

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: 2nd December

Date assessment was carried out: 20th May2020, 30th June 2020, 31st July 2020, 8th August 2020, 30th August, 4th October 2020, 2nd November

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>Transfer of the virus between staff</p>	<p>Staff and their contacts</p>	<p>Our policy is that staff who can work from home effectively must do so.</p> <p>Issue guidance to staff who have to attend offices.</p>	<p>Closely monitor attendance levels at offices</p> <p>Complete individual work assessment forms</p> <p>Issue revised SP Guidance as and when required</p>	<p>BMs</p> <p>HODs/branch managers</p> <p>KMG</p>	<p>Weekly</p> <p>16th October 2020</p> <p>As and when required</p>	<p>16th October 2020</p> <p>22nd May 2020</p> <p>10th June 2020</p> <p>30th June 2020</p> <p>24th July 2020</p> <p>30th July 2020</p> <p>31st July 2020, 8th August, 30th</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</p>	<p>Ensure staff have access to revised guidance on intranet and website</p> <p>Monitor compliance with SP Guidance</p>	<p>BD/IT</p> <p>HODs/BMs</p> <p>HODs/BMs</p> <p>HODs/BMs</p>	<p>As and when updated</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>August, 4th</p> <p>October, 4th</p> <p>November</p>

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		<p>all area and floor markings where required.</p> <p>Restrict access to offices to clients and others.</p> <p>Enhanced cleaning routines by contract cleaners.</p>				
Transfer of the virus between staff, clients and visiting professionals	Staff, their contacts clients and visiting professionals	<p>Avoiding face to face meetings wherever possible.</p> <p>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</p>	<p>KMG</p> <p>IT/ Handyman</p> <p>IT/BMs</p>	<p>31st July 2020</p> <p>29th May 2020</p> <p>29th May 2020</p>	<p>31st July 2020</p> <p>29th May 2020</p> <p>29th May 2020</p>

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			<p>meetings</p> <p>Website to be updated to give clients updated information on arrangements for meetings.</p> <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>BD</p> <p>All staff</p> <p>All staff</p> <p>Partners</p>	<p>29th May 2020</p> <p>In advance of each meeting</p> <p>In advance of each meeting</p> <p>In advance of each meeting</p>	<p>29th May 2020</p>

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			Compliance to be monitored by HODs/BMs	HODs/BMs	Daily	
Transfer of the virus between contractors/delivery drivers and staff	Contractors/delivery drivers, staff and their contacts	<p>Avoiding any unnecessary deliveries/contractor visits.</p> <p>Enforcing social distancing.</p> <p>Increase frequency of hand washing/sanitizing after handling deliveries</p>	<p>Issue revised SP guidance to staff on accepting 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>KMG</p> <p>IT</p> <p>HODs/BMs</p> <p>All staff</p>	<p>22nd May 2020</p> <p>Ongoing</p> <p>Weekly</p> <p>Daily</p>	20 th May 2020

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<p>Transfer of the virus between staff and others when attending court and the police station</p>	<p>Staff, clients, court and police station users</p>	<p>Conducting hearings and police station attendance by video or telephone wherever possible.</p> <p>Where personal attendance required wherever possible maintain social distancing</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>Monitor safe systems of work at court and police stations, work with practitioner groups and report any concerns to HMCTS and police</p>	<p>KMG</p> <p>HODs/BMs</p> <p>AO</p>	<p>22nd May 2020</p> <p>Daily</p>	<p>20th May 2020</p>
<p>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</p>	<p>Staff, their contacts and members of the public</p>	<p>Only nominated staff to carry out these duties.</p> <p>Social distancing.</p> <p>Gloves and masks issued</p>	<p>Issue revised SP guidance to staff.</p> <p>Compliance to be monitored by HODs/BMs</p>	<p>KMG</p> <p>HODs/BMs</p>	<p>22nd May 2020</p> <p>Weekly</p>	<p>20th May 2020</p>

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/