

THRILOW SCHOOL PTA

Risk Management Policy

Introduction

This policy sets out the principles for risk management within Thriplow School PTA. It is relevant to all within the association and is endorsed by the committee of Thriplow School PTA. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

Purpose

The purpose of Risk Management is to identify risks as early as possible, develop a strategy to mitigate those risks and implement a risk management process as part of our PTA event planning process.

For all PTA events:

- A Risk Assessment is to be carried out by a committee member to:
 - Identify potential hazards
 - Identify who may be harmed by such hazards
 - Determine whether existing precautions are adequate or whether further action needs to be taken
 - Record your findings on the PTA Risk Assessment template
 - Review your assessment and update when necessary
- Take advice from the school/venue where appropriate – look at previous risk assessments and adhere to recommendations
- Take advice from the HSE where appropriate – www.hse.gov.uk
- A copy of the Risk Assessment to be kept in a designated folder for use by the PTA Committee – this can be used for reference if the same event is being run in the future
- A copy of the Risk Assessment given to the school if requested
- All committee members should be made aware of each risk assessment.

The A frame is considered an area of increased risk and should be monitored when in use and so at some PTA events this may be out of bounds or used as a supervised fundraising activity. If designated as out of bounds, any child using this equipment will do so at their own risk and could be asked to leave.

Before the start of any event a short briefing will be held to ensure that all PTA members/helpers understand their role and responsibilities, safeguarding, Health & Safety and who to go to if they have any concerns or need help, the location of the first aider and kit will be clearly identified. This will also include information about which senior leaders are available and who is the DSL.

This policy will be reviewed by the Thriplow School PTA committee annually before the AGM.

Useful Links

<https://www.parentkind.org.uk/Info-sheets/Producing-A-Risk-Assessment>

https://www.parentkind.org.uk/file_download_resources.aspx?ID=4400

Signature	
Signed by	Meghan Bonner
Role	PTA Chair
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