

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
		<p>Only one person to record attendance in the attendance register</p> <p>Use electronic payments wherever possible or bank transfers</p> <p>No physical contact. Maintain physical separation in line with government guidelines. Limit training time when members face each other.</p> <p>Ensure you have a qualified First Aider present.</p>				