**The Maynard Parents Association (MPA)**

**Risk Management Policy**

**September 2025**

**Introduction**

This policy sets out the principles for risk management within The Maynard Parents Association. It is relevant to all within the association and is endorsed by the Trustees of The Maynard Parents Association.

**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 MPA event planning process.

**For all MPA events:**

* A Risk Assessment is to be carried out by a Trustee or subcommittee 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 MPA 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](file:///C:\Users\imogen.towner\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2JWG6H44\www.hse.gov.uk)
* A copy of the Risk Assessment to be kept in a designated folder for use by the MPA – 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 Trustees should be made aware of each risk assessment.

This policy will be reviewed by The Maynard Parents Association Trustees annually before the AGM.