



Risk Assessment:

Example for Instructor



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Module:

**Teamwork and
Communication**

Learning scenario:

**Effective Teamwork and
Communication**

General information

This document shall be used as a template for creating Risk Assessment and Safety Measure document for T-shore learning scenarios

This risk assessment document shall as a minimum include:

- mitigations for at least weather and safe evacuation procedures
- testification that the equipment and locations are safe and functional, as well as compliant with the requirements for the applicable learning scenario.

Document control

Version	Date of issue	Author	Approved Management
01	09.09.2024	Garry Gorman, Nuala Carr	Emmett Kerr
02	06.02.2025	Garry Gorman, Nuala Carr	Emmett Kerr
03	07.04.2025	Garry Gorman, Nuala Carr	Emmett Kerr

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Keys

Likelihood: 1=Highly unlikely; 2=Unlikely; 3=Possible; 4=Likely; 5=Certain	
Severity:	1=No injury; 2=Minor injury; 3=Medical treatment; 4=Injury with lost working time; 5=Major injury/ fatality
Risk:	Likelihood x Severity

Risk categorisation

Low: 1-5, Green	Tolerable low risk
Medium: 6-11, Yellow	Monitor, control and maintain strict control measures
High: 12-25, Red	Stop activity! Reassess and apply new control measures to reduce risk to an acceptable level (bellow 11)!

Risk and control measures

Potential hazards	Who is affected?	Risk	Rating			Control Measures to minimise risk	Residual (new) rating		
			A	x	=		A	x	=
			Likelihood	Severity	Risk		Likelihood	Severity	Risk
Obstacles	Participants / Instructor	Slips, trips & falls.	3	2	6	Practical training: working areas must be kept clear of obstructions and the floor must be kept free from oil/chemical spills. Any spillages should be cleaned up immediately and cloths disposed of as according to the Hazardous waste policy. Any hazards such as trailing cables, defects to floor coverings and faulty lighting etc. should be reported immediately. Tools must be returned to their storage location immediately following task completion.	1	2	2



Electric shock	Participants / Instructor	Electrocution/shock	2	3	6	Training in the correct lockout tagout procedures. Lockout tagout procedure to be conducted in pairs ensuring isolation is checked by two participants. Earth all windings to ensure they are completely discharged.	1	2	2
Manual handling	Participants / Instructor	Physical injury	2	3	6	Participants and instructors must wear PPE (steel toe cap boots) while in practical training. Heavy components such as, yaw motor must be transported by trolley and secured to the trolley.	1	1	1



Signatures

This document must carry the signature of at least two competent persons, usually one of the instructors and a person representing the legal owner of the on-site structure, prior to training delivery. The signature states that they understand and comply with the requirements.

Position	Print Name	Signature	Date