



Risk Management Policy

This policy will be reviewed in full by the Trustees annually.

The policy was last reviewed and agreed by the Trustees on 16th July 2019.

It is due for review in July 2020 (up to 12 months from the above date).

Cotford St Luke Primary School and Fledglings Extended PTA Trustees:

Emma Derrick

Chairperson, Cotford St Luke Community Primary School and Fledglings Extended PTA

Signature Date

Sarah Milsom

Treasurer, Cotford St Luke Community Primary School and Fledglings Extended PTA

Signature Date

Adele McShane

Secretary, Cotford St Luke Community Primary School and Fledglings Extended PTA

Signature Date

Nicholas Gilding

Headteacher, Cotford St Luke Community Primary School

Signature Date

Adrian Jones

Deputy Headteacher, Cotford St Luke Community Primary School

Signature Date



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1. Introduction

This policy sets out the principles for risk management within Cotford St Luke Community Primary School and Fledglings Extended PTA.

It is relevant to all within the association and is endorsed by the committee of Cotford St Luke Community Primary School and Fledglings Extended PTA.

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

2. 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 (our Google Drive 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 and should be included in the PTA minuted meeting prior to the relevant event.

This policy will be reviewed by the Cotford St Luke Community Primary School and Fledglings Extended PTA Trustees annually before the AGM.