

## Lesson Plan

TDP 3

<b>Lesson Title</b> Introduction	<b>Duration</b> 17 Mins
<b>Trainer</b> Angela Hunt/	<b>Group</b> Potential QUEST Operators
<b>Aim To welcome and introduce learners to the course and ensure that they are familiar with the local procedures in relation to health and safety and general housekeeping rules</b>	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Follow the local emergency procedures and identify evacuation assembly points</li> <li>2. Understand the ground rules for the classroom</li> <li>3. Understand the course content and the assessment process</li> </ol> <p>Linked to NOS: 3C1 Support the use of information technology 2A2 Evaluate information to determine its intelligence potential</p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<b>Resources:</b> <b>Overhead Projector</b> <b>White Board</b> <b>Student Folders</b> <b>Course Map</b> <b>Students Exercise Card</b> <p><b>MASLOW – Welfare and removal of blocks to learning</b></p> <ul style="list-style-type: none"> <li>• Environmental check (heating/lighting etc)</li> <li>• Meet and greet and any other formal introductions</li> <li>• Administration including Fitness to Train Declaration*</li> <li>• Domestic Arrangements – breaks; location of facilities etc*</li> <li>• General Health and Safety and Safety Briefing (if relevant)*</li> <li>• Relevant Instructions e.g. mobile phones/questioning strategy*</li> <li>• Encouragement to share experiences appropriately/participation</li> </ul>

5 mins	<b>GESTALT – Overview of what is to come in session</b> <ul style="list-style-type: none"><li>• Outline aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>
	<p>(Continue overleaf if necessary)</p>

### Training Risk Assessment Record

Training Module		Serial Number																																					
Date		Location																																					
Lesson Title/Task/Activity/Projects																																							
Hazard(s) Which Could Result in Significant Harm		Checklist (not exhaustive)																																					
		<input checked="" type="checkbox"/> Slips, Trips and Falls <input type="checkbox"/> Vehicle Contact <input type="checkbox"/> Manual Handling/Lifting <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Working at height/use of ladder <input type="checkbox"/> Ladders <input type="checkbox"/> Use of tools and machinery <input type="checkbox"/> Environmental conditions <input type="checkbox"/> Lack of Instruction, supervision & Training <input type="checkbox"/> Pressure systems or temperatures <input type="checkbox"/> Dust & Fumes <input type="checkbox"/> Fall of objects <input type="checkbox"/> Biological Agents (COSHH) <input type="checkbox"/> Excavations <input type="checkbox"/> Lifting Operations <input type="checkbox"/> Electricity <input type="checkbox"/> Hazardous substances (COSHH) <input type="checkbox"/> Noise <input type="checkbox"/> Fire or Explosion																																					
Those Persons At Risk		Checklist (not exhaustive)																																					
STATE HOW MANY OF EACH		<input checked="" type="checkbox"/> Students <input type="checkbox"/> Supervisors <input type="checkbox"/> Maintenance Workers Cleaners <input type="checkbox"/> Visitors/Contractors <input type="checkbox"/> Operatives <input type="checkbox"/> Disabled Staff <input type="checkbox"/> Inexperienced Staff <input type="checkbox"/> Lone Workers <input type="checkbox"/> Pregnant workers <input type="checkbox"/> Members of the Public																																					
Current Control Measures		Checklist (not exhaustive)																																					
STATE WHERE INFORMATION IS KEPT		<input checked="" type="checkbox"/> H&S Briefing <input type="checkbox"/> Compliance with current legislation <input type="checkbox"/> Engineering Controls, e.g. LEV <input type="checkbox"/> Isolation <input type="checkbox"/> PPE/RPE <input type="checkbox"/> Information, Instruction, Training <input checked="" type="checkbox"/> Adequate Supervision <input type="checkbox"/> SSOW/Permit to work <input type="checkbox"/> Compliance with Recognised Industry Standards																																					
Assessment Of Risk		<table border="1"> <tr> <td>5</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>4</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>3</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>2</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>1</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p>Place and 'X' in the appropriate box having considered all of the risks</p> <p><b>Vertical Axis No.</b> Highly Improbable (1)  <b>Horizontal Axis No</b> Minor Injury (1)  <b>Final Assessment</b> Low</p>		5						4						3						2						1							1	2	3	4	5
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If current control measures are not adequate further protective and preventative measures necessary		Checklist (not exhaustive)																																					
		<input type="checkbox"/> Elimination or substitute operation <input type="checkbox"/> Reduction of exposure <input type="checkbox"/> Safe systems at work <input type="checkbox"/> Permit to work system <input type="checkbox"/> Information, Instruction & Training <input type="checkbox"/> Provision of Special Equipment / Facilities <input type="checkbox"/> Increased Supervision																																					

Assessor

Signed

Supervisor

Signed

Date for next assessment

Where risks are assessed as requiring additional controls, the following action plan should be used to manage the process:

<b>ACTION PLAN FOR FURTHER CONTROLS</b>		
What is required?	By whom?	When?

Action timescales depend on levels of risk – so far as is reasonably practicable – the greater the risk the sooner the action must be taken

<b>PLAN FOR ACTIVE MONITORING (for low and medium risks only)</b>		
Control Measure	How monitored	How often

In order to ensure that work continues to be safe, the control measures identified in the risk assessment must be implemented and maintained. The following checklist should be used to highlight how controls will be checked

<b>DETAILS OF REVIEW</b>			
Date of Review	Findings	Reviewed by	Signature

Risk assessments must be reviewed following any significant change if there is any reason to suspect that the assessment is no longer valid **and at least annually**. The results of reviews are to be recorded below: