



## AGS Friends Risk Assessment Policy

### **1. Introduction**

This policy sets out the principles for Risk Management within **Alcester Grammar School Friends Association (AGSF)**. It is relevant to all within the association and is approved by the committee of AGSF. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers and members.

This policy will always be used in close conjunction with the AGS Risk Assessment Policy, which is held by the school and shared with AGSF Committee Members

### **2. 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 the AGSF event planning process.

The Health and Safety Executive 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.”*

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’.*

The HSE does not expect a risk assessment to be perfect, but it must be suitable and sufficient. AGSF has a duty of care to show that:

- it undertook a comprehensive check
- advice was taken from the school/ venue and local authority (if applicable)
- persons who might be affected were identified
- appropriate steps to deal with hazards were agreed
- the precautions to reduce the risk are understood and any remaining risk is low; and
- all committee members are aware of the process

### **3. Requirements 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 needs to be taken
- The Risk Assessment will be recorded on the AGSF template, recording control measures proposed.
- Standardised organisational risk assessments will be accepted and assumed as part of the planning process (including electricity testing, venue capacity, provision of first aiders etc.)
- Any Safeguarding Risk Assessment, if required for the event/activity, will be undertaken separately as per AGSF Safeguarding Policy.
- Advice will be taken from the school/venue where appropriate, including consideration of previous risk assessments and recommendations. This is particularly critical where an event is expected to have 200+ attendees, where a member of the School Leadership Team or the Events and Operations Co-ordinator will ensure that the event meets the Standard Tier Requirements under Martyn's Law.
- The Risk Assessment will be agreed by school before being formally accepted by Committee and recorded on the Risk Assessment form.
- A copy of the Risk Assessment to be kept in a designated folder for use by the AGSF Committee – this can be used for reference if the same event is being run in the future but should be reviewed to ensure any feedback is considered. A copy will also be provided to school.
- All committee members should be made aware of each Risk Assessment and the responsibilities for risk mitigation.
- Volunteers at events will be briefed around the agreed control measures.
- A debrief will be undertaken to ensure that the Risk Assessment was adequate, and learning can be included in future planning.

### **4. Review:**

This policy will be reviewed annually by AGSF committee before the AGM. This does not preclude amendments being made if required in the interim.

**This policy was last reviewed Jan 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)