



Registered Charity No. 1109902

# **MASKS Risk Management Policy**

**This policy was reviewed in**

**March 2025**

**This policy is to be reviewed by**

**March 2026**



## Introduction

This policy sets out the principles for risk management within MASKS. It is relevant to all within the charity and is endorsed by the committee of Trustees. It will be reviewed annually to ensure that it remains appropriate to the charity 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 PTA/charity event planning process.

## For all 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 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](http://www.hse.gov.uk)
- A copy of the Risk Assessment to be kept in a designated folder for use by the 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.

This policy will be reviewed by the MASKS trustee committee annually.



### **Date of Next Review**

To be reviewed March 2026

### **Useful Links**

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

[https://www.parentkind.org.uk/file\\_download\\_resources.aspx?ID=4400](https://www.parentkind.org.uk/file_download_resources.aspx?ID=4400)