



THE PRIORY PRIMARY ACADEMY TRUST PTA	DATE AGREED	NOVEMBER 2020
POLICY AND PROCEDURE STATEMENT	REVISION DATE	NOVEMBER 2021
 <h2 style="color: blue;">The Priory School PTA</h2> <p style="color: red;"><i>Help Us To Help The Children</i></p> 		
<h1 style="color: blue;">Risk Assessment Policy</h1>		
CHAIR OF PTA COMMITTEE	BEN CANDY	
SECRETARY OF PTA COMMITTEE	SIMONE WHITE	
TREASURER OF PTA COMMITTEE	CARA ROGERS	

A Conducting Risk Assessments

1. Health and safety are key considerations for all PTA committee members. Before putting on any event the PTA will carry out a full risk assessment. The PTA will maintain a record of its findings and the PTA will produce these in the event of an incident at our event.

B What is a risk assessment?

1. The Health and Safety Executive (HSE) states that a risk assessment is: "...simply a careful examination of what [at your event] could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm."
2. The HSE also states:- "The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.
3. A risk assessment will help the PTA to identify potential hazards, identify who might be harmed and how to determine whether existing precautions are adequate or whether more action needs to be taken to reduce the risk.

4. Definitions

- A hazard is something that may cause harm, such as trailing cables, hot water, overcrowding, wet floors
- The risk is the chance, low or high, that persons at an event could be harmed by the hazards, together with an understanding as to how serious the harm could be.

C How the PTA will assess the risks at our PTA events

Step 1: Look at the hazards

1. The PTA will consider how people assisting and attending the event might be potentially harmed. This should include the build up to the event, the event itself and the break-down of the event.

The PTA will:-

- arrange to see the venue so that the PTA can familiarise ourselves with the building(s) and rooms the PTA will be using
- make a note of what might reasonably be expected to cause harm and talk the preliminary findings through with the rest of the PTA committee
- look at the risk assessments held on file at the school/venue the PTA are using; take these into account when preparing our own and make sure the PTA adheres to the recommendations, e.g. if the school risk assessment states that the school hall holds a maximum number, this must be adhered to

Step 2: Decide who might be harmed and how

1. For each hazard the PTA need to understand who might be harmed as this will help the PTA to identify the best way to manage the risk. This doesn't mean listing everyone that is likely to be at the event but rather by identifying groups of people e.g.:
 - PTA committee members
 - pupils
 - school staff
 - the general public
2. In each case the PTA will try to identify how the person(s) might be harmed, i.e. what type of injury might occur. For example, children on a bouncy castle might fall off and injure themselves and the likelihood of such event occurring, an unexpected fire, whereby the schools fire and evacuation policy will be adhered to.

Step 3: Evaluate the risks, decide if they are acceptable, agree the precautions needed

1. Once the hazards have been identified, the PTA Committee will then decide what to do about them. The law requires the PTA to do everything reasonably practical to protect people from harm. The PTA will assess the risks and decide whether existing precautions are adequate; if not, decisions to what more needs to be done to bring the risk down to an acceptable level will be made. The PTA will look at what plans are in place and discuss what steps to take to minimise the risk e.g.
 - site the bouncy castle on the grass
 - place PE mats around the fall-out area
 - limit the numbers using the bouncy castle (and by age-range)
 - have at least two "spotters"

- remove over-excited users that might cause harm to themselves or others
2. When evaluating the risks the PTA will ask the question - can the hazard be removed completely? If not, the PTA will agree what needs to be done to control the risks so that an accident is unlikely and to reduce the likelihood to an acceptable level.

Step 4: Record your findings and implement them

1. Once the PTA has identified the various hazards and agreed the steps needed to minimise the risk, the PTA will record the findings and share them with the PTA committee. This will help when putting the findings of the risk assessment into practice which is the most important part of the whole process.
2. When recording the findings the HSE states that this can be kept very simple, for example - 'members of the public may trip over rubbish - black sacks will be strategically located and PTA Committee members will remove and replace at frequent intervals'.
3. The PTA has a duty of care to show that:
 - the PTA have undertaken a comprehensive check
 - advice taken from the school/venue
 - we have considered who might be affected was identified
 - we have taken appropriate steps to deal with hazards where agreed
 - the precautions to reduce the risk are understood and any remaining risk is low; and all PTA committee members are aware of the process
4. The PTA will keep all risk assessments on file as they will probably be needed when running the event again and will provide a good starting point for new committee members.

Step 5: Review your assessment and update if necessary

1. Even if the PTA is running the same event, at the same time, in the same place every year, no two events are ever exactly alike. The PTA will therefore review what they are doing, at the planning stage of every event. The PTA have the right to use a previous risk assessment as long as it has been reviewed to consider:
 - have there been any changes?
 - have our fellow PTA colleagues identified another potential hazard?
 - have we learnt anything from the previous event - what accidents, incidents happened last time?

An example of the school disco risk assessment template is below:-

EXAMPLE SCHOOL DISCO

Location		Activity				
The Priory Primary School		School Disco (date of event)				
Issue		Ensure the safety of the children and helpers throughout the event. Probability versus risk				
Number	Hazards and effects	Who could be harmed?	Risk rating H, M, L	Detail controls	Detail further action required to reduce risk	Revised risk rating H, M, L
1	Physical harm from running and dancing	Children in the school hall	M	Children to be supervised at all times within the hall by PTA Helpers.	All PTA helpers to monitor the children in the hall and calm down over-excited children.	L
2	Physical harm running and bumping into each other, spillages	Children moving into drinks area	M	As above. Children to stay within the drinking area (not to move around with drinks) all spills to be mopped up straight away.	As above	L
3	Physical harm resulting from falling in the toilet area	Children slipping/tripping	H	PTA member to inspect the toilets and its condition regularly throughout the disco.	Water to be cleaned up straight away	L
4	Physical harm from a fire within the site	Children/adults present	M	Alarm will sound and children evacuated into the playground. Register to be taken	Safety officer will be point of contact during emergency. Fire alarm talk with children prior to disco starting.	L
5	Safety of children on drop off re safeguarding and lost children	Children attending the disco	H	KS1: children to be signed into disco in their classroom by PTA member with the assistance of their teacher. KS2: children will be signed in by at the school hall entrance	KS1: once signed in PTA member and teacher will walk the children into the hall. KS2: A member of the PTA will hold class names up and assist with signing in the child.	L
6	Safety of the children on collection re safeguarding and lost children	Children attending the disco	H	KS1: children will be collected by their parent/carer who will sign them out. KS2: children will be collected in the school hall and signed out by their collecting adult.	KS1: Permission slips with the name of collecting adult have been received for all children attending the disco. KS2: as above	L
7	Noise and damage to hearing	All those present at the event	M	Disco will be set at a sensible level for this event.		L

Number	Hazards and effects	Who could be harmed?	Risk rating H, M, L	Detail controls	Detail further action required to reduce risk	Revised risk rating H, M, L
8	Sickness and allergic reaction due to dietary requirements/medical conditions	Children with specific dietary requirements/existing medical conditions	H	<p>Permission slips had a section for medical condition and dietary requirements known.</p> <p>Known food allergies should also be listed in this section.</p>	<p>Appointed PTA volunteer to be made aware of the children with medical conditions.</p> <p>PTA member supervise children needing medication. Known conditions:</p> <ul style="list-style-type: none"> • <i>Diabetes (name of child) Parent to check BM level prior to the disco and alter insulin levels accordingly.</i> • <i>ADHD (name of child) – parent will be attending event</i> • <i>Coeliac (name of child)– parent to provide appropriate snack</i> • <i>Epilepsy (name of child) - parent to be available</i> • <i>Asthma (name of child)– Check child has inhaler at the beginning of the event.</i> <p>All children with food allergies will be catered for. Their food will be labelled and given out first to ensure no mistakes are made regarding dietary needs.</p> <p>All children with medical conditions allergies or dietary requirements will be flagged up on our register. (this information will be kept confidential for PTA helpers only)</p> <p>First aider on site to deal with any emergencies – (name of appointed first aider)</p> <p>Dial 999 in the event of an emergency and contact the Childs parent. First aider present</p>	<p>L</p> <p>L</p> <p>L</p>
9	Injury or severe ill health	Children at the event	L	Permission slips have a section for any known medical conditions	Dial 999 in the event of an emergency and contact the child's parent. First aider present	

11	Safeguarding issues throughout the disco while school building is unsecured	Children at the event	H	Children to be supervised at all times within the hall by PTA Helpers.	All exits from the hall will be manned by a PTA member to prevent children from moving freely within the school or leaving without permission.	L
12	Theft and vandalism resulting from security of school building after the event.	Property damage	M	Safety officer and Organiser- to inspect the school ensuring everyone has left before the school is locked up	School caretaker to lock the school when search has been completed.	L
13	Poor behaviour resulting in injury and disruption	Children at the event	M	Children behaving poorly will be removed to the library with a member of the PTA	Behaviour discussed with the child, allowing time for them to calm down and apologise before being allowed to re-join the disco	L
14	Safeguarding issues through mobile use	Children at the event	L	All helpers will be reminded that mobiles cannot be used during the disco.	PTA organiser or First aider are allowed to use mobiles in an emergency or should a need arise to call a child's parent.	L
15	Security of money	N/A	H	Payment for DJ will be at the end of the disco (if applicable) Money will be retained and kept safe by (names PTA committee member) All ticket money raised is already with the school.	A receipt for payment will be asked for. Two members of the PTA will count up profit from all sales and document the amount.	L
16	Emergency resulting in needs for contacts	Children/parents/carers	L	All emergency contact numbers for each child was requested on the permission slip these details will be kept with the register.	Named PTA volunteer will call parents/carers if required.	L
17	PTA helpers with DBS	Children/helpers	L			L

18	PTA helpers without DBS	Children/helpers			Helpers without DBS will never be left in sole charge of children. They will always be accompanied by a DBS helper.	L
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Event Organiser	First Aider
Name and contact details	Name and contact details
Safety Officer for event Name and contact details	Disco Numbers KS1: x children KS2: x children x children attending the two discos in total

