



Internet Test Centre (ITC) Log

(Risk Assessment, Conflict of Interest Log, Quarterly Staff Training Log, Incident & Hazard Report Log, Equipment Maintenance Log)

Risk Assessment

Location: _____ Date: _____ Assessed By: _____ Review Date: _____

Hazard Category	Specific Hazard	Risk Rating (Low/Medium/High)	Existing Controls	Additional Controls Required	Responsible Person	Deadline
Fire & Emergencies	Fire due to faulty wiring/overloaded sockets	High	Fire extinguishers, smoke detectors, evacuation plan	PAT-test all electrical equipment quarterly		
Electrical Safety	Exposed cables or damaged equipment	Medium	Cable management trays, regular inspections	Replace frayed cables; install protective covers		
Ergonomic Hazards	Poor workstation setup (e.g., non-adjustable chairs)	Medium	Ergonomic chairs, adjustable desks	Staff training on posture and workstation setup		

Hazard Category	Specific Hazard	Risk Rating (Low/Medium/High)	Existing Controls	Additional Controls Required	Responsible Person	Deadline
Trip/Slip Hazards	Loose cables or wet floors	Medium	Non-slip flooring, cable tidies	Daily floor inspections; warning signs		
Health & Hygiene	Poor ventilation or sanitation	Medium	Air conditioning, sanitization stations	Install CO ₂ monitors; increase cleaning frequency		
Data Security	Unauthorized access to test logs/CCTV	High	Password-protected systems, GDPR compliance	Biometric access for server rooms	I	
Malpractice Risks	Proxy testing or impersonation	High	ID checks, CCTV with audio	Staff training on fraud detection	Chief Administrator	
Environmental (Safer Green)	Energy waste from idle devices	Low	Auto-shutdown settings for PCs	Switch to LED lighting		
Emergency Preparedness	Lack of first aid or evacuation training	High	First aid kits on-site	Quarterly fire drills and first aid training	H&S Officer	

Risk Matrix

Likelihood/ Impact	Low	Medium	High
Likely	Medium	High	Critical
Possible	Low	Medium	High
Unlikely	Low	Low	Medium

Definitions:

- **High:** Immediate threat to safety/test integrity (e.g., fire, malpractice).
- **Medium:** Requires monitoring (e.g., trip hazards, poor ergonomics).
- **Low:** Minimal impact (e.g., energy inefficiency).

Conflict of Interest Log

Section 1.6, 2.3

Date	Staff Name	Conflict Description	Mitigation	Acknowledged By	Resolved? (Y/N)
	John Doe	Administrator’s relative booked for test	Assign alternate invigilator	Jane Smith (Manager)	Y

Date	Staff Name	Conflict Description	Mitigation	Acknowledged By	Resolved? (Y/N)

Quarterly Staff Training Log

Section 2.4, 7.6

Date	Training Topic	Attendees	Key Content	Evidence	Trainer
	CITB Scheme Rules	All staff	CCTV compliance, ID checks	Attendance sheet	
	Malpractice Prevention	Administrators	Fraud detection, reporting processes	Certificates	
	Safer Green Initiatives	Facility Team	Energy-saving practices, waste management	Photos of LED installation	

Incident & Hazard Report Log

Section 7.7, 68-70

Date	Incident Type	Description	Actions Taken	Follow-Up Required	Closed? (Y/N)
[Date]	Electrical Fault	Overheated PC during test	PC replaced; PAT test conducted	Review all equipment	Y
[Date]	Candidate Injury	Tripped over loose cable	First aid applied; cables secured	Staff retraining on hazard checks	N

Equipment Maintenance Log

Section 3.3, 5.1

Equipment	Last Test Date	Next Due Date	Test Result	Comments
CCTV Cameras	[Date]	[Date]	Pass	Audio functional
Workstation PCs	[Date]	[Date]	Fail (1 replaced)	Updated antivirus

Instructions for Use

1. **Risk Assessment:** Update quarterly or after incidents. Reference CITB Sections 11–15.
2. **Conflict of Interest:** Declare conflicts immediately. Mitigate before testing proceeds.
3. **Staff Training:** Mandatory for all roles. Retain certificates for 2 years.
4. **Incident Log:** Report to CITB within 24 hours for high-risk issues (e.g., malpractice).

Retention Period: All logs must be retained for **2 years** (Section 64).