

## **Risk Management Policy**

### **Introduction**

This policy sets out the principles for risk management within the Friends of Downview Primary School.

It is relevant to all members and is endorsed by the Committee of the Friends of Downview Primary School ("FOD").

It will be reviewed annually to ensure that it remains appropriate to FOD 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 charity event planning process.

### **For all 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 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](http://www.hse.gov.uk)
- A copy of the Risk Assessment is to be kept in a designated folder for use by the Committee – this can be used for reference if the same event is being run in the future.
- A copy of the Risk Assessment is to be given to the school if requested.
- All Committee Members should be made aware of each risk assessment.
- All volunteers should be made aware of the risk assessment, where relevant.

This policy will be reviewed by the 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](https://www.parentkind.org.uk/file_download_resources.aspx?ID=4400)