	Document Title	<b>Training Program Risk Assessment</b>		
	Doc. Number	TRA-PRO-020	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	17/08/2024	Approved Date	17/08/2023

## 1. Policy Statement

At Shorcontrol Safety we take a systematic approach to risk management, which has allowed for the development of a risk and opportunity management system that identifies, assesses, and manages areas of risk and opportunities in relation to potential events or situations, so that reasonable assurance can be used to manage all risks and opportunities. We aim to maximise our opportunities for the company through the eliminating, mitigating, or reducing risks to an acceptable level and to embed a risk awareness culture across all processes in the company.

## 2. Purpose

The purpose of this procedure is intended to explain how risk assessments are to be conducted for each training course offered by the company.

## 3. Scope

All staff who are responsible for ensuring the health and safety of training programs. *This procedure will apply to all training programs offered by or through the company.*

## 4. Definitions


Term	Definition
<b>Risk</b>	A risk is an uncertain event or condition that if it occurs has either a positive or negative effect on our company objectives.

## 5. Procedure


### 5.1 Applicability of Risk Assessment

- All courses offered by Shorcontrol Safety must have a risk assessment completed for it which shows the hazards and relevant safety controls associated with reducing the likelihood and severity of the hazards effecting all participants of the course.
- Risk assessments are conducted on a per course basis.
- Risk assessments are focused on the course, regardless of wherever the course is being administered.
- Completed risk assessments are to be referred to whenever reviewing locations in which the training course is to be administered to ensure all applicable hazards have been identified and controls implemented.
- Whenever an unidentified hazard is discovered a new risk assessment must be conducted for that course.

### 5.2 Conducting the Risk Assessment

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- An individual who either designs, develops, administers or is familiar with the course and is competent should perform the risk assessment.
  - Use the *Training Risk Assessment Template*
  - Determine the setting or location of the training. Setting may be distinguished as classroom, parking lot, etc. Courses may have multiple settings.
  - Location may be distinguished as Shorcontrol Safety (Naas Facilities), On-site (Client Facilities).
- Identify and describe all associated hazards that which all participants (tutors, learners, interpreters, etc.) may be exposed to while a course is being administered.
- Each hazard should be given a row and an *Item* number.
- Identify which participants may be affected by the identified hazard and calculate a *Risk Rating* by multiplying the found values of *Severity* and *Likelihood* of the hazard without any safety controls implemented.
- **Severity:** Determine an educated approximation of what would happen if an individual came into contact or was affected by the hazard, using a scale of 1-(Insignificant) to 5-(Catastrophic).
- **Likelihood:** Determine an educated approximation of the chances that the hazard will come into contact or affect an individual, using a scale of 1-(Rare) to 5- (Almost Certain).
- **Risk Rating:** Calculate the risk rating by multiplying the determined values of *Severity and Likelihood*. Colour code the risk rating box with the appropriate colour found in the template legend.
- **Effect:** Provide one or more of the most likely consequences to occur if the hazard's risk rating is not reduced. Examples: Cut, contusion, broken bone, irritation (skin/internal), concussion, death, etc.
- Identify what current control measures are in place or are to be implemented immediately and/or while the course is being administered.
- Identify what additional or recommended control measure may be put into place to further reduce the severity or likelihood of the hazard affecting an individual.
- Identify the party(s) responsible for researching, refining and/or implementing the additional/recommended controls.
- Identify the proposed control's type and status of implementing control.
- Determine a *Severity and Likelihood* rating for the identified hazards by taking into account only those controls which are in place, or are to be implemented immediately, and/or while the course is being administered.
- Calculate the risk rating using the newly determined *Severity and Likelihood* rating of the hazard when controls are implemented and provide a likely effect if the hazard becomes a risk (if applicable). Colour code the risk rating box with the appropriate colour found in the template legend.
- Complete all other relevant information pertaining to the risk assessment and submit it to either the Head of Training and Development or the Safety, Health, and Quality Manager.

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### 5.3 Approval, Retainment and Review

- Each completed risk assessment must be approved by either the Head of Training and Development or the Safety, Health, and Quality Manager.
- Each approved risk assessment is to be provided with a review date no later than three years after the approved date.
- Each course's risk assessment is to be retained within the *Safety Management System* and the *Quality Management System*
- Each course's risk assessment is to be reviewed on or before the indicated review date.
- A course's risk assessment may and must be reviewed by a competent individual anytime there is either a major change in the way the course is administered, whenever a unidentified hazard has been discovered, or in the case that an injury or accident occurs within and/or while the course is being administered.
- Some newly identified hazards may not warrant a review of the course risk assessment as so long as the hazard is being controlled by actions which effect multiple courses, including the course in question, and/or the entire facility, and will assuredly protect all participants of the course (i.e., COVID-19).

## 6. Responsibilities


Employee Title/Classification	Responsibility
<b>Directors, Top Management &amp; Senior Management</b>	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
<b>Employees/ Staff/ Instructors/ Sub-contractors</b>	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

## 7. Enforcement

Employee Title/Classification	Responsibility
<b>General Manager, Head of Training &amp; Development</b>	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.

## 8. Related Information and Documents

Document ID	Title
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TRA-FM-026	Training Programme Risk Assessment

## 9. Procedure History

This procedure shall be reviewed when:

- There is a change of General Manager or Head of Training & Development at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
04/11/2020	Adam Romans; Quality Coordinator	Initial creation and release
17/08/2023	Angela Byrne, QHSM	Reformat and update of procedure.