

## Risk assessment

Council name: Claygate Parish Council

Assessment carried out by: Parish Clerk & RFO

Date of next review: 1<sup>st</sup> March 2022

Date assessment was carried out: 10<sup>th</sup> December 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
Spread of Covid-19	Paul's Gardening Services & Public	Clerk has carried out regular checks with PQ that he has been keeping up to date on the latest government guidance & that he was happy he could meet the requirements of his work and keep to the latest government guidance.	None at this time.	Clerk	If further outbreaks occur and governmental measures are re-imposed an evaluation of the impact on Paul's Gardening services ability to undertake his work will take place.	

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<b>Spread of Covid-19</b>	Councillors & Public	Attendees are asked to sanitise hands on arrival, wear face masks throughout, and adhere to a minimum of 1 meter social distancing during the meeting. All attendees are asked not to attend if they have a high temperature, new continuous cough or lose of sense of smell or taste prior to the meeting. The Village Meeting is to be held virtually.	None at this time.	Cllrs, Clerk and Public	If further outbreaks occur and government measures are made stricter and the legislation allows the Council will return to virtual meetings.	
<b>Covid-19</b>	Clerk	Clerk continues to work from home and any public communication is via phone or email.	None at this time			

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		<p>If meetings are required they will be via Zoom. If an in person meeting is required the Clerk will wear a facemask and adopt social distancing.</p>				
<p><b>Covid-19</b></p>	<p>Public in green spaces maintained by CPC</p>	<p>Covid guidance is on the Parish Council website with links to the latest Covid protection advice advised by the government.</p>	<p>None at this time</p>			