



Plaxtol School Association

Risk Management Policy

This policy sets out the principles for risk management within Plaxtol School Association (PSA). It is relevant to all within the association and is endorsed by the PSA Committee. It is distinct from any policies the school may publish.

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 PSA event planning.

For all PSA events:

- A Risk Assessment is to be carried out by the volunteer organising the PSA event 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 findings on the PSA Risk Assessment template
 - Review the assessment and update when necessary
- Advice should be taken from the school and/or venue where appropriate – look at previous risk assessments and adhere to recommendations.
- Advice should be taken from the HSE where appropriate – www.hse.gov.uk
- The Chair of the PSA should be given the opportunity to comment on the risk assessment, and formally sign it off. Please allow sufficient time for this to be done.
- A copy of the Risk Assessment should be kept in a designated folder (usually the PSA google drive) – this means it can be used for reference if a similar event is being run in the future.
- A copy of the Risk Assessment should be given to the Head Teacher and any school staff involved.
- All PSA Committee members should be made aware of each risk assessment.
- The risk assessment should be shared with volunteers involved in running the PSA event, and others where relevant.

Useful Links

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