

Risk Management Policy

Introduction

This policy sets out the principles for risk management within Meadlands United (MU) PTFA. It is relevant to all within the association and is endorsed by the committee of MU PTFA. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers' needs.

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 PTFA event planning process.

For all PTFA 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 PTFA 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 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

- Risk Assessment should be carried out at the early stages of planning

This policy will be reviewed by the MU PTFA committee annually before the AGM.

Useful Links

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

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

Date Reviewed 07/10/25

Signed 

Chair of Meadlands United PTFA

Katy Brown

Date: 07.10.25

Signed 

Secretary of Meadlands United PTFA

Louise Greathead

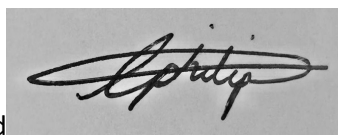
Date: 07.10.25

Signed 

Co-Treasurer of Meadlands United PTFA

Vicky Adams

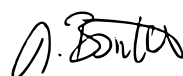
Date: 07.10.25

Signed 

Co-Treasurer of Meadlands United PTFA

Terri Philip

Date: 07.10.25

Signed 

Ordinary Member of Meadlands United PTFA

Viki Bonta

Date: 07.10.25