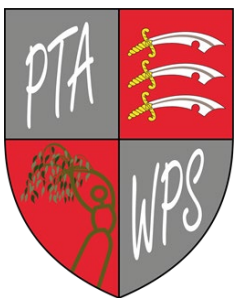


WILLOWBROOK PTFA RISK ASSESSMENT POLICY FEBRUARY 2025

Registered Charity: 1046576



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Introduction

This policy sets out the principles for risk management within Willowbrook Primary School Parent, Teacher and Friend's Association (PTFA). It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA

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 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 Essex County Council School's 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 PTFA Committee – this can be used for reference if the same event is being run in the future
- A copy of the Risk Assessment emailed to the school prior to each event.
- All committee members will be sent a copy of the completed risk assessment prior to any events.

This policy will be reviewed every two years to ensure that it remains appropriate to the Organisation.

Version dated: 21st February 2025

