

Notes for CMC meet leaders on how to produce the required BMC Risk Assessment.

Log in to the CMC website, go to the Members page and then Risk Assessments.

Methods not using paper or ink

1. Download the docx (Microsoft Word) version of the Template Risk Assessment. If your system is capable of creating Word documents, you should be able to edit this. Save it to a different name and email the saved file to me. I will put it on the website where it will be saved for 3 years as required by the BMC guidance.
2. View a previous completed Risk Assessment, e.g. the one for 17th September 2020. Email to me any changes needed for it to apply to your meet. I will do the rest.

Methods using paper and ink

3. Download the pdf version of the Template and print it. Complete the form by (legible) hand writing and get it to me (by post or when you see me on a meet).
4. Download the pdf version of the Template and print it. Complete the form by (legible) hand writing. Scan it and email the scan to me.

Andy Smith 17 Sep 2020.