

## **Smith Partnership Covid – 19 Risk Assessment**

**This document should be read in conjunction with the relevant sections of Smith Partnership Covid – 19 Guidance to Staff (SP guidance).**

**Assessment carried out by: KEVIN MCGRATH**

**Date of next review: 30<sup>th</sup> September 2020**

**Date assessment was carried out: 20<sup>th</sup> May2020, 30<sup>th</sup> June 2020, 31<sup>st</sup> July 2020, 8<sup>th</sup> August 2020, 30<sup>th</sup> August**

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
<p><b>Transfer of the virus between staff</b></p>	<p>Staff and their contacts</p>	<p>Our policy is to work from home unless it is impracticable to do so.</p> <p>Issue guidance to staff who have to attend offices.</p>	<p>Closely monitor attendance levels at offices</p> <p>Issue revised SP Guidance as and when required</p> <p>Ensure staff have access to revised guidance on intranet and website</p>	<p>BMs</p> <p>KMG</p> <p>BD/IT</p>	<p>Weekly</p> <p>As and when required</p> <p>30th August 2020</p>	<p>22<sup>nd</sup> May 2020</p> <p>10<sup>th</sup> June 2020</p> <p>30<sup>th</sup> June 2020</p> <p>24<sup>th</sup> July 2020</p> <p>30<sup>th</sup> July 2020</p> <p>31<sup>st</sup> July 2020, 8<sup>th</sup> August</p> <p>30<sup>th</sup> August 2020</p>

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		<p>Monitoring attendance levels at all of our offices</p> <p>Social distancing enforced.</p> <p>Increased availability of hand washing/sanitising facilities and guidance.</p> <p>Increased signage in all area and floor markings where required.</p> <p>Restrict access to offices to clients and</p>	<p>Monitor compliance with SP Guidance</p>	<p>HODs/BMs</p> <p>HODs/BMs</p> <p>HODs/BMs</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	

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		<p>others.</p> <p>Enhanced cleaning routines by contract cleaners.</p>				
<p><b>Transfer of the virus between staff, clients and visiting professionals</b></p>	<p>Staff, their contacts clients and visiting professionals</p>	<p>Avoiding face to face meetings wherever possible. Increased use of video conferencing facilities.</p>	<p>Issue revised SP guidance to staff concerning client meetings.</p> <p>Install adequate screens, signage and sanitization products in all reception areas</p> <p>Rearrange interview rooms to facilitate safe client meetings</p> <p>Website to be updated to give clients updated information on arrangements for meetings.</p>	<p>KMG</p> <p>IT/ Handyman</p> <p>IT/BMs</p> <p>BD</p>	<p>31<sup>st</sup> July 2020</p> <p>29<sup>th</sup> May 2020</p> <p>29<sup>th</sup> May 2020</p> <p>29<sup>th</sup> May 2020</p>	<p>31<sup>st</sup> July 2020</p> <p>29<sup>th</sup> May 2020</p> <p>29<sup>th</sup> May 2020</p> <p>29<sup>th</sup> May 2020</p>

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			<p>Staff to provide detailed written information in advance to those attending meetings in accordance with revised SP guidance.</p> <p>All attendees to wear face masks unless exempt.</p> <p>In local lockdown areas all meetings to be approved by a partner</p> <p>Compliance to be monitored by HODs/BMs</p>	<p>All staff</p> <p>All staff</p> <p>Partners</p> <p>HODs/BMs</p>	<p>In advance of each meeting</p> <p>In advance of each meeting</p> <p>In advance of each meeting</p> <p>Daily</p>	
<b>Transfer of the virus between</b>	Contractors/delivery drivers, staff and	Avoiding any unnecessary	Issue revised SP guidance to staff on accepting	KMG	22 <sup>nd</sup> May 2020	20 <sup>th</sup> May 2020

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<b>contractors/delivery drivers and staff</b>	their contacts	<p>deliveries/contractor visits.</p> <p>Enforcing social distancing.</p> <p>Increase frequency of hand washing/sanitizing after handling deliveries</p>	<p>deliveries and processing incoming material.</p> <p>Confirm all contractors/delivery firms have their own risk assessments and guidance</p> <p>Compliance to be monitored by HODs/BMs</p> <p>All contractors/delivery staff entering offices to be required to wear face masks unless exempt</p>	<p>IT</p> <p>HODs/BMs</p> <p>All staff</p>	<p>Ongoing</p> <p>Weekly</p> <p>Daily</p>	
<b>Transfer of the virus between staff and others when attending court and the police station</b>	Staff,clients, court and police station users	<p>Conducting hearings and police station attendance by video or telephone wherever possible.</p> <p>Where personal</p>	<p>Issue revised SP guidance to staff on attendance at court and the police station</p> <p>Compliance to be monitored by HODs/BMs</p>	<p>KMG</p> <p>HODs/BMs</p>	22 <sup>nd</sup> May 2020	20 <sup>th</sup> May 2020

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		attendance required wherever possible maintain social distancing	Monitor safe systems of work at court and police stations, work with practitioner groups and report any concerns to HMCTS and police	AO	Daily	
<b>Transfer of the virus between staff and members of the public when staff carrying out their duties out of the office such as banking or visiting the post office</b>	Staff, their contacts and members of the public	Only nominated staff to carry out these duties.  Social distancing.  Gloves and masks issued	Issue revised SP guidance to staff.  Compliance to be monitored by HODs/BMs	KMG  HODs/BMs	22 <sup>nd</sup> May 2020  Weekly	20 <sup>th</sup> May 2020

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)