

Risk assessment template

Company name: Upper Marshwood Vale PC Assessment carried out by: John Vanderwolfe

Date of next review: TBA

Date assessment was carried out: 29th June 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of being infected by Covid-19	Anyone attending meeting	Most people will have received two Covid-19 injections	Social Distancing Face Covering Hand sanitation	Everyone attending meeting	Whilst entering meeting	
Infection be carried to other persons	Anyone	Track and Trace facility	Ensure that details of everyone attending meeting are recorded in case of an incident	Everyone	Prior to or upon entering meeting place	
Infection carried to other people	Anyone	Sanitization of chairs and tables prior to meeting	None	Clerk and councillors	Prior to start of scheduled meeting	

Risk of infection to others	Anyone	Wearing of ace covering whist entering, leaving or moving around the room	Ensure face covering rule is adhered to	Everyone	Whilst in meeting	
Infection spread by papers at meeting	Anyone handling papers	Members bring own papers and agendas not handed out to public	None	All members and the clerk	Prior to, during meeting, and after meeting	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/