

**Newton Poppleford School PTFA**  
**Risk Management Policy**

## **Introduction**

This policy outlines the principles and procedures for risk management within Newton Poppleford School PTFA. It applies to all members of the association and is endorsed by the PTFA committee.

This policy will be reviewed annually to ensure it continues to meet the needs of the organisation and its volunteers.

## **Purpose**

The purpose of this policy is to identify potential risks at the earliest opportunity, develop strategies to mitigate those risks, and integrate risk management into all PTFA event planning and activities.

## **Risk Management Procedures**

For all PTFA events and activities, the following steps must be followed:

**1. Risk Assessment:**

A committee member must complete a risk assessment to:

- a. Identify potential hazards associated with the event.
- b. Identify who might be affected by these hazards.
- c. Evaluate whether current control measures are sufficient or if additional precautions are required.
- d. Record the findings using the PTFA Risk Assessment template.

**2. Review and Update:**

Risk assessments should be reviewed and updated regularly, particularly if there are changes to the event or venue.

**3. Seek Expert Advice:**

- a. Consult with the school or venue where appropriate, reviewing previous risk assessments and adhering to any recommendations.
- b. Refer to official guidance such as the Health and Safety Executive (HSE) website: [www.hse.gov.uk](http://www.hse.gov.uk) for further advice.

**4. Documentation and Communication:**

- a. A copy of each risk assessment must be retained in a designated PTFA folder for committee reference and future events.
- b. If requested, a copy should be provided to the school and sent to Angela Nash for approval.

- c. All committee members must be made aware of the completed risk assessments relevant to upcoming events.

## **Responsibilities**

The PTFA committee is responsible for ensuring that risk assessments are carried out properly and that any necessary actions are implemented before and during events.

## **Policy Review**

This Risk Management Policy will be reviewed annually by the Newton Poppleford School PTFA committee to ensure it remains relevant and effective.

## **Useful Links**

- [Producing a Risk Assessment - Parentkind](#)
- [Risk Assessment Resources - Parentkind](#)

**Date Adopted:** \_\_\_\_\_

**Date for Review:** \_\_\_\_\_

**Agreed and Signed by:**

**Anthony Tribble** – Treasurer

**Georgia Trengove** – Chair

**Henry Odbert** – Vice Chair

**Janine Rudling** – Secretary