|  |  |  |  |
| --- | --- | --- | --- |
| Subject of risk assessment: | Indoor training event, classroom teaching and meetings | | |
| Brief description of activity, location, feature, activity and equipment used. | Our usual training and meeting venues are designed for public access. Typical venues are schools, training and conference venues, hotels, council and private offices or our own offices.  Indoor training will be both seated and active, use visual aids and practical resources and vary from short sessions to full days at a time.  It is expected that these venues already have risk assessments and control measures in place to manage all basic and foreseeable risks. LTL staff should satisfy themselves of these protocols and continue to make dynamic judgements, as laid out in the LTL Risk Management Policy Statement. | | |
| Job title and name of person making assessment | Matt Robinson  Training and Development Officer., GfL/LTL | Signature of person making assessment |  |
| Date of Assessment | 21st December 2021 | Review Date | 15th January 2023 |
|  |  |  |  |
|  |  |  |  |
| Name of senior manager: | Carley Sefton | Signature of senior manager: |  |
| **Risk Management Statement**  LTL recognises that all risks cannot be reduced to nil; therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LTL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LTL staff to be significant should be reported to the LTL manager who has signed off this RBA. The correct LTL Incident Report form should be used.  **This RBA should be read in conjunction with LTL’s Health and Safety Policy, other relevant LTL Risk Benefit Assessments and LTL Play Policy (as appropriate).** | | | |

|  |  |
| --- | --- |
| Activity or feature: | Activities indoors as part of a meeting, teaching, training or general LTL business will include:  Seated training or meeting – discussion, directed, and watching AV, small group work, around table and on single or shared seats. Using pens, pencils, scissors, glue, paper, sticks, tape, paint etc  Moving around room and venue, either for activity directed by LTL staff or partners, or by choice.  Arriving, setting up, packing and unpacking, carrying resources and departing venue.  Break time / Refreshments / meal time.  Use of IT and electrical equipment such as room lights and sound systems.  Evacuation in event of fire or incident. |
| How will participants benefit? | Participants of a general training/teaching day or meeting will benefit by:  being able to complete their work (meeting the charitable aims of LTL) and learn  *and/or*  learn specific information, build relationships with others and discuss viewpoints.  Varied activities and delivery methods, including being active and moving around, allows a range of learning styles to be met. Moving around also allows access to facilities including toilets, dining and relaxation and new spaces and places.  An unplanned evacuation will usually avoid more serious consequences from fire or threat incident. |
| Who will be at risk? | LTL Staff  Any participants and customers of LTL, who are adult and children.  Public, visiting staff or speakers may also be affected. |
| Any local factors that may affect risks or controls: | Group competence, local school or authority rules; building or venue features. |
| Possible hazards and risks: | Slips, trips or falls while moving, standing or seated, leading to significant injuries.  Collapse or failure of chair or furniture unexpectedly.  Falls onto sharp objects such as scissors or pencils, resulting in wounds.  Picking up, carrying or putting down heavy objects, either repeatedly or one-off resulting in sprains, strains or injuries.  Spilling of hot drinks, touching hot kettles etc that lead to scalds or burns.  Food poisoning from meals or refreshments being served.  Electric shock from equipment being used.  Being run over by vehicles when entering or leaving a building, or in car park or street outside.  Fear, intimidation, abduction etc from strangers or participants. False accusation or claim towards LTL staff. |
| Precautions and control measures to reduce the risk severity or likelihood: | Clear briefing and group control as well as good housekeeping and a tidy room will minimise risk of falls, slips and trips that are hard enough to cause significant injury.  Care and awareness of surfaces, especially when uneven, loose or poorly maintained. Highlighted to group as needed.  Awareness of condition of furniture being used, remove damaged or weak furniture from use.  Awareness and where needed group briefing of carrying or moving around with heavy or sharp objects.  Vigilance when moving around where vehicles are – car parks and streets, using proper crossings and marked areas when safer to do so.  Use small boxes and bags for carrying equipment, good lifting technique including using more people to assist, only lift what person(s) feels comfortable with, trolleys or similar to be used where available and appropriate.  Thoughtful placing of hot kettles and refreshments should avoid risks.  Any hot food, particularly with meat in, should be consumed within reasonable food safety precautions.  Vigilance regarding damaged electrical cables and equipment, and equipment immediately retired if suspect. Electrical checks yearly.  Staff or participants should be aware when lone working or being alone with one other person, particularly a child. Staff should also be aware of inappropriate situations or activities, particularly with children.  LTL staff to be aware of basic emergency protocols at each venue.  All LTL staff delivering training courses will hold a relevant emergency first aid qualification, appropriate to the training being led, and carry a first aid kit. |
| Precedents or comparisons: | Meetings, training events, teaching in classrooms and work indoors happens to most people, daily. This is a very common activity.  Venues being used (including LTL own venues) will have existing Risk Management protocols in place. |
| Judgement: | Slips, trips, falls and injuries lifting pose the most risk, and these risks are best managed through a tidy room, good maintenance and good (easily carried) storage arrangements of equipment.  Moving vehicles also offer significant risk, and staff should be cautious and vigilant when around them.  Finally, LTL staff should be aware of the risks and concerns of lone or one-on-one working, especially with children that they may not know well.  Overall, an indoor training day poses minimal risk to our staff and participants. |