# Risk assessment template

## Company name:

## Assessment carried out by:

## Date of next review: Date assessment was carried out:

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Getting or spreading coronavirus by not washing hands or not washing them adequately** | The general publicAttendees | Attendees to bring hand sanitiser and to encourage use in the event that hand washing facilities are not available | Constant reminders to use hand sanitiser and encouragement to bring own supplyIf people can’t wash hands, provide information about how and when to use hand sanitiser | Everyone | Ongoing |  |
|  |  |  |  |  |  |  |
| **Getting or spreading coronavirus through attendees travelling together in cars or on public transport** | Attendees | Encourage lone travelUse of face masks and coverings on public transport and use of alcohol gel | If lone travel is not possible then to wear face masks in the car and open windows for ventilation | Everyone | Ongoing |  |
| **Contracting or spreading the virus by not social distancing** | The general publicAttendees | Mandatory that attendees wear a face mask/coveringIdentify places where, under normal circumstances, attendees would not be able to maintain social distancing rulesIdentify how you can keep people apart in line with social distancing rules in the first instance. This may include:➢ using marker tape on the floor➢ one-way systemsIf it isn’t possible to meet social distancing rules and physical measures can’t be used then put in place other measures to protect people by:➢ placing attendees back-to-back or side-by- side rather than face-to-faceDisplay signs to remind people to socially distance | Put in place arrangements to monitor and supervise to make sure social distancing rules are followedProvide information, instruction and training to people to understand what they need to doProvide signage  | Everyone | Ongoing  |  |
| **Busy roads and traffic**  | Attendees | Police escort has been arranged in areas which have been deemed higher risk, as well as road closures where necessaryStewards have been appointed to minimise the risks  | Attendees to be alert and be aware of road safetyAny attendees bringing small children are responsible for maintaining their safetyUtilise the policeEnsure stewards are evenly spaced along the march line to cover the middle and the rear. Stewards to keep the march moving and keep people from strayingStewards to communicate effectively with the attendeesStewards to identify any potential obstructions or hazards, such as uneven surfaces | EveryoneStewards | Ongoing  |       |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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