

Risk assessment

Council name: Claygate Parish Council

Assessment carried out by: Parish Clerk & RFO

Date of next review: 1st October 2020

Date assessment was carried out: 1st July 2020

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 2 checks with PQ that he has been keeping up to date on the latest government guidance & was happy he could meet the requirements of his work and keep to the latest 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.	
Spread of Covid-19	Councillors & Public	All council meetings & committees being held virtually. No	None at this time.			

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		Council communications via doordrops. Informed all councillors to keep up to date on latest government guidance published on SCC website.				
Covid-19	Clerk & Public	All council meetings & committees being held virtually. Clerk working from home and any public communication via phone or email. Monitoring latest government advice	None at this time			
Covid-19	Public in green spaces maintained by CPC	CPC put notices on website and notice boards to prompt people to check SCC website & latest government	Check EBC carrying out regular cleaning of benches on CPC maintained green spaces	Clerk	10 th July	

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		guidelines on social distancing.				

Self-Isolation:

No.	Activity	Recommendations	Checked	Actions/Completion Date																																																																																																																																																																																																																																
(a)	(b)	(c)	(d)	(e)																																																																																																																																																																																																																																
2	<p>Stay at Home guidance for households: current guidelines illustrated</p> <p><u>Criteria and guidance applied as of 17/03/2020:</u> Incubation period = maximum 14 days Day 1 is the first day of symptoms The 14-day period starts from the day when the first person in the house became ill</p> <p>If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person Household members do <u>not</u> need to restart the clock if other members become symptomatic during the 14 days self-isolation</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">DAY</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td></td> <td>Person in household</td> <td colspan="21"></td> </tr> <tr> <td rowspan="4" style="background-color: #FFD700;">Example household 1</td> <td>A</td> <td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>B</td> <td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>C</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>D</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td rowspan="4" style="background-color: #FF8C00;">Example household 2</td> <td>A</td> <td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>B</td> <td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>C</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td> </tr> <tr> <td>D</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Key: X = when illness started - first day of symptoms ✓ = allowed to go out again</p>					DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		Person in household																						Example household 1	A	X							✓														B				X							✓											C															✓							D																✓						Example household 2	A	X							✓														B				X							✓											C													X								✓	D																✓					
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