

## Risk assessment

Council name: Claygate Parish Council

Assessment carried out by: Parish Clerk & RFO

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

Date assessment was carried out: 1<sup>st</sup> March 2022.

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
<b>Spread of Covid-19</b>	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.	
<b>Spread of Covid-19</b>	Councillors & Public	Cllrs and/or members of the public are asked not to attend Council meetings if they have	None at this time.	Cllrs, Clerk and Public	If further outbreaks occur and government measures are	

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		<p>any of the main symptoms of Covid as per latest government guidance, a positive Covid test result or are people who live in the same household as, or who have had close contact with, someone who has COVID-19. Meeting rooms to be well ventilated.</p>			<p>made stricter and the legislation allows the Council will return to virtual meetings.</p>	
<p><b>Covid-19</b></p>	<p>Clerk</p>	<p>Clerk can attend in person meetings if required with members of the public or Cllrs providing she or the meetings attendings aren't showing any symptoms of Covid-19 as per latest government guidance, a positive Covid test</p>	<p>None at this time</p>		<p>If further outbreaks occur and government measures are made stricter and the legislation allows the Clerk will return to communication via phone or Zoom.</p>	

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<b>Covid-19</b>	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			