

DEPARTMENT / ZONE:

NCMT

REF NO:

TR-RA-005-Rev.0

Training Manager

Gireesh Suresh

Sign

RISK ASSESSMENT BY:

Operations Director

Shahid Farook

Sign

 EQUIPMENT, TASK OR
PROCESS BEING ASSESSED:

Office Safety

ASSESSMENT RECORD

Initial Assessment Date: 24/06/2024

Reviewed: 04/06/2026

Next Review Date: 04/06/2027

KEY	OE = All Operational Employees	AE = Administrative Employees	ALL = members of public/other personnel		* = further information available			
CONSEQUENCES 1 = MINOR INJURY (FIRST AID ON SITE) 2 = MINOR INJURY (TREATMENT OFF SITE) 3 = OVER THREE-DAY INJURY 4 = MAJOR INJURY 5 = FATALITY	RISK LEVEL CONSEQUENCES X LIKELIHOOD = RISK LEVEL		RISK LEVEL					
			1 – 4 LOW Represents low risk although control measures must be maintained.					
			5 – 10 MEDIUM Action to control required soon. Short term measures may be necessary.					
			12 – 25 HIGH Action required immediately to control risks. Further resources may be required.					
LIKELIHOOD 1 = UNLIKELY TO OCCUR 2 = MAY HAPPEN 3 = LIKELY TO OCCUR 4 = HIGHLY LIKELY TO OCCUR 5 = CERTAIN TO OCCUR								
Medical Emergency Requirements - Response Times <i>Indicated within each hazard / control</i> First Aid Equipment Located: Reception / On Location during High Hazard Activity (qty & type of equipment is held in the Equipment Register at the Main Reception)	Tier0- Initiation - Call for Help	Tier1- Response within 4 minutes with AED / Oxygen / First Aid	Tier2- Response with 1 hour (20 minutes for high risk) (Assessment and Stabilisation)	Tier3- Admission to hospital within 4 hours. (1 hour for high-risk Activity)	Geographical Risk Rating Low Risk Rating (B1)			
NATURE OF HAZARD	WHO IS AT RISK	EVALUATION CON X LIK = RISK LEVEL			CONTROL MEASURES	RESIDUAL RISK CON X LIK = RISK LEVEL		
		CON	LIK	LEVEL		CON	LIK	LEVEL
Slip, Trips, Falls. office	OE, AE, ALL	3	2	6	Learners are to be informed of abnormal surfaces, obstacles and any other hazard. Learners are to be advised to walk not run. Housekeeping shall ensure that all surfaces are kept clean and use appropriate signage where required signage shall be in place i.e. Caution wet surfaces etc. NCMT have a suitable Emergency Response Plan. NCMT have Tier 1 First Aid equipment which is available on location during all activities.	3	1	3

					NCMT have Tier 1 Designated First Aiders available on site to respond within 4 minutes. NCMT have Tier 2 provision in place to respond within 1 hour (or within 20 minutes during high-risk activities). NCMT have Tier 3 provision in place to provide admission to hospital within 4 hours (or within 1 hour during high-risk activities).			
Manual Handling	OE, ALL	3	3	9	Instructors to ensure that items being moved are handled correctly and that manual handling is conducted only where necessary. Mechanical devices (Trolley / lifting device) to be used where the items cannot be safely handled (Loads over 25Kg). Refer to Manual Handling Risk Assessment. NCMT have a suitable Emergency Response Plan. NCMT have Tier 1 First Aid equipment which is available on location during all activities. NCMT have Tier 1 Designated First Aiders available on site to respond within 4 minutes. NCMT have Tier 2 provision in place to respond within 1 hour (or within 20 minutes during high-risk activities). NCMT have Tier 3 provision in place to provide admission to hospital within 4 hours (or within 1 hour during high-risk activities).	3	1	3
Unauthorised access to restricted areas.	OE, AE, ALL	4	3	12	All restricted areas shall have appropriate signage to prevent unauthorised access. Learners will report to reception upon arrival at the facility. Learners directed towards the Training Room, where the Instructor will be present. On completion of training learners to leave the training facility via Reception. Learners are provided with further information during the registration and provided with housekeeping rules. All instructors / staff to ensure that they are not within any restricted areas / areas to which they are not required to be present.	4	1	4
Biological Hazards (toilets)	OE, ALL	2	3	6	Toilets cleaned daily by Housekeeping who is also present during training periods. Hygiene notices to be placed in the toilets (Please wash hands) Hand Sanitizers available within the facilities.	2	1	2
Fire / Fire Hazard	OE, AE, ALL	5	2	10	Learners informed of procedure to be followed in the event of a fire. Instructors to evacuate with the learners to the Muster Point in the event of a fire / fire alarm. Evacuation plans located appropriately throughout the training facility. Fire Exit signage and fire extinguishers located throughout the training facility. All equipment to be used in correct manner.	5	1	5

					NCMT have a suitable Emergency Response Plan. NCMT have Tier 1 First Aid equipment which is available on location during all activities. NCMT have Tier 1 Designated First Aiders available on site to respond within 4 minutes. NCMT have Tier 2 provision in place to respond within 1 hour (or within 20 minutes during high-risk activities). NCMT have Tier 3 provision in place to provide admission to hospital within 4 hours (or within 1 hour during high-risk activities).			
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