



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatid.co.za · Website: www.aatid.co.za

COURSE BROCHURE

Baseline Risk Assessment and Action Planning

Health Sciences and Social Services / Preventive Health

Unit Standard 244287 · NQF Level 5 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to conduct a comprehensive baseline risk assessment in the workplace, identify hazards, evaluate risks, and implement appropriate action plans. It ensures compliance with South African health and safety legislation and fosters a proactive safety culture.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	244287
Accreditation	SAQA Accredited · NQF Level 5 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of risk assessment to identify workplace hazards and evaluate associated risks.
- Analyze the workplace environment and work processes to determine baseline risk levels.
- Evaluate existing control measures and identify gaps in risk management.
- Design an action plan with prioritized risk control measures.
- Implement the action plan and monitor its effectiveness.
- Demonstrate compliance with relevant South African health and safety legislation and standards.

WHO SHOULD ATTEND

- Health and safety officers, supervisors, managers, and any employees responsible for conducting risk assessments and implementing corrective actions in their workplace.

COURSE OUTLINE

Day 1: Foundational Concepts of Baseline Risk Assessment

- Introduction to risk assessment: purpose and types (baseline, issue, continuous)
- Legal requirements: OHS Act, relevant regulations, and SAQA standards
- Key terminology: hazard, risk, residual risk, likelihood, severity
- The risk assessment process: planning, identification, analysis, evaluation, control
- Stakeholder involvement: management, health and safety representatives, employees
- Introduction to risk ranking: qualitative and quantitative methods

Day 2: Hazard Identification and Risk Analysis Techniques

- Hazard identification methods: inspections, task analysis, checklists, brainstorming
- Risk analysis: qualitative (risk matrix) and semi-quantitative approaches
- Developing a risk register: hazard description, existing controls, risk rating
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE
- Case studies: common workplace hazards and their analysis
- Practical exercise: hazard identification walkthrough

Day 3: Action Planning and Control Measures

- Action planning: SMART objectives, resource allocation, and prioritisation
- Selecting control measures: cost-benefit analysis and feasibility
- Documenting action plans: templates, procedures, and review cycles
- Monitoring and review: KPIs, inspections, and audits
- Communication strategies: toolbox talks, training, and reports
- Practical exercise: developing an action plan for a simulated scenario

Day 4: Implementation, Monitoring, and Continuous Improvement

- Implementation: change management, training, and supervision
- Monitoring: incident reporting, trend analysis, and performance indicators
- Review triggers: incidents, changes in process, new hazards, legislation updates
- Continuous improvement: feedback loops and management review
- Audit preparation: documentation, evidence, and interviews
- Capstone practical: complete a baseline risk assessment and action plan

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **7 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 21,500.00	R 21,500.00
1	In-House	R 27,900.00	R 27,900.00
1	On-Campus (Pretoria)	R 32,300.00	R 32,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
18 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244287) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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