



friends

OF HOLMEWOOD

Physical Risk Management Policy

The Friends of Holmewood Committee will decide at the first committee meeting following the AGM, by simple majority, which events will take place in any school year. In the event of a tie the Chairman will have the deciding vote. It is important that risks at any event are removed or minimized.

Health and safety are key considerations for the FOH. Before putting on any event one or more committee members will carry out a full risk assessment providing a record of its findings that can be produced in the event of an incident.

The extent of the assessment will depend on the nature of the event and will be held on file by the officers for the following 12 months. In addition, an events form will be completed informing the school staff of requirements for the event.

The Health & Safety Executive requirements are that risk assessments must be suitable and sufficient for the event. It is also a condition of our insurance with PTA-UK that we conduct risk assessments prior to events. The FOH has a duty of care to show that:

- It undertook a comprehensive check.
- It sought advice taken from the school/venue and local authority (if applicable).
- It identified who might be affected.
- Appropriate steps to deal with hazards were agreed.
- Precautions to reduce the risk were understood and any remaining risk was low.
- All Committee members are aware of the process.

Guidance on how to produce a risk assessment can be found in the PTA-UK risk assessment template

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

Further references

- Health and Safety Executive <http://www.hse.gov.uk/> 0800 345 0055
- HSE Books <http://www.hsebooks.co.uk/> 01787 881165

- Five Steps to Risk Assessment www.hse.gov.uk/pubns/indg163.pdf