



## RISK ASSESSMENT – COVID 19

### SBM Financial Services Ltd.

**Assessment carried out by:** Peter Bremner Milne, Managing Director **Date:** 15/06/2020

**Next due for review:** In one month, or when situation changes, whichever is the sooner.

Hazards	Who might be harmed and how	Controls already in place	Further action to control risks	Action by whom	Date action required	Completed
<b>Spread of or infection by COVID 19</b>	<ul style="list-style-type: none"> <li>• Clients of SBM and their staff</li> <li>• Children in schools visited by SBM staff</li> <li>• SBM staff</li> </ul>	<ul style="list-style-type: none"> <li>• All SBM staff began working from home as soon as schools were closed</li> <li>• Training courses in COVID 19 understanding and mitigation have been successfully completed by all staff</li> </ul>	<p>As schools begin opening, we will reassess risks to staff, clients and children.</p> <p>Mitigation is likely to involve handwashing in accordance with guidelines, and advice on social distancing in school settings. All staff will be consulted on this phase.</p>	All SBM staff	Further action: to be undertaken when schools are due to reopen	As lockdown began. Further action: when indicated.
<b>Stress and isolation caused by extended home working</b>	<ul style="list-style-type: none"> <li>• SBM staff and related workers</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone is consulted and contacted regularly to ensure continuing welfare</li> </ul>	Consultation on safe and stress free return to normal work settings, when indicated	Peter	N/A	Ongoing