

Liskeard Town Council

EVENT RISK ASSESSMENT

EVENT	Lending of Muffineer
LOCATION/ROUTE	HMS Raleigh, Torpoint
DATE/TIME	Various dates starting from 7 th July
LEAD ORGANISER	Liskeard Town Council

Nature of Hazard	Worst Outcome	Groups at Risk	Estimation of Risk 5 = High, 1 = Low	Controls/Precautions
Showing the Muffineer to the recruits at HMS Raleigh during their history lesson at week 6 of their 10 week course	Stolen Badly damaged Lost	Mentors Recruits Town Council	Severity of Hazard: 4 Likelihood of event: 1 Adequacy of controls: 1	<ol style="list-style-type: none"> 1. Combination safe with personal number in my car for safe and secure travel 2. Combination safe at home with my personal number to store the Muffineer in overnight should it be necessary to do so 3. Only instructors at HMS Raleigh and myself to handle the Muffineer during the History lesson 4. Muffineer to be inspected on collection and photographed if necessary by the Facilities Manager and confirmed by myself the condition of the muffineer 5. Dates for the requirement of the Muffineer to be submitted to the Town Clerk as soon as possible

Assessment carried out by:	S Vinson	Date of Assessment:	7 th July 2017
Position	Town Clerk	Next Assessment Due:	7 th July 2018