Westwood Training and Consultancy

Risk Assessment Policy

Westwood Training and Consultancy (WTC)
Effective Date: September 2024
Reviewed: Annually or as required following significant incidents or changes

---

Purpose

This policy outlines the procedures and responsibilities related to identifying, managing, and mitigating risks associated with delivering adult teacher training through online platforms, live virtual meetings, and in-person workshops.

Scope

Applies to:

- WTC staff, trainers, and facilitators

- Registered students

- Administrative personnel

- Visitors attending WTC training events or workshops

Learning Environments Covered

- *Online Learning Portal (One File)*

- *Live Online Teams Meetings*

- *In-person Workshops & Training Sessions*

Policy Statement

WTC is committed to ensuring the safety, security, and well-being of everyone involved in training delivery. All activities will be risk-assessed, and necessary controls implemented to minimize hazards.

Risk Categories & Control Measures

Area	Potential Risks	Controls Implemented
Online Learning Portal	Data breaches, unauthorized access	Secure login protocols, encrypted data, regular audits
	Accessibility issues	Inclusive content design, assistive technologies
	Content quality and misinformation	Peer review process, qualified content contributors
Live Teams Meetings	Inappropriate behavior, privacy concerns	Use of waiting rooms, recording policy, code of conduct
	Technical failures	Backup platform readiness, user training
In-person Workshops	Slips, trips, falls	Site inspections, clear signage, accessible facilities
	Fire and emergency incidents	Fire drills, evacuation plans, first aid provision
	Health risks (e.g., infectious diseases)	Sanitization, mask guidance (if required), health checks

Roles & Responsibilities

- **Centre Director – WTC** – Ensures oversight and periodic review of risk assessments

- **Course Leaders/Facilitators** – Conduct daily activity-specific risk reviews

- **IT Administrator – WTC** – Maintains digital safety protocols and user access control

- **Students** – Follow safety guidelines and report concerns promptly

Westwood Training and Consultancy

Incident Reporting & Review

All incidents, near misses or safety breaches must be reported using the designated WTC form. Reports will be reviewed and actioned as necessary.

Training & Awareness

All WTC staff and students receive an induction covering:

- Safe use of online platforms

- Etiquette during virtual sessions

- Emergency protocols for in-person sessions

Monitoring & Review

This policy will be reviewed annually or following major changes in delivery format, facilities, or legislation. Feedback from students and staff will inform updates.

Sept 2024