

Risk assessment

Council name: Claygate Parish Council

Assessment carried out by: Parish Clerk & RFO

Date of next review: 1st March 2022

Date assessment was carried out: 23rd September 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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<p>Spread of Covid-19</p>	<p>Councillors & Public</p>	<p>Attendees are asked to sanitise hands on arrival, wear face masks throughout except when speaking, and adhere to a minimum of 1 meter social distancing during the meeting. Facemasks are a voluntary request rather than mandatory, 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 Hall are quarantining chairs</p>	<p>None at this time.</p>	<p>Cllrs and Public</p>	<p>If further outbreaks occur and government measures are made stricter and the legislation allows the Council will return to virtual meetings</p>	

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		and tables between hirers. The Village Meeting is held virtually.				
Covid-19	Clerk	Clerk continues to work from home and any public communication is via phone or email. For Council meetings the Clerk is adhering to the same Covid meeting measures as outlined in the above section.	None at this time			
Covid-19	Public in green spaces maintained by CPC	Covid guidance is on the Parish Council website with links to the latest Covid protection advice advised by the government.	None at this time			

