

Risk assessment template

Company name: Murton Parish Council Assessment carried out by: Alastair McFarlane – Clerk/RFO

Date assessment was carried out: 4 September 2020

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
To prevent the spread of coronavirus whilst holding a Parish Council meeting	Parish Councillors, clerk and any members of the public attending	Meeting to be held in large private meeting room at Murton Park. Chairs / tables will all be sanitised prior to and after the meeting. Hand sanitiser available on entry. Social distancing to be observed. The meeting will be kept as short as possible to reduce the risk of oral transmission.	Any members of public attending will be asked to maintain social distancing requirements	Alastair McFarlane - Clerk/RFO	Wednesday 9 th September 2020	YES

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

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