



EXWICK HEIGHTS PRIMARY SCHOOL
Exwick Lane, Exeter, EX4 2FB

Risk Management Policy

Introduction

This policy sets out the principles for risk management within Exwick Heights Primary School PTFA. It is relevant to all within the association, and it will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

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 is needed.

We will:

- Record all findings on the PTFA Risk Assessment template.
- Review the 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
- Keep a copy of the Risk Assessment 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 available to be given to the school if requested.
- Ensure all committee members are made aware of each risk assessment.
- All risk assessments cover specific core Hazards.

Risk assessment – Xmas Grotto & activities



Health and Safety

Company name: **EH PTFA** Assessment carried out by: **Richard Boyler**
Date of next review: **N/A** Date assessment was carried out: **01/12/23**

Core hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	When is the action needed by?
Manual handling	Volunteers – may suffer strains or bruising injuries to their back or elsewhere, from handling heavy/bulky objects.	Competent persons setting up and ensuring the stability of equipment. manual handling techniques used and awareness of space. Trolley available for moving items. Volunteers trained how to use equipment safely. Stairs, and corridors kept clear.	Ensure area is cleared and only persons setting up should be in that area while this is happening Regular check ins and breaks if required. Heavier objects moved with lifting tools or by multiple persons.	On the day
Slips, Trips and Falls	Volunteers – may suffer sprains, fractures or bruising if they trip or slip on objects or spillages. Parents/ children - may suffer sprains, fractures or bruising if they trip or slip on objects or spillages.	Clean as you go. Volunteer tasks spread throughout the rooms and outside spaces so no overcrowding. Wet floor signs in place where required. Door mats at entrances in case of wet weather. Volunteers wear adequate footwear. Parents and children restricted to outside only and not able to access behind tables near trailing.	Regular check ins with all volunteers, reminders to "clean as you go" and be vigilant regarding spillages. Designated area for rubbish and storage of non-used items out of corridors and tight spaces etc. Cables covered and do not present a trip hazard. Cones and signage used to control queues and, volunteers report misuse of	On the day

1. Manual handling
2. Slips, trips, and falls
3. Working at heights
4. Cleaning and chemicals
5. Electrical
6. Fire
7. Safeguarding

Updated December 2023.