



**Office Risk
Assessment Form**
Blackpool Sites



Office Risk Assessment Form

Risk Assessment Form

Location / Department:

SITE 1:

SITE 2:

Date Assessed: 20-MAR-2020

Assessed by: J. Jewitt

Task / Activity: Risk of Infection from Coronavirus Covid 19

Review Date: 20-JUL-2020

Reference: Reference Number: JJ-RA-06

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Mi-Tec Contractors Ltd.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Important Note: It is the duty of all employees under regulation 14 of the "Management of Health and Safety at Work (Amendment) Regulations 2006" to inform the employer of any circumstances that may indicate any shortcomings in this assessment.

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 / sharing equipment / using shared facilities• Sharing	Employees / visitors to the site. Vulnerable category occupants of the building and workforce (staff with pre-existing medical	<ul style="list-style-type: none">• Use latex gloves when handling deliveries or equipment within the premises• Equipment and vehicle cleaned regularly, following	5	3	15	All Mi-Tec 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



kitchen, toilet and office facilities with other building occupants

conditions, over 60 or pregnant)

- more frequent cleaning during the pandemic
- Use of hot water and cleaning materials in the kitchen area to ensure it is kept clean and germ-free
 - Ensure cleaning products are available (soap, hand sanitiser etc) and that staff ensure all shared equipment is cleaned regularly
 - Follow Public Health England (PHE) advice to cough and sneeze into tissues or a flexed elbow. Tissues to be disposed of immediately either double bagged or flushed away.
 - Wash hands with soap and water or hand sanitiser often
 - Avoid close contact with others, particularly those who

changing advice or subsequent changes to their working activities
Any vulnerable staff to stay home

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



appear
symptomatic
. Remain 2
metres apart
from all
employees
and site
visitors at all
times

- Clean and
disinfect
frequently
touched
objects and
surfaces
- Avoid
touching
eyes, nose
and mouth
- Ensure work
is complete
before
leaving the
premises,
and all
rooms to be
left in a safe
and usable
condition in
the event
that
employees
of Mi-Tec
become ill
and are
unable to
return to the
site





Risk/ Priority Indicator Key

LIKELIHOOD	RISK / PRIORITY INDICATOR MATRIX					
	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