St Joseph's School
(Redhill) Association

Model Risk Management Policy

This is a policy of the St Joseph's School (Redhill) Association at St Joseph's Catholic Primary School in Redhill (SJA).

Introduction

This policy outlines the approach to managing risk within the SJA. It applies to all individuals involved with the association and has been formally approved by the committee of the SJA.

The policy will be reviewed annually to ensure it continues to meet the needs of the organisation and its volunteers.

Purpose

The aim of this policy is to help identify and address risks, ensuring that risk management is embedded in all PTA event planning. Early detection and taking appropriate measures are key to safeguarding our community and ensuring that events run smoothly.

Risk management process for PTA events and activities

For every PTA event and activity, the following steps must be taken:

- A designated committee member will complete a risk assessment, covering:
    - Identification of potential hazards;
    - Recognition of individuals who may be affected;
    - Evaluation of current safety measures and identification of any additional actions required;
    - Documentation of findings using the PTA risk assessment template; and
    - Ongoing review and updates to the assessment as necessary.
- Seek guidance from the hosting school or venue:
    - Review past risk assessments; and
    - Follow any recommended procedures.
- Refer to the Health and Safety Executive (HSE) as needed:
    🔗 www.hse.gov.uk
- Refer to the organisation's insurance policy summary and FAQs to check cover as appropriate.
- Store a copy of each completed risk assessment in a central folder accessible to the PTA committee:
    - This serves as a reference for future events;
    - Copies must be shared with the school upon request; and
    - Review risk assessments and update where appropriate after each event or activity.
- Ensure all committee members are informed of each risk assessment's contents.

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Signatures

Approved and adopted by the committee of SJA:

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____