# 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).

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## Assessment carried out by: KEVIN MCGRATH

## Date of next review: 1st June 2021

## Date assessment was carried out: 20th May2020, 30th June 2020, 31st July 2020, 8th August 2020, 30th August, 4th October 2020, 2nd November 2020, 1st December 2020, 5th January 2021, 1st February 2021,1st March 2021. 6th April 2021,4th May 2021

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Transfer of the virus between staff** | Staff and their contacts | Our policy is that staff must work from home unless it is unreasonable for them to do so.  Issue guidance to staff who have to attend offices.  Monitoring attendance levels at all of our offices  Social distancing enforced.  Increased availability of hand washing/sanitising facilities and guidance.  Increased signage in all area and floor markings where required.  Restrict access to offices to clients and others.  All staff to wear masks when not seated at their desks  Enhanced cleaning routines by contract cleaners. | Closely monitor attendance levels at offices  Complete individual work assessment forms  Issue revised SP Guidance as and when required  Ensure staff have access to revised guidance on intranet and website  Monitor compliance with SP Guidance | BMs  HODs/branch managers  KMG    BD/IT  HODs/BMs  HODs/BMs  HODs/BMs | Weekly  16th October 2020  As and when required  As and when updated  Daily  Daily  Daily | 16th October 2020  22nd May 2020  10th June 2020  30th June 2020  24th July 2020  30th July 2020  31st july 2020, 8th August,30th August,4th October,4th November,5th January,1st February,1st March,6th April 2021,  4th May 2021 |
| **Transfer of the virus between staff, clients and visiting professionals** | Staff, their contacts clients and visiting professionals | Avoiding face to face meetings wherever possible. Increased use of video conferencing facilities. | Issue revised SP guidance to staff concerning client meetings.  Install adequate screens, signage and sanitization products in all reception areas  Rearrange interview rooms to facilitate safe client meetings  Website to be updated to give clients updated information on arrangements for meetings.  Staff to provide detailed written information in advance to those attending meetings in accordance with revised SP guidance.  All attendees to wear face masks unless exempt.  Compliance to be monitored by HODs/BMs | KMG  IT/ Handyman  IT/BMs  BD  All staff  All staff  HODs/BMs | 31st July 2020  29th May 2020  29th May 2020  9th January 2021  In advance of each meeting  In advance of each meeting  Daily | 31st July 2020  29th May 2020  29th May 2020 |
| **Transfer of the virus between contractors/delivery drivers and staff** | Contractors/delivery drivers, staff and their contacts | Avoiding any unnecessary deliveries/contractor visits.  Enforcing social distancing.  Increase frequency of hand washing/saniitizing after handling deliveries | Issue revised SP guidance to staff on accepting deliveries and processing incoming material.  Confirm all contractors/delivery firms have their own risk assessments and guidance  Compliance to be monitored by HODs/BMs  All contractors/delivery staff entering offices to be required to wear face masks unless exempt | KMG  IT  HODs/BMs  All staff | 22nd May 2020  Ongoing  Weekly  Daily | 20th May 2020 |
| **Transfer of the virus between staff and others when attending court and the police station** | Staff,clients, court and police station users | Conducting hearings and police station attendance by video or telephone wherever possible.  Where personal attendance required wherever possible maintain social distancing | Issue revised SP guidance to staff on attendance at court and the police station  Compliance to be monitored by HODs/BMs  Monitor safe systems of work at court and police stations, work with practitioner groups and report any concerns to HMCTS and police | KMG  HODs/BMs  AO | 22nd May 2020  Daily | 20thMay 2020 |
| **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 | 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 | 22nd May 2020  Weekly | 20th May 2020 |
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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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