

Avon Dassett Parish Council  
Risk Assessment

**Update Schedule**

<b>Action</b>	<b>Date</b>
Approved by Avon Dassett Parish Council	22 May 2017
Approved by Avon Dassett Parish Council	24 May 2018
Approved by Avon Dassett Parish Council	13 May 2019
Approved by Avon Dassett Parish Council	6 July 2020
Updated (HHW, TG)	16 July 2020

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## Risk Assessment

### **1) Introduction**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices.

Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The employer should also make sure that all employees and service consumers are made aware of the results of the risk assessment.

This document has been produced to enable the Avon Dassett Parish Council (“the Parish Council”) to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

## Avon Dassett Parish Council Risk Assessment

### 2) Organisational Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of Clerk/Officer	High	Avon Dassett Parish Council  Public	Maintain continuity via WALC for details of Locum Clerk service. Access all Parish Council records via emergency procedures.  Ensure that holiday / illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment.	Chair
Loss of Responsible Financial Officer	High	Avon Dassett Parish Council  Public	WALC assistance to be sought for a locum Responsible Financial Officer.  Ensure that holiday / illness cover is available from Councillors. This cover should include access to email accounts and data stored on the Parish Council IT Equipment.	Clerk / Chair
Loss of Councillor	Low	Avon Dassett Parish Council  Public	Guide to casual vacancy filling document obtained from WALC.	Clerk / Chair

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### 3) IT Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of IT Data	High	Avon Dassett Parish Council  Public	Data secured regularly on backup system and/or “Cloud” facility e.g. Dropbox. Help to be sought from emergency desk at the Warwickshire County Council. Support from Local IT company. Training for Clerk in appropriate backup processes and the use of a “Cloud” facility.	Clerk / Councillors
Loss of Avon Dassett Parish Council Communications Facility (Mail Chimp)	High	Avon Dassett Parish Council  Public	The Parish Council uses Mail Chimp as an IT solution to its requirement to be able to send targeted emails to residents at their specific request. The loss of this facility would mean that this requirement cannot be met. It is also on this solution that we hold the personal data required.  Regular backups of all information held on Mail Chimp are taken and stored on an external storage facility.	Clerk / Councillors
Loss of Avon Dassett Parish Council website	High	Avon Dassett Parish Council  Public	The Parish Council has its own website. This website is used to hold information about its activities, assets and policies. It is also used to enable it to meet its Transparency Code Requirements. The website is fully documented in terms of content and copies of documents and files that are uploaded are retained on an external storage facility.	Clerk / Councillors

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<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Loss of IT skills and capability	High	Avon Dassett Parish Council  Public	With more and more reliance being placed on our website for the publication of information and the use of Mail Chimp for communicating with subscribers, it is important that we retain and improve the IT skills where necessary and that we have at least 2 people who can administer these functions.	Clerk / Councillors

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### 4) Compliance Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Failure to keep pace with the rapidly changing requirements	High	Avon Dassett Parish Council	Regular scrutiny of the requirements received from the Warwickshire & West Midlands Association of Local Councils to ensure that the Parish Council continues to meet its compliance obligations in an accurate and timely manner and that all policies are reviewed as and when necessary. Regular review of the Clerk's training requirements to ensure that he / she has the skills necessary. The Clerk will, where necessary, seek guidance / clarification from WALC.	Clerk / Chair
Non-compliance with Standing Orders	Medium	Avon Dassett Parish Council	Regular scrutiny of Standing Orders by Councillors. Model standing Orders available from WALC website. Scrutiny of Standing Orders by Internal Auditor during Internal Audit.	Councillors, Internal Auditor
Failure to comply with Transparency Code Requirements	Medium	Avon Dassett Parish Council  Public	Regular reviews of the Transparency Code Requirements and the information that is uploaded to the Parish Council website. Information that is required to be uploaded should be easy to access and clearly identified.	Clerk / Councillors

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Risk	Level	Exposure	Policy	Action
Failure to comply with Data Protection Requirements	Medium	Avon Dassett Parish Council  Public	<p>Regular reviews of the Data Protection Requirements and internal policy. Ensure that any data held is held in a secured area with adequate password controls in place and ensuring that any information held has the specific authority of the data owner.</p> <p>Appropriate training to be given to the Clerk and Councillors.</p> <p>Appointment of a Data Protection Officer as required by law.</p>	Clerk / Councillors
Failure to comply with Data Retention Requirements	Medium	Avon Dassett Parish Council  Public	<p>Regular reviews of the Data Retention Requirements and internal policy.</p> <p>All paper copies of documents to be adequately safeguarded and wherever possible the documents are to be passed to the Warwick Records Office for safe keeping.</p> <p>Electronic copies of documents will be made wherever possible and these will be subject to the Loss of IT Data assessment above.</p>	Clerk / Councillors



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### 5) Financial Risk

Risk	Level	Exposure	Policy	Action
Loss of Council Assets	High	Avon Dassett Parish Council  Public	Theft / loss of assets insured for replacement cost (incl. civic regalia). Internal auditor to review asset register and insurance. Clerk and Councillors to check assets on a regular basis.	Clerk, Councillors, Internal Auditor
Theft/Fraud	High	Avon Dassett Parish Council  Public	<p>Regular scrutiny by Councillors of financial records.</p> <p>Proper recording in minutes of all approval for spending and powers under which spend is authorised.</p> <p>Letter of appointment for Internal Auditor to include areas of risk – VAT, PAYE, cheque signing, adequacy of invoicing, powers, and Council income.</p> <p>Regular review of payroll and pension processes and payments using HMRC authorised software for the calculation of any payroll payments.</p> <p>Review of effectiveness of internal Auditors report. Committee / Parish Council approval for changes to payroll authority.</p> <p>The Parish Council does not hold any petty cash.</p>	Councillors, Internal Auditor

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Risk	Level	Exposure	Policy	Action
Injury/loss to recipient of Council service	High	Council Staff	Public liability insurance indemnity of £5 million Regular scrutiny of insurance by Councillors. Emergency policy to delegate authority to Clerk to commit finances without prior approval of Council in emergency situation.	Councillors, Clerk
Loss of Income	Low	Council Staff	Regular budget monitoring by Councillors to ascertain income. Cash Book reconciliation monitoring by Councillors. Annual monitoring of income stream levels (burial fees etc.). Authority for Clerk / Responsible Financial Officer to transfer between accounts.	Councillors, Internal Auditor

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### 6) Operational / Reputational Risk

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Injuries sustained whilst undertaking voluntary work on behalf of the Parish Council	Low	Avon Dassett Parish Council  Public	Any work undertaken on behalf of the Parish Council by volunteers will be properly supervised and checks will be undertaken to ensure that the Council is properly insured	Clerk, Councillors
Injuries sustained whilst undertaking community activities in conjunction with the Parish Council	Low	Avon Dassett Parish Council  Public	Any community related activities undertaken in conjunction with the Parish Council will be properly supervised and checks will be undertaken to ensure that the Council is properly insured	Clerk, Councillors
Injuries sustained whilst visiting the village cemetery	Low	Avon Dassett Parish Council  Public	The headstones in the cemetery could over time become unsafe and could pose a potential danger to anyone visiting the cemetery. The Parish Council will carry out regular inspections and will, if necessary, contact the respective agent to ensure that remedial actions are undertaken.	Clerk, Councillors
Injuries sustained whilst visiting the village playground	Low	Avon Dassett Parish Council  Public	The Parish Council will ensure that annual inspections are undertaken by an approved inspector.  In addition, regular inspections will be carried out by the Parish Council	Clerk, Councillors

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**7) Operation of Wood Burner in Reading Room**

<b>Risk</b>	<b>Level</b>	<b>Exposure</b>	<b>Policy</b>	<b>Action</b>
Injuries sustained whilst operating wood burner	Medium/High	Avon Dassett Parish Council Public	Full operating instructions and safety information are available with the unit Fire Blanket installed Fire Extinguishers are subject to regular servicing Regular cleaning of chimney CO <sub>2</sub> Sensor in Reading Room, regularly checked Clean stove annually Temperature gauge on unit to advise users of temperature and inform on appropriate use of fuel	Clerk, Councillors

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### 8) Infectious Diseases

Risk	Level	Exposure	Policy	Action
Contraction of infectious disease whilst visiting the Reading Room	Low	Exposure to risk by casual visitors	<p>This is mainly key holders who visit for very short periods of time to ensure that the building is safe and to collect any post. A schedule of key holders will be maintained and strict control over key holders will be implemented. Visitors will be advised that they must follow current government guidelines which are available at:</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Relevant posters advising of Covid-19 safety and compliance, installed.</p>	Clerk Councillors
	Low	Maintenance of The Reading Room	<p>This covers cleaners and anyone who is working in The Reading Room either on a paid or volunteer basis. Visitors in this category will be advised that they must follow government guidelines for social distancing and health and safety which are available at:</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Relevant posters advising of Covid-19, installed. Cleaner advised re bookings for Reading Room. High contact surfaces to be noted and given priority cleaning by contractor. Risk assessment for cleaning contractor by ADPC. Weekly running of taps (2 minutes) re legionella risk assessment.</p>	Clerk Councillors
	Low	Parish Council and local Clubs and Society	When the use of The Reading Room is permitted we will ensure that visitors in this category are aware that they must adhere to government guidelines. Where it is	Clerk Councillors

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Risk	Level	Exposure	Policy	Action
		meetings	<p>a Parish Council meeting then all Councillors and the Clerk are responsible for ensuring that the guidelines are met. If a club or society is scheduled to use the Reading Room we will ensure that the organiser is aware of government guidelines and their responsibility to ensure adherence. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Reading Room will not be available for hire unless it is confirmed safe to do so with special note of the size of the Hall. Relevant posters advising of Covid-19, installed. Hire agreement will stipulate Covid-19 compliance requirements.</p>	
	Low	Exposure to risk by commercial organisations	<p>In this case we are the landlord and we are letting The Reading Room to the commercial organisation. The organiser will be advised that they must follow government guidelines and of their responsibility to ensure adherence. <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Reading Room will not be available for hire unless it is confirmed safe to do so with special note of the size of the Hall. Relevant posters advising of Covid-19, installed. Hire agreement will stipulate Covid-19 compliance requirements.</p>	Clerk Councillors
Contraction of infectious disease whilst visiting the Village Playground	Low	Exposure to risk by visitors	<p>Whilst the playground is closed to visitors, notices will be placed advising that entry into the playground is not allowed. In addition, a temporary barrier will be erected to prevent access.</p>	Clerk Councillors
			<p>Prior to the re-opening of the village playground the Parish Council will seek guidance on safe reopening and</p>	Clerk Councillors

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Risk	Level	Exposure	Policy	Action
			confirmation from PC insurer.  Once reopened, notices will advise visitors that they must follow government guidelines when using the playground. These are available at: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>	

### 9) Addendum

Covid-19 Risk Plan (Dated June 2020. Agreed by PC by emails/ PC meeting dated 6<sup>th</sup> July 2020).

Sources:

- HM Government
- HSE (Risk Assessment Template)
- NALC (Risk Assessment for Covid-19)
- ACRE (Information Sheet: Re-opening Village and Community Halls post Covid-19 Closure, Issue 1 – Week beginning 15<sup>th</sup> June 2020). ACRE (Information Sheet: Re-opening Village and Community Halls post COVID-19 closures, Issue 2 – Current at 4<sup>th</sup> July 2020).
- ACRE (Sample Covid-19 Risk Assessment for re-opening Village and Community Halls – June 2020)

Notes:

- Normal cleaning methods and materials do kill Covid-19 (Sources: [www.gov.uk](http://www.gov.uk))
- Social distancing should be observed at all times.
- Facilities will remained closed until notified that it is safe to re-open, resulting in a review of facilities and feasibility review regarding reopening.

## Avon Dassett Parish Council Risk Assessment

### a) General Risks

Area	Hazard	Risk	People Exposed to Risk	Controls to reduce impact of risk/hazard	Actions to be taken by: Staff/ Councillors/ Volunteers/ Contractors
Meetings	Cancellation of meetings	Medium	Councillors, Clerk, Public	<ul style="list-style-type: none"> <li>Operate online meetings (commenced April 2020)</li> <li>Put agendas and notices onto the Parish Council website and the Parish Council notice board</li> </ul>	Clerk
	Unable to attend meetings due to self-isolation	Medium	Councillors, Clerk, Public	<ul style="list-style-type: none"> <li>Operate online meetings (commenced April 2020)</li> </ul>	Clerk, Councillors
Staff – NB Repeat of section 1 as highlighted in Covid-19 information	Loss of Clerk & RFO	Medium	Clerk & RFO	Locum cover via WALC	Councillors/Clerk
Decision making	Inability to make decisions	Medium	Clerk, Councillors	<ul style="list-style-type: none"> <li>Scheme of Delegation (adopted April 2020)</li> <li>Subscribe to online communications platform for meetings (subscribed April 2020)</li> </ul>	Clerk
Finance	No access to Banking	Low	Clerk & RFO	<ul style="list-style-type: none"> <li>Online access (already operating)</li> <li>Phone access (already operating)</li> </ul>	Clerk Chair
	Inability to pay invoices	Low	Clerk & RFO	<ul style="list-style-type: none"> <li>Online banking (already operating)</li> <li>Authorisation from online meetings (already operating)</li> </ul>	Clerk Chair



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Area	Hazard	Risk	People Exposed to Risk	Controls to reduce impact of risk/hazard	Actions to be taken by: Staff/ Councillors/ Volunteers/ Contractors
Finance	Inability to pay staff	Low	Clerk & RFO	<ul style="list-style-type: none"> <li>Online banking (already operating)</li> <li>Powers via meetings and Scheme of Delegation (ongoing/adopted April 2020)</li> </ul>	Clerk Chair
Communications	Public not aware of PC matters	Medium	Public	<ul style="list-style-type: none"> <li>Notices on website (already established)</li> <li>Notices on boards where possible (use of hand sanitiser afterwards)</li> </ul>	Clerk & Councillors
Mowing Contractor	Maintenance ceases	High	Public	<ul style="list-style-type: none"> <li>Maintain contact with contractor (mowing resumed in May 2020)</li> <li>Seek volunteers to mow verges (insurance confirmed May 2020)</li> </ul>	Clerk & Councillors
Cleaning Contractor	Cleaning ceases	High	Reading Room Key holders, Clerk, Councillors, hirers	<ul style="list-style-type: none"> <li>Reading Room can be closed, temporarily</li> <li>Alternative cleaning contractor can be engaged to provide cover (insurance required)</li> </ul>	Clerk & Councillors

## Avon Dassett Parish Council Risk Assessment

### 10) Analysis of Covid-10 risk by asset

#### a) Playground

Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
Playground	Covid-19 on play equipment, benches and picnic seating.	Users of play area	Closure of play area. Signs confirming closure.	Seek guidance on safe reopening from RoSPA. Follow  Government guidelines on reopening of play facilities. Review of site specific factors.	Clerk & Councillors Cleaning contactors (if required)	Prior to opening	To be reviewed and confirmed, once play areas can reopen

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### b) Reading Room

Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
Reading Room	<p>Cleaning Surfaces infected by people carrying virus.</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Occasional Maintenance workers.</p>	Cleaning contractor.	<p>Stay at home guidance for all users if unwell at entrance and in Hall.</p> <p>Cleaning contractor provides their own protective overalls and plastic or rubber gloves.</p> <p>Cleaning contractor advised to wash outer clothes after cleaning duties.</p> <p>Cleaning contractor to follow PHE guidance and use PPE for use in the event deep cleaning is required.</p>	<p>Cleaning contractor may need guidance confirming on high traffic areas of Hall.</p> <p>Removal of waste materials as per current HM Government advice.</p>	Cleaning contractor, with validated insurance.	<p>Prior to re-opening.</p> <p>Ongoing requirement to maintain hygiene standards.</p>	Frequency of cleaning to be confirmed by ADPC

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Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
Reading Room	<p>Staff/ hirers, key holders, who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling new situation.</p>	At risk groups, contracting CV-19 from infected person who has visited the Hall.	<p>Staff in vulnerable category advised not to attend workplace for time being.</p> <p>Confirm to all key holders the provision of sanitation materials within the Hall for use when reopen.</p> <p>Outline to all hirers the requirement to confirm all bookings with the Clerk, 7-days prior to allow for cleaning, avoid double bookings and avoid overcrowding of facility.</p> <p>Hirer agreement to stipulate requirement to follow CV-19 guidelines and social distancing rules.</p>	<p>Requirement to inform Clerk if anyone visiting the Hall has tested positive for CV-19, within 7 days of visiting the facility.</p> <p>Clerk to close Hall and notify all other users.</p> <p>Hirers and key-holders to report any cases to Track and Trace.</p>	Staff/hirers/key holders, members of the public.	Immediate action following confirmed case of CV-19.	

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Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
Reading Room	Overcrowding resulting in failure to follow social distancing requirements	Individuals present in the Hall, especially vulnerable groups and over 70s.	<p>Clerk to confirm to all hirers the maximum capacity of the room.</p> <p>Obligation to observe social distancing.</p> <p>Refer hirer to larger premises if any risk of over capacity at event.</p> <p>Hirers to consider measures to deal with oversubscription of events on the day.</p>	<p>Closure of Hall if maximum capacity exceeded and social distancing not observed.</p> <p>Record taken of those present and retained for 3 weeks ref NHS Track and Trace system.</p>	Clerk.	Immediate and confirmed after event to ensure no repeats.	
Reading Room Furniture and furnishings	CV-19 on soft materials.	Individuals present in the Hall, especially vulnerable groups and over 70s.	Advise all users not to open or close curtains.	Removal of curtains if required.	TBC.		

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Reading Room Kitchen and toilet areas	Failure to social distance due to pinch points.  Use of kitchen facilities.	Individuals present in the Hall, especially vulnerable groups and over 70s.	Advice to users limiting numbers in kitchen to 1, at any time.  Hirers to bring own tea towels and remove, after use.  Hall to provide sanitiser, soap and paper towels.	Capacity of kitchen confirmed in hirer agreement and signage in Hall.  Signage to encourage frequent hand washing or sanitiser and reinforce social distancing.			
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### c) General Village Assets

Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
Burial Ground	Negligible risks from CV-19 (outdoor).	Public	N/A: Outdoor	N/A	N/A	N/A	
Bus Shelter	Negligible risks from CV-19 (outdoor).	Public	N/A: Outdoor facility	N/A	N/A	N/A	
War memorial	Negligible risks from CV-19 (outdoor).	Away from public footpath: low risk	N/A: Outdoor Facility	N/A	N/A	N/A	
Bins	Negligible risks from CV-19	Public	N/A: Outdoor facility	N/A	N/A	N/A	

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Location of facility	Hazards	Who may be harmed and how	Moves in place to control risks	Further actions to reduce risks	Personnel to carry out action	When is action needed?	Date completed
	(outdoor).						
IT Equipment	Staff	No risk.	N/A	N/A	N/A	N/A	
Notice boards	Negligible risks from CV-19 (outdoor).	Staff/Councillors	Use sanitiser after opening and closing.	N/A	N/A	N/A	
Benches	Negligible risks from CV-19 (outdoor).	Public	N/A: Outdoor facility	N/A	N/A	N/A	
Flower tubs	Negligible risks from CV-19 (outdoor).	Public	N/A: Outdoor facility	N/A	N/A	N/A	
Defibrillator	Negligible risks from CV-19 (outdoor).	Defibrillator Volunteers	Cabinet locked	N/A	N/A	N/A	

### 11) Cleaning of Reading Room

#### Protocols

The Reading Room is currently closed to all usage with the exception of the Post Office (Monday and Wednesday's, 9.30am-10am)

Limited number of key holders (a record is kept by the Clerk)

In July 2020 the Reading Room underwent Legionella and drinking water tests with satisfactory outcomes.

- No person is to enter the building if they feel unwell, including cleaning contractors.
- Follow Government guidelines for social distancing, health and safety, at all times and ventilate the room when possible.
- Run all taps for 2-5 minutes at a moderate flow rate, prior to use (see Legionella guidelines).
- Prioritise cleaning of highest contact surfaces:

Main Room: All door handles, light switches, P.O. hatch, table next to P.O. hatch.

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Toilet: Flush handle, toilet lid, tissue

Kitchen: Taps, hot water dispenser, sink.

- Remove and dispose of cleaning materials, in line with Government advice.
- Descale all of the taps every 3 months (January, April, July, October).
- Report the need for further supplies of cleaning items and hand sanitiser to the Clerk.
- If there is a contamination issue, the Clerk will notify the Cleaning Contractor.
- Should a deep clean be required, the advice from Public Health England has to be followed.