



This policy sets out the principles for risk management within EBA PTA.

It is relevant to all within the association and is endorsed by the committee of the EBA PTA. It will be reviewed 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 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
- Risk assessment findings should be recorded on the PTA Risk Assessment Template
- Advice from the school/venue should be taken where appropriate – look at previous risk assessments and adhere to recommendations
- Advice from the HSE should be sought where appropriate – [www.hse.gov.uk](http://www.hse.gov.uk)
- A copy of the Risk Assessment will be kept in the PTA's online google storage 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.
- The risk assessment should be reviewed and updated as necessary in the lead up to an event in response to local changes and national guidance. (See also COVID-19 risk policy)

This policy will be reviewed by the EBA PTA committee annually before the AGM.

Date reviewed: 25/6/21

By: Tania Cornish Position: Chair

By: Jenny Betts Position: Secretary

### Useful Links

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

[https://www.parentkind.org.uk/file\\_download\\_resources.aspx?ID=4400](https://www.parentkind.org.uk/file_download_resources.aspx?ID=4400)