

Risk Management Policy

Introduction

This policy sets out the principles for risk management within St Thomas of Canterbury Junior School PTA.

It is relevant to all within the association and is endorsed by the committee of St Thomas of Canterbury Junior School PTA.

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 the 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 the findings.
 - Review the 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 is 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 should be given to the school if requested.
- All committee members should be made aware of each risk assessment.

This policy will be reviewed annually by the St Thomas of Canterbury Junior School PTA committee.

Adopted at a meeting held on 16th September 2022.

Date: 16/9/22

Name: CALLY SHANLEY

Position: CHAIR

Signature: 

Date: 16-9-22

Witness Name: Natasha Hayward

Position: Treasurer

Signature: 