## Allia Future Business Centre – FBCC – Risk Assessment – Covid-19 Virus

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Date of Assessment</th>
<th>Date of Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Hughes</td>
<td></td>
<td>29.05.2020</td>
<td>22.06.2020</td>
</tr>
<tr>
<td>David Broach</td>
<td></td>
<td>29.05.2020</td>
<td>22.06.2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L C R</td>
<td>L C R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>General Building Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Walkways and Corridors</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td>Contract Covid-19 while in walkways and corridors</td>
<td>- Regular cleaning throughout centre - Hand washing facilities provided</td>
<td>4 4 16</td>
<td>- One-way systems throughout all common areas - Floor and wall signs installed as a reminder of distancing, one-way systems and frequent hand washing - 2 Meter distancing encouraged at all time - Additional exits opened to reduce throughput traffic - Hallway doors kept open to reduce touching</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td>- One-way systems will not need to be followed in the event of an emergency evacuation - Additional fire exit doors will only be open during normal working hours (9am-5pm) if fire wardens are present throughout the building and there is sufficient footfall to warrant it. The doors will be shut upon leaving the office at the end of the day or in the event of an emergency evacuation</td>
</tr>
<tr>
<td>REF</td>
<td>HAZARD</td>
<td>PEOPLE AT RISK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Communal Kitchens</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSSIBLE INJURIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Covid-19 while in communal kitchens</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXISTING RISK CONTROLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Regular cleaning throughout centre</td>
</tr>
<tr>
<td>- Hand washing facilities provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RISK RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 4 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL CONTROLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Key card use encouraged when entering the centre</td>
</tr>
<tr>
<td>- Regular handwashing signage installed throughout the centre</td>
</tr>
<tr>
<td>- Hand sanitiser available throughout all common areas of the centre</td>
</tr>
<tr>
<td>- Enhanced daily and deep cleaning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIDUAL RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 4 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.06.2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Hand sanitiser stations due to be delivered mid-June</td>
</tr>
<tr>
<td>REF</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1.3</td>
</tr>
<tr>
<td>1.4</td>
</tr>
<tr>
<td>REF</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>REF</td>
</tr>
<tr>
<td>-----</td>
</tr>
</tbody>
</table>
| 1.5 | Hatchery     | Allia staff, tenants, visitors, contractors | Contract Covid-19 while in office areas | - Flex working policy for Allia staff  
- Regular cleaning throughout the centre | 5 4 20 | - Hand sanitiser provided  
- PPE provided for staff and tenants if required (masks, visors and gloves)  
- If using a ‘hot desk’, sanitising products provided to clean desk area before and after use  
- Conference Room (G4) used as overflow for tenants to support social distancing  
- Enhanced daily and deep cleaning  
- Signage installed with a reminder of frequent hand washing | 1 4 1 | 01.06.2020 | - Hand sanitiser stations to be delivered mid-June  
- Perspex screens to be installed between face-to-face desks |
| 1.7 | Café         | Allia staff, tenants, visitors, contractors | Contract Covid-19 while in café area | - Regular cleaning throughout the centre  
- Regular hygiene checks and certificates | 5 4 20 | - Café is closed until further notice  
- Use of outside space encouraged for eating and | 1 4 4 | 01.06.2020 | |
<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>obtained from service providers</td>
<td>L</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>additional breakout space</td>
<td>C</td>
<td></td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Biological Hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Hand Soap</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td>Skin irritation from using hand soap</td>
<td>Safety Data Sheet received from cleaning contractors, all hand soap is of non-hazardous concentrations</td>
<td>3</td>
<td></td>
<td>2</td>
<td>6</td>
<td>- All users are encouraged to monitor the situation themselves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
<td>01.06.2020 Sensitive hand soap can be provided if necessary</td>
</tr>
<tr>
<td>2.2</td>
<td>Hand Sanitiser</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td>Skin irritation from using hand soap</td>
<td>Safety Data Sheet received from cleaning contractors, all hand soap is of non-hazardous concentrations - Hand washing facilities are provided throughout the centre</td>
<td>3</td>
<td></td>
<td>2</td>
<td>6</td>
<td>- Hand washing is encouraged in the first instance - All users are encouraged to monitor the situation themselves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
<td>01.06.2020 Users are able to bring alternative hand sanitiser for use if preferred</td>
</tr>
<tr>
<td>2.3</td>
<td>Surface Sanitising Products</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td>Skin irritation from using surface sanitising products</td>
<td>Safety Data Sheet received from cleaning contractors, all hand soap is of non-hazardous concentrations</td>
<td>3</td>
<td></td>
<td>2</td>
<td>6</td>
<td>- Hand washing facilities provided - All users are encouraged to monitor the situation themselves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td></td>
<td>01.06.2020</td>
</tr>
</tbody>
</table>

3.0 Front of House Tasks
<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
</table>
| 3.1 | General Work Area | Allia staff, tenants, visitors, contractors | Contract Covid-19 while in Reception area | - Regular cleaning throughout centre  
- Hand washing facilities provided | 4 4 16 | - 2 Meter area blocked around reception desk  
- PPE provided if required (masks, visors and gloves)  
- 2 Meter distancing encouraged at all times  
- Enhanced daily and deep cleaning | 1 4 4 | 01.06.2020 | - Perspex screens to be installed on reception desks |
| 3.2 | Post Handling     | Allia staff, postal workers, tenants | Contract Covid-19 from handing post | - Regular cleaning throughout centre  
- Hand washing facilities provided | 5 4 20 | - Post delivered to external mail box on daily basis  
- PPE provided if required (masks, visors and gloves)  
- One staff member to process postal deliveries  
- Post/deliveries to be stored and processed/managed twice a day rather than continuously | 1 4 4 | 01.06.2020 | |
<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L</td>
<td>C</td>
<td>R</td>
<td></td>
<td>L</td>
</tr>
<tr>
<td>3.3</td>
<td>Courier Deliveries</td>
<td>Allia staff, couriers, tenants</td>
<td>Contract Covid-19 from handing deliveries</td>
<td>- Regular cleaning throughout centre - Hand washing facilities provided</td>
<td>5</td>
<td>4</td>
<td>20</td>
<td>- Handwashing after contact with parcels</td>
<td>1</td>
</tr>
<tr>
<td>3.4</td>
<td>Visitor Arrivals</td>
<td>Allia staff, tenants, visitors, contractors</td>
<td>Contract Covid-19 from visitors arriving to the centre</td>
<td>- Regular cleaning throughout centre - Hand washing facilities provided</td>
<td>5</td>
<td>4</td>
<td>20</td>
<td>- Parcels are placed directly in the Management Office by the couriers (G7) - Tenants collect parcel directly from Management Office (G7) - Parcel log is filled in by Centre staff when parcel is delivered and when picked up by tenant - Handwashing after contact with post</td>
<td>1</td>
</tr>
</tbody>
</table>

- Tenants responsibility for providing safety brief to their visitors and are responsible for them at all times - Perspex screens to be installed at reception desks
<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L  C  R</td>
<td></td>
<td>L  C  R</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Non-contact sign-in for visitor arrivals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- PPE provided if required (masks, visors and gloves)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0 First Aid Provisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Injured Party infected with Covid-19</td>
<td>First aiders, injured parties</td>
<td>First Aider contracts Covid-19 from injured party</td>
<td>- Regular cleaning throughout centre</td>
<td>5 4 20</td>
<td>- PPE &amp; hand sanitiser provided (masks, visors and gloves)</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td>Must ensure there is adequate 1st aid provision in the building at all times</td>
</tr>
<tr>
<td>4.2</td>
<td>First Aider infected</td>
<td>First aiders, injured parties</td>
<td>Injured party contracts Covid-19</td>
<td>- Regular cleaning</td>
<td>4 4 16</td>
<td>- PPE &amp; hand sanitiser provided (masks, visors and gloves)</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>HAZARD</td>
<td>PEOPLE AT RISK</td>
<td>POSSIBLE INJURIES</td>
<td>EXISTING RISK CONTROLS</td>
<td>RISK RATING</td>
<td>ADDITIONAL CONTROLS</td>
<td>RESIDUAL RISK</td>
<td>COMPLETION DATE</td>
<td>ACTIONS OR COMMENTS</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------</td>
<td>------------------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td>with Covid-19</td>
<td>from first aider</td>
<td>throughout centre</td>
<td>- Hand washing facilities provided</td>
<td>visors and gloves</td>
<td>- PPE is required to be worn before first aid is administered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Hand sanitiser should be used before administering first aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>Meeting Rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>General Use</td>
<td>Allia staff, tenants, visitors</td>
<td>Contract Covid-19 from using meeting rooms</td>
<td>- Regular cleaning throughout centre - Hand washing facilities provided</td>
<td>5 4 20</td>
<td>- Limited number allowed in meeting rooms at one time - Video conferencing facilities are being investigated - Conference call facilities are available if required - Enhanced deep and daily cleaning - Meetings rooms locked at all times until booking has been made</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>HAZARD</td>
<td>PEOPLE AT RISK</td>
<td>POSSIBLE INJURIES</td>
<td>EXISTING RISK CONTROLS</td>
<td>RISK RATING</td>
<td>ADDITIONAL CONTROLS</td>
<td>RESIDUAL RISK</td>
<td>COMPLETION DATE</td>
<td>ACTIONS OR COMMENTS</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>----------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>---------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L C R</td>
<td></td>
<td>L C R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>Contractors and Visitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>Contractors</td>
<td>Allia staff, tenant, visitors</td>
<td>Contract Covid-19 from contractor visiting centre</td>
<td>- Risk Assessment received prior to any work completed on site - Regular cleaning throughout centre - Hand washing facilities provided</td>
<td>5 4 20</td>
<td>- Only essential contractors are allowed onsite - Review of contractor’s specific Covid-19 controls completed before any contractor is admitted - Allia to confirm site rules with contractor prior to any visit - Contractors asked to leave immediately if they show symptoms of Covid-19 - All contractors asked to adhere to general Covid-19 hygiene rules while onsite</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>Tenant Visitors</td>
<td>Allia staff, tenant,</td>
<td>Contract Covid-19</td>
<td>- Regular cleaning</td>
<td>5 4 20</td>
<td>- Tenants required to inform Centre</td>
<td>1 4 4</td>
<td>01.06.2020</td>
<td></td>
</tr>
<tr>
<td>REF</td>
<td>HAZARD</td>
<td>PEOPLE AT RISK</td>
<td>POSSIBLE INJURIES</td>
<td>EXISTING RISK CONTROLS</td>
<td>RISK RATING</td>
<td>ADDITIONAL CONTROLS</td>
<td>RESIDUAL RISK</td>
<td>COMPLETION DATE</td>
<td>ACTIONS OR COMMENTS</td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
<td>----------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>visitors, contractors</td>
<td>from visitor visiting centre</td>
<td>throughout centre - Hand washing facilities provided</td>
<td>LABR</td>
<td>team of any visitors prior to arrival - Tenants to inform Centre team if a visitor show Covid-19 symptoms under 7 days prior to visit - PPE provided if required upon entry (masks, gloves, visors) - Hand sanitiser and hand wash facilities available - All visitors asked to adhere to general Covid-19 hygiene rules while onsite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.0 Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1 Public Transport</td>
<td></td>
<td>Allia staff, tenants, general public</td>
<td>Contract Covid-19 while travelling</td>
<td>Encouragement to monitor own health and hygiene while travelling</td>
<td>5 4 20</td>
<td>- If travel is required, use private vehicles or walk/bike - The use of public transport is discouraged - Staff should monitor their</td>
<td></td>
<td></td>
<td>1 4 4</td>
</tr>
<tr>
<td>REF</td>
<td>HAZARD</td>
<td>PEOPLE AT RISK</td>
<td>POSSIBLE INJURIES</td>
<td>EXISTING RISK CONTROLS</td>
<td>RISK RATING</td>
<td>ADDITIONAL CONTROLS</td>
<td>RESIDUAL RISK</td>
<td>COMPLETION DATE</td>
<td>ACTIONS OR COMMENTS</td>
</tr>
<tr>
<td>-----</td>
<td>--------------</td>
<td>-------------------------</td>
<td>----------------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 7.2 | General Public | Allia staff, tenants,   | Contract Covid-19 while travelling | Encouragement to monitor own health and hygiene while travelling | 5 4 20      | - The use of public transport is discouraged  
- 2 Meter distancing encouraged at all times  
- PPE should be worn if required when travelling | 1 4 4       | 01.06.2020 | - Sanitiser stations due to be delivered mid-June                                     |
| 8.0 | Tenant Staff | Allia staff, tenant, visitors, contractors | Contract Covid-19 from tenant staff | - Regular cleaning throughout centre  
- Hand washing facilities provided | 5 4 20      | - Inform Allia of any suspected or confirmed Covid-19 case  
- Health self-assessment required before entering the centre by all staff  
- All staff asked to adhere to general Covid-19 hygiene rules while onsite  
- Hand sanitiser and hand washing facilities available | 1 4 4       | 01.06.2020 |                                                                                     |
<table>
<thead>
<tr>
<th>REF</th>
<th>HAZARD</th>
<th>PEOPLE AT RISK</th>
<th>POSSIBLE INJURIES</th>
<th>EXISTING RISK CONTROLS</th>
<th>RISK RATING</th>
<th>ADDITIONAL CONTROLS</th>
<th>RESIDUAL RISK</th>
<th>COMPLETION DATE</th>
<th>ACTIONS OR COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L C R</td>
<td></td>
<td>L C R</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Tenants to provide staff with PPE if required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Information with new operational guidelines provided to tenants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Staff that are seen to be deliberately ignoring the new guidelines may be asked to leave the premise</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>