



Vertex Health Advisory Ltd

Clinical Education Venue Risk Assessment

Document Reference: VHA-HS-001

Version: 1.0

Review Date: 28th July 2027

Completed By:

Date:

Course Details

Course Title	
Venue	
Venue Address	
Course Date/s	
Number of Delegates	
Number of Faculty	

Lead Instructor	
Venue Contact	
Emergency Contact Number/s	

Risk Rating Matrix

Authority to Stop Activity

Any VHA Ltd instructor, associate, or member of staff has the authority and responsibility to suspend or stop any teaching activity if they believe there is an immediate risk to the health, safety, or welfare of delegates, faculty, or members of the public. Activities may only resume once suitable control measures have been implemented and the risk has been reduced to an acceptable level.

Once potential hazards have been identified and suitable control measures implemented, the following risk matrix should be used to assess and record the residual risk associated with each hazard. Residual risk should reflect the level of risk remaining after all reasonably practicable control measures have been applied.

Likelihood

Score	Description
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Almost Certain

Severity

Score	Description
1	Insignificant
2	Minor Injury
3	Moderate Injury
4	Major Injury
5	Fatality / Multiple Casualties

Residual Risk Score = Likelihood × Severity

Score	Risk
1–4	Low
5–9	Medium
10–15	High
16–25	Very High

General Venue Assessment

Question	Yes	No	N/A	Comments
Venue suitable for planned teaching?	☐	☐	☐	
Adequate lighting?	☐	☐	☐	
Adequate heating/ventilation?	☐	☐	☐	
Sufficient seating?	☐	☐	☐	
Suitable toilets?	☐	☐	☐	
Accessible for disabled delegates?	☐	☐	☐	
Refreshment facilities available?	☐	☐	☐	
Parking available?	☐	☐	☐	

Fire Safety

Assessment	Yes	No	N/A	Comments
Fire exits clearly marked?	☐	☐	☐	
Escape routes unobstructed?	☐	☐	☐	
Assembly point identified?	☐	☐	☐	
Delegates briefed on fire evacuation?	☐	☐	☐	
Fire extinguishers visible?	☐	☐	☐	

First Aid & Emergency Planning

Assessment	Yes	No	N/A	Comments
First aid kit available?	☐	☐	☐	
Emergency services access confirmed?	☐	☐	☐	
Nearest AED known?	☐	☐	☐	
Faculty aware of emergency procedures?	☐	☐	☐	
Local emergency numbers displayed?	☐	☐	☐	

Manual Handling

HAZARD	CONTROLS	RESIDUAL RISK
Moving Manikins	Two-person lift where appropriate and ensuring proper manual handling techniques	Low
Moving training equipment	Utilise trolleys where possible or other aids available venue dependant	Low
Lifting monitors/simulation equipment	Avoid twisting and utilise proper manual handling techniques	Low
Furniture movement	Seek assistance from venue	Low

Electrical Safety

Assessment	Yes	No	N/A	Comments
Equipment visually inspected?	☐	☐	☐	
Cables free from damage?	☐	☐	☐	
Trip hazards removed?	☐	☐	☐	
Extension leads safely positioned?	☐	☐	☐	
Sockets not overloaded?	☐	☐	☐	

Lecture Environment

HAZARD	CONTROLS	RESIDUAL RISK
Trips from personal belongings	Designated storage area or personal belongings safely stored under desk	Low
Long periods seated	Regular breaks	Low
Poor visibility	Adequate room lighting	Low

Fatigue	Scheduled breaks and access available to refreshments	Low

Practical Skills Sessions

HAZARD	CONTROLS	RESIDUAL RISK
Trips during practice	Keep floors clear	Low
Manual handling	Utilise safe lifting techniques and the TILE mnemonic (Task, Individual, Load, Environment) as a dynamic assessment for any manual handling task	Low
Minor knocks / collisions	Adequate spacing and optimised environment for practice sessions	Low
Needle stick injury <i>(if used and absolutely necessary for simulation purposes only)</i>	Real clinical sharps are not routinely used. Approved simulation equipment (e.g. blunt training needles, simulated cannulation arms)	Medium

Are needles used/present in this particular course? Yes ☐ No ☐ <u><i>If the answer is no, there is no residual risk.</i></u>	or needle-free devices) is used wherever possible. If real sharps are essential, use is limited to designated supervised sessions only. Sharps are handled by competent persons, never re-sheathed, and immediately disposed of into an approved UN3291-compliant sharps container. Sharps containers are available at point of use and disposed of in accordance with local policy. Delegates receive a safety briefing prior to the session. Any sharp injury is managed in accordance with the VHA Ltd Incident Reporting Procedure and the host organisation's exposure management policy.	

Clinical Simulation

HAZARD	CONTROLS	RESIDUAL RISK
Running during scenarios	Brief delegates not to run	Low
Falls	Clear floor area and be mindful of any trip hazards	Low
Use of Oxygen Cylinders	Training cylinders secured safely where applicable	Low
Simulation Weapons / Training Equipment	Only insert training aids utilised	Low
Psychological Stress	Pre-brief and safe word available	Low

Infection Prevention

Assessment	Yes	No	N/A	Comments
Hand hygiene facilities available?	☐	☐	☐	
Cleaning wipes available?	☐	☐	☐	
Manikins cleaned between users?	☐	☐	☐	
Clinical waste arrangements?	☐	☐	☐	

Slips, Trips & Falls

HAZARD	CONTROLS	RESIDUAL RISK
Wet floors	Report immediately	Low
Loose cables	Cable covers/tape	Low
Uneven flooring	Identify during venue inspection	Low
Equipment storage	Dedicated equipment area	Low

Display Screen Equipment

Assessment	Yes	No	N/A	Comments
Projector positioned safely?	☐	☐	☐	
Screen visible to delegates?	☐	☐	☐	
Laptop safely positioned?	☐	☐	☐	

Welfare

Assessment	Yes	No	N/A	Comments
Adequate drinking water?	☐	☐	☐	
Temperature comfortable?	☐	☐	☐	
Suitable rest breaks planned?	☐	☐	☐	
Access to toilets?	☐	☐	☐	

Dynamic Risk Assessment

Any changes identified during the course?

Time	Issue Identified	Action Taken	By

Instructor Declaration

I have completed this risk assessment and believe the venue is suitable for the planned educational activities.

Name: _____

Signature: _____

Date: _____

Course Director Review

Reviewed by:

Name: _____

Signature: _____

Date: _____

VERSION CONTROL

Version	Created / Updated	Author / Reviewer	Review Date
1.0	28th July 2026	Philip Poskitt (Founder & Director)	28th July 2027