

Friends of Wymondham College Prep Risk Management Policy

Introduction

This policy sets out the principles for risk management within Friends of Wymondham College Prep (FOWCP). It is relevant to all within the association and is endorsed by the committee of Friends of Wymondham College Prep. 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 FOWCP event planning process.

For all FOWCP 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 FOWCP 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 FOWCP 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.
- Copies of Risk Assessments are to be circulated in the Committee WhatsApp chat and/or with committee meeting minutes prior to the event. All copies signed by volunteers following events to be passed to the Secretary to maintain accurate risk assessment record keeping.

Useful Links

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

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

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

Agreed and signed by:

Name	Signature
Reviewed September 2024 as part of the annual review. No changes necessary so just published again	D Orsborne