# 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: 1st February 2022

## 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, 1st June 2021, 1st July 2021, 19th July 2021, 21st July 2021, 1st September 2021,4th October 2021, 1st November 2021, 1st December 2021,10th December 2021,4th January 2022

| 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 | Staff who can work from home should do so.  Issue guidance to staff who have to attend offices.  Monitoring attendance levels at all of our offices  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  Increased ventilation at offices where appropriate  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  IT/BD  Branch managers | 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 2021,1st June, 1st July, 19th July,22nd July,1st September,4th October,1st November,1st December,10th December,4th January 2022 |
| **Transfer of the virus between staff, clients and visiting professionals** | Staff, their contacts clients and visiting professionals | Reduce the number of face to face meetings . 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 | 1st November 2021  29th May 2020  29th May 2020  1st November 2021  In advance of each meeting  In advance of each meeting  Daily | 1st November 2021  29th May 2020  29th May 2020  1st November 2021 |
| **Transfer of the virus between contractors/delivery drivers and staff** | Contractors/delivery drivers, staff and their contacts | Avoiding any unnecessary deliveries/contractor visits.  Increase frequency of hand washing 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  Ongoing  Ongoing  Ongoing | 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.  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 |
|  |  |  |  |  |  |  |

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

Published by the Health and Safety Executive 10/19