Vehicle Movements	Staff customers & visitors	Tutors are to be vigilant to vehicle movements in car parks and when parking on the highway. This is particularly important in industrial facilities or other facilities where there is a high level of vehicle movements. Tutors to highlight any particular areas of caution to delegates	To be vigilant at all times Highlight to delegates any issues and concerns	Tutor Tutor	Ongoing Ongoing	
Cooking (hot surfaces)	Staff customers & visitors	Tutors to be cautious of hot surfaces in kitchen areas. Delegates to be instructed not to enter kitchen areas or to use hot appliances.	Instruction issues by Tutor	Tutor	Ongoing	
Foodborne pathogens and illnesses	Staff customers & visitors	Where food is supplied good food hygiene practices are to be followed in respect of keeping hot food at the appropriate temperature and keeping cold food appropriately chilled. When food service is finished any left over food is to be removed		Catering Provider/ Tutor Catering Provider/ Tutor	Ongoing Ongoing	

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Dogs and other animals	Staff, customers and visitors	No dogs or animals are to be present during training sessions except guide dogs or assistance dogs.				
Moving of equipment	Staff, customers and visitors	Tutors are to avoid lifting and moving of equipment or furniture where possible, and venue providers are to be encouraged to lay out the room in advance. Where the moving of tables and chairs etc is unavoidable these are to be moved using safe handling techniques and in accordance with manual handling training and assessments.	Manger to ensure that Tutors and freelance tutors maintain current manual handling training	Manager.	Ongoing	
Electrical hazards	Staff, customers and visitors	All equipment supplied by Tutors is to be maintained in good order and is to be visually inspected prior to use. An appropriate regime of inspection and test is to be maintained for all portable electrical equipment		Tutors Tutors/Manager	Ongoing Ongoing	
Children	Children	Courses generally have delegates over 18 years of age and so additional control measures are not necessary. Where young people are present on courses, or where specific courses are being run for young people or children it may be necessary to do an additional risk assessment. Any such requirements will be notified top the Tutor by the manager.		Manager	As required	
Allergies and medical conditions		Course organisers to seek prior information in respect of any delegate the suffers from an allergy or medical condition which is relevant to the training being provided. Tutors to enquire of delegates at the start of each course if there are any specific medical conditions or	Tutor to enquire at start of course.	Manager Tutor	Ongoing Ongoing	

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		allergies that they should be aware of				
Infection (see also COVID19)	Customers, visitors and staff	Pre course information asks for indication of any medical conditions or infectious diseases.		Office	Ongoing	
		Tutors enquire at the start of each course if there are any medical conditions or infection issues that they should be aware off.		Tutors/ Delegates	Ongoing	
		Where personal contact with equipment is made by delegates ie resuscitators, appropriate cleaning materials and/or barriers are provided and delegates are advised to use them between each person		Tutors	As Required	
Lone Working		On occasions tutors will arrive at a venue or remain at a venue after a course and nobody else will be present. They should ensure at all times they have a mobile telephone and report in to the office when they arrive at a venue and when they leave a venue and any specific issues or concerns they may have.		Tutors	As Required	
		Tutors will not operate any dangerous machinery or undertake and dangerous process when they are alone		Tutors	Ongoing	
		For protracted periods of lone working arrangements are made with the office for regular check calls to be made		Manager/Tutors	As Required	
Travelling on company business	Staff	All staff who travel on company business are required to have a roadworthy reliable vehicle, which is taxed, MOT'd and insured at all		Tutors/Staff	Ongoing	

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		times. Staff allow plenty of time for journeys so they can arrive safely at destination even if held up by accident or roadworks. Tutors will inform the office if delayed so customer can be informed All staff are expected to take appropriate breaks whilst driving (particularly on long days/journeys), and to pull off the road if feeling tired. All staff should take a supply of bottled drinking water in the vehicle at all times, but particularly in hot weather.		Staff/Tutors Staff/Tutors Staff	Ongoing Ongoing Ongoing	
Customers with special needs on occasions individual customers or delegates or a group of customers with special needs (physically disabled, visual impaired, deaf or mentally disabled etc) may wish to access training courses.	Customers	To access regulated qualifications in the UK delegates need to be able to undertake the course in the English language and have a basic standard of processing skills, reading and writing. A specific assessment will be made of those with physical needs to ensure they can access and partake fully in the course, this may need reasonable adjustment and as such Tutors will be guided by the requirements of Awarding Organisations.	Managers to ascertain with course organiser that there are not any specific learning needs and to assess if these can be accommodated. A specific assessment to be undertaken as required	Managers Manager/Tutor	As required As required	
Young People (those who have not attained 18 years of age)	Staff, Customers	(see children above)				
Confined Spaces	Staff	No staff will enter a confined space on any customers location, unless this has specifically been arranged as	Where a confined space is to be used in a practical exercise this will be agreed in advance and a suitable qualified member of staff will	Manager	As required	

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		a part of a course practical exercise.	undertake a specific assessment and inspect the area to be used before it is approved for use.			
First Aid	Staff, Customers & Visitors	All Staff and Tutors are required to hold a current and valid first aid certificate. All Staff and Tutors carry an appropriate first aid kit. Tutors will familiarise themselves with any customers or venue first aid arrangements and equipment. Tutors will render first aid to any person who requires it within agreed first aid protocols. They will ensure any accident/incident is reported to customer or venue contacts and to the office. Tutors will complete or assist in the completion of the appropriate accident book and RIDDOR report if required.	Keep certification up to date	Tutors Tutors/Staff Tutors Tutors Tutors	Ongoing Ongoing Ongoing As Required As Required	
Respiratory Viruses						
Instructors or delegates with severe underlying health conditions falling into the Government defined "clinically extremely vulnerable" category may be at high risk.	Staff, Customers	<i>Those who are in the "clinically extremely vulnerable" category should consult their GP or medical adviser before undertaking any face to face training sessions.</i> <i>Those who are in the "clinically extremely vulnerable" category should be requested to self-identify to allow their individual risk to be considered</i>		Tutors, delegates and course organisers	Ongoing	
Instructors or delegates with underlying defined health	Staff, Customers	<i>Those who are in the "clinically vulnerable" category should consult</i>		Tutors, delegates and	Ongoing	

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conditions (e.g. expectant mothers) falling into Government defined "clinically vulnerable" category may be at above average risk (this currently includes all people over 70) Training course attended (or delivered) by a person who is infected with Covid-19 or other respiratory virus.	Staff, Customers	<i>their GP or medical adviser before undertaking any face to face training sessions.</i> <i>Those who are in the "clinically vulnerable" category should be requested to self-identify to allow their individual risk to be considered.</i> Population infection rate will determine the likelihood of encountering an infected person (this should form part of the overall assessment of risk and decisions on course delivery. The space for all training session will be adequate as a minimum there will be 1.95 square meters per person (including the instructor/s). The use of rooms with good ventilation is used wherever possible. Manakins are wiped before use, after use and between use by delegates. Hand gel is available for delegates to use. Where possible delegate joining instructions details precautions. Table surfaces are wiped prior to and after training. Adequate equipment is provided to reduce sharing. The following precautions should be considered: • Use of face coverings where infection rate is high, or delegates are vulnerable • Where the room is not adequately ventilated by windows, doors will remain		course organisers Tutors, delegates and course organisers	Ongoing	
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NOTES

In this Risk Assessment:

Tutor refers to directly employed teaching staff and freelance teaching staff.

Staff refers to permanent, temporary, casual, volunteer staff and work placement students.

Manager refers to the appropriate Sirius Business Services Ltd Manager or Director in overall control of this aspect of the business.

Office refers to Sirius Business Services Ltd head office Tel 0800 999 3998, info@siriusbusinessservices.co.uk

Risk Assessment undertaken by	Risk Assessment reviewed and accepted by
 G R Hepburn	Keith Welsh
Date:	Date:
1 August 2022	1 August 2022
Next Reviews Due:	
1 August 2025 (or if significant changes)	