



FRAMLINGHAM TOWN COUNCIL RISK ASSESSMENT AND PROCEDURE RECORD (See Guidance for performing and reviewing Risk Assessments)

Area: Pageant Field Pavilion - Crowns & Coronets Workshop - 29 May 2022	Assessor: Cllr Hine Date Approved CEP:
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Topic	Risk Identified	Frequency + Severity = Risk Rating			Management of Risk	Adequate Y/N	Suggested improvements	Action
Craft Making	Minor injuries from craft tools	2	1	3	Children to use blunt end instruments - no exposed blades Adequate supervision - 1 adult to 6 children minimum Children under parental responsibility First Aid box available	Y		
Minor Accidents	Minor injuries due to falls or trips	2	2	4	Children under parental responsibility First Aid box available Phone for emergency services	Y		
Refreshments	Food poisoning	2	1	3	No home made refreshments Children under parental responsibility	Y		
Covid-19	Transmission of Virus	2	4	6	Indoor event with open doors for ventilation so likelihood low but organisers to follow gov/NHS advice	Y		Monitor Gov & NHS guidance/conditions/rules

A Risk Rating of 5 or more requires further action

Risk Rating Scores:

Probable Frequency	1. Improbable	2. Possible	3. Occasional	4. Frequent	5. Regular	6. Common
Severity	1. Trivial injuries	2. Minor injuries	3. Major injury to one person	4. Major injuries to many people	5. Death to one person	6. Multiple deaths