

## 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: 1<sup>st</sup> February 2021**

**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, 4<sup>th</sup> October 2020, 2<sup>nd</sup> November 2020, 1<sup>st</sup> December 2020, 5<sup>th</sup> January 2021**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<b>Transfer of the</b>	Staff and their	Our policy is that	Closely monitor	BMs	Weekly	

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
virus between staff	contacts	<p>staff must work from home unless it is unreasonable for them to do so.</p> <p>Issue guidance to staff who have to attend offices.</p>	<p>attendance levels at offices</p> <p>Complete individual work assessment forms</p> <p>Issue revised SP Guidance as and when required</p>	<p>HODs/branch managers</p> <p>KMG</p>	<p>16<sup>th</sup> October 2020</p> <p>As and when required</p>	<p>16<sup>th</sup> October 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, 30<sup>th</sup> August, 4<sup>th</sup> October, 4<sup>th</sup> November, 5<sup>th</sup></p>

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>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>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>January</p>

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		<p>Restrict access to offices to clients and others.</p> <p>All staff to wear masks when not seated at their desks</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</p>	<p>KMG</p> <p>IT/ Handyman</p> <p>IT/BMs</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>31<sup>st</sup> July 2020</p> <p>29<sup>th</sup> May 2020</p> <p>29<sup>th</sup> May</p>

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>rooms to facilitate safe client 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>Compliance to be monitored by HODs/BMs</p>	<p>BD</p> <p>All staff</p> <p>All staff</p> <p>HODs/BMs</p>	<p>9<sup>th</sup> January 2021</p> <p>In advance of each meeting</p> <p>In advance of each meeting</p> <p>Daily</p>	<p>2020</p>

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>Transfer of the virus between contractors/delivery drivers and staff</b>	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>22<sup>nd</sup> May 2020</p> <p>Ongoing</p> <p>Weekly</p> <p>Daily</p>	20 <sup>th</sup> May 2020
<b>Transfer of the virus between staff and others when</b>	Staff, clients, court and police station users	Conducting hearings and police station attendance by video	Issue revised SP guidance to staff on attendance at court and	KMG	22 <sup>nd</sup> May 2020	20 <sup>th</sup> May 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
attending court and the police station		<p>or telephone wherever possible.</p> <p>Where personal attendance required wherever possible maintain social distancing</p>	<p>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>HODs/BMs</p> <p>AO</p>	Daily	
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	Staff, their contacts and members of the public	<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>22<sup>nd</sup> May 2020</p> <p>Weekly</p>	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/)

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