



**Office Risk
Assessment Form**
Blackpool Office



Office Risk Assessment Form

Risk Assessment Form

Location / Department: Office

Date Assessed: 20-MAR-2020

Assessed by: J. Jewitt

Task / Activity: Risk of Infection from Coronavirus

Review Date: 20-APR-2020

Reference: COVID-19-RA001

Completion Date:

Document Details

Activity / Task	Hazard / Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk Priority	Additional Controls Required
Contracting virus from touching surfaces / contact with contagious persons	<ul style="list-style-type: none">Touching door handles and key entry systems / signing PDA systems if applicable (deliveries made and received)Sharing kitchen, toilet and office facilities with other building occupants	Office staff/ visitors. Vulnerable category occupants of the building and workforce (staff with pre-existing medical conditions, over 60 or pregnant)	<ul style="list-style-type: none">Provide staff with latex gloves when handling deliveries / staff to use own pen if signing PDA or driver detailsCommunal areas regularly cleaned by contract cleaners and a more frequent cleaning schedule in place during the pandemicProvision of	3	3	9	Staff advised to follow current government and WHO advice and self-isolate if they or their family appear to have symptoms Keep staff regularly informed of any changing advice or subsequent changes to their working activities Any vulnerable staff to work from home



hot water and cleaning materials in the kitchen area to ensure it is kept clean and germ-free.

Contracted cleaning to take place daily.

- Ensure cleaning products are available (soap, hand sanitiser etc) and that staff ensure all shared equipment is cleaned regularly
- Allow staff to work from home where possible, in the event of an office outbreak. Invite any visitors to use the hand sanitiser upon entering the premises when permitted.
- Follow Public Health England (PHE) advice to cough and sneeze into tissues or a flexed elbow. Tissues to be disposed of immediately either double

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>



bagged or flushed away.

- Wash hands with soap and water or hand sanitiser often
- Avoid close contact with others, particularly those who appear symptomatic
- Clean and disinfect frequently touched objects and surfaces
- Avoid touching your eyes, nose and mouth



Risk/ Priority Indicator Key

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					



Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next month
1-5	Low	Whenever viable to do so

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very high, fatality, business closure)

Likelihood
1. Improbable / Very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent