



## Comberton PTFA Risk Management Policy

### Introduction

This policy sets out the principles for risk management within **Comberton PTFA** . It is relevant to all within the association and is endorsed by the committee of **Comberton PTFA**

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 PTFA 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](http://www.hse.gov.uk)
- A copy of the Risk Assessment to be kept in a designated folder for use by the PTFA 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.

This policy will be reviewed by the **Comberton PTFA** committee annually before the AGM.