



Risk Assessment Policy- Swift Learning

Index

1. Purpose
2. Scope
3. Risk Assessment Approach
4. Responsibilities
5. Control Measures
6. Communication
7. Monitoring and Review

1. Purpose

Swift Learning is committed to providing a safe and secure environment for all learners, staff, and visitors. This policy outlines our approach to identifying, assessing, and managing risks to ensure safety while delivering our programmes in a leisure centre setting.

2. Scope

This policy applies to all activities, sessions, and environments where Swift Learning operates, including the use of the leisure centre facilities and any off-site activities.

3. Risk Assessment Approach

Swift Learning operates within a leisure centre environment, which is a shared public space with multiple users and activities happening simultaneously. This means we must be especially vigilant in identifying and managing risks to ensure our learners' safety at all times.

- Risk assessments will consider the unique challenges posed by the leisure centre setting, such as shared entrances, fluctuating numbers of public users, noise levels, and access to communal facilities.
- We will maintain close communication with leisure centre management to stay informed about any changes, maintenance works, or incidents that could impact safety.
- Additional measures, such as using a separate entrance and dedicated toilet facilities for learners, help minimise contact and potential risks within the shared environment.
- Staff will be trained to monitor the environment actively and report any new hazards immediately.

In general, Swift Learning will carry out regular risk assessments to identify potential hazards that may affect learners, staff, or visitors.

- Risk assessments will take into account the specific local context of the leisure centre, including access points, shared spaces, equipment, and any external factors.
- Assessments will consider physical, environmental, and behavioural risks, including but not limited to: slips, trips and falls; fire safety; safeguarding concerns; health issues; and the security of personal belongings.

4. Responsibilities

- The Lead Tutor or designated staff member is responsible for carrying out and reviewing risk assessments regularly.
- All staff are required to familiarise themselves with the findings of relevant risk assessments and act in accordance with any control measures identified.
- Learners and visitors are expected to follow safety instructions and report any hazards or concerns to staff promptly.

5. Control Measures

- Clear and accessible risk assessments will be maintained and updated whenever there are changes to the environment, activities, or following any incidents.
- Appropriate safety measures will be implemented to reduce identified risks, such as:
 - Use of a separate entrance for Swift Learning learners at the leisure centre to minimise contact with other users.
 - Provision of separate toilet facilities for learners to ensure privacy and security.
 - Regular checks of the learning environment and equipment used during sessions.
 - Ensuring all emergency exits are clearly marked and accessible.
 - Maintaining clear procedures for emergencies, including fire drills and first aid.
- Risk assessments will be documented, stored securely, and made available to staff as needed.
- Routine entry screening using handheld metal detectors may be implemented as a control measure where identified through organisational or individual risk assessments. Procedures are detailed within the Search and Screening Policy.

6. Communication

- Swift Learning will ensure all staff are trained and informed about risk assessment procedures and control measures.
- Parents and carers will be informed of any significant risks identified and the measures taken to mitigate them.
- Learners will be supported to understand safety expectations appropriate to their age and needs.

7. Monitoring and Review

- Risk assessments will be reviewed at least termly or more frequently if there are significant changes to the setting, activities, or following an incident.
- Feedback from staff, learners, and the leisure centre management will be considered during reviews.
- Swift Learning is committed to continuous improvement in safety management and will act promptly to address any new risks identified.