Parentkind
Bringing together home & school

Hillbrook PFTA Risk Management Policy

Introduction

This policy sets out the principles for risk management within Hillbrook PFTA.
It is relevant to all within the association and is endorsed by the committee of Hillbrook PFTA.
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 PFTA event planning process.

For all PFTA 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 PFTA 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 PFTA 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.

Useful Links

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

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

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

Parentkind
Bringing together home & school

Approved By Trustees	Date: 16th July 2024
Next review by: This policy will be reviewed by the Hillbrook PFTA committee annually before the AGM.	

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.