



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

Name of Assessor	Signature of Assessor	Date of Assessment	Date of Next Review
Kate Hughes		07.04.2021	01.06.2021
David Broach		07.04.2021	01.06.2021

REF	HAZARD	PEOPLE AT RISK	POSSIBLE INJURIES	EXISTING RISK CONTROLS	RISK RATING			ADDITIONAL CONTROLS	RESIDUAL RISK			COMPLETION DATE	ACTIONS OR COMMENTS
					L	C	R		L	C	R		
1.0 General Building Areas													
1.1	Walkways and Corridors	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in walkways and corridors	<ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided 	4	4	16	<ul style="list-style-type: none"> - 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 to be maintained at all time - Additional exits opened to reduce throughway traffic - Door guards installed to hallway doors to hold open 	1	4	4	01.06.2021	<ul style="list-style-type: none"> - One-way systems will not need to be followed in the event of an emergency evacuation - Additional fire exits and 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

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								<ul style="list-style-type: none"> - Regular handwashing signage installed throughout the centre - Enhanced daily and deep cleaning - Hand sanitiser stations installed throughout the centre and at entrance points - All users of the centre are asked to wear a facemask when in common spaces 					
1.2	Communal Kitchens	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in communal kitchens	<ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided 	5	4	20	<ul style="list-style-type: none"> - Limited number allowed within kitchen areas - Waiting areas clearly marked - 'Food and Drink Stations' within offices are encouraged to decrease kitchen use - Hand sanitiser and hand 	1	4	4	01.06.2021	

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								washing facilities within kitchens - 2 Meter distancing to be maintained at all times - Enhanced daily and deep cleaning - Signage installed with a reminder of frequent hand washing - All users of the centre to wear facemasks when in common spaces					
1.3	Toilets	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in toilets	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- Limited number allowed in toilets at one time - Waiting areas clearly marked - Signage installed with hand washing procedures - 2 Meter distancing to be maintained at all times	1	4	4	01.06.2021	

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								- Enhanced daily and deep cleaning - All users of the centre to wear facemasks when in common spaces					
1.4	Entrance and Reception Area	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in communal areas	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- Enhanced daily and deep cleaning - 2 Meter distancing to be maintained at all times - Walkways marked clearly with one-way systems - Tables and benches removed from café area - 2 Meter spacing around Reception area - PPE provided for Reception staff if required (masks, visors and gloves)	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> - Enhanced daily and deep cleaning - Signage installed with a reminder of frequent hand washing - Hand sanitiser stations installed throughout common areas of the building - Perspex screen installed on reception area - All users of the centre are asked to wear a facemask when in common spaces - NHS Track & Trace QR codes are placed around the centre, all visitors will be asked to scan upon entry 					
1.5	Hatchery (G04)	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in office areas	<ul style="list-style-type: none"> - Flex working policy for Allia staff - Regular cleaning 	5	4	20	<ul style="list-style-type: none"> - Hand sanitiser stations installed throughout the centre 	1	4	4	01.06.2021	

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				throughout the centre				<ul style="list-style-type: none"> - If using a 'hot desk', sanitising products provided to clean desk area before and after use - Enhanced daily and deep cleaning - Signage installed with a reminder of frequent hand washing - Perspex screens installed between face-to-face desks - Limited number allowed to use hatchery and desks spaced at 2-meter distance - All users of the centre are asked to wear a facemask when in common spaces 					
1.7	Café	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in café area	- Regular cleaning throughout the centre	5	4	20	<ul style="list-style-type: none"> - Café opening on 12th April 2021 - Use of outside space 	1	4	4	01.06.2021	

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				- Regular hygiene checks and certificates obtained from service providers				<ul style="list-style-type: none"> encouraged for eating - Food to be purchased from the café only and not to be eaten in the common areas - Contactless payment encouraged - PPE required to be worn by café team - All users of the centre are asked to wear a facemask when in common spaces - 2 Meter distancing to be maintained at all times - Enhanced daily and deep cleaning 					
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2.0 Biological Hazards

REF	HAZARD	PEOPLE AT RISK	POSSIBLE INJURIES	EXISTING RISK CONTROLS	RISK RATING			ADDITIONAL CONTROLS	RESIDUAL RISK			COMPLETION DATE	ACTIONS OR COMMENTS
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2.1	Hand Soap	Allia staff, tenants, visitors, contractors	Skin irritation from increased use of hand soap	- Safety Data Sheet received from cleaning contractors, all hand soap is of non-hazardous concentrations	3	2	6	- All users are encouraged to monitor the situation themselves	1	2	2	01.06.2021	Sensitive hand soap can be provided if necessary
2.2	Hand Sanitiser	Allia staff, tenants, visitors, contractors	Skin irritation from increased use of hand sanitiser	- Safety Data Sheet received from cleaning contractors, all hand sanitiser is of non-hazardous concentrations - Hand washing facilities are provided throughout the centre	3	2	6	- Hand washing is encouraged in the first instance - All users are encouraged to monitor the situation themselves	1	2	2	01.06.2021	Users are able to bring alternative hand sanitiser for use if preferred
2.3	Surface Sanitising Products	Allia staff, tenants, visitors, contractors	Skin irritation from using surface sanitising products	- Safety Data Sheet received from cleaning contractors, all products are of non-hazardous concentrations	3	2	6	- Hand washing facilities provided - All users are encouraged to monitor the situation themselves	1	1	2	01.06.2021	

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3.0 Front of House Tasks													
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	- Perspex screens installed on reception desks - PPE provided if required (masks, visors and gloves) - 2 Meter distancing to be maintained at all times - Reception staff to work in Management Office (G7) when onsite - Enhanced daily and deep cleaning - Reduced reception hours	1	4	4	01.06.2021	
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	- PPE provided if required (masks, visors and gloves) - One staff member to process postal deliveries - Post/deliveries to be stored and processed/	1	4	4	01.06.2021	

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								managed twice a day rather than continuously - Handwashing after contact with parcels					
3.3	Courier Deliveries	Allia staff, couriers, tenants	Contract Covid-19 from handing deliveries	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- 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 - PPE provided for reception staff if required (masks, visors and gloves) - All postal delivery visitors	1	4	4	01.06.2021	

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								to wear masks when entering - 2 meter distance is to be maintained at all times					
3.4	Visitor Arrivals	Allia staff, tenants, visitors, contractors	Contract Covid-19 from visitors arriving to the centre	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- Perspex screens installed around reception desks - PPE provided if required (masks, visors and gloves) - Envoy sign in system includes 'Track & Trace' information for any visitors arriving - NHS Track & Trace QR codes are placed around the centre, all visitors will be asked to scan upon entry - All visitors of the centre are asked to wear a facemask when in common spaces	1	4	4	01.06.2021	- Tenants responsibility for providing safety brief to their visitors and are responsible for them at all times

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								- 2 meter distance is to be maintained at all times					
4.0 First Aid Provisions													
4.1	Injured Party infected with Covid-19	First aiders, injured parties	First Aider contracts Covid-19 from injured party	<ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided - Emergency First Aid at Work training provided 	5	4	20	<ul style="list-style-type: none"> - PPE & hand sanitiser provided (masks, visors and gloves) - PPE is required to be worn before first aid is administered - Hand sanitiser should be used before administering first aid - All first aiders have the option to 'op-out' of duties - First aiders have been briefed with new first aid guidance 	1	4	4	01.06.2021	Must ensure there is adequate first aid provision in the building at all times
4.2	First Aider infected with Covid-19	First aiders, injured parties	Injured party contracts Covid-19 from first aider	<ul style="list-style-type: none"> - Regular cleaning throughout centre 	4	4	16	<ul style="list-style-type: none"> - PPE & hand sanitiser provided (masks, visors and gloves) 	1	4	4	01.06.2021	

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				- Hand washing facilities provided				- PPE is required to be worn before first aid is administered - Hand sanitiser should be used before administering first aid					
5.0 Meeting Rooms													
5.1	General Use	Allia staff, tenants, visitors	Contract Covid-19 from using meeting rooms	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- Limited number allowed in meeting rooms at one time - Video conferencing facilities are available to rent - Conference call facilities are available to rent - Enhanced deep and daily cleaning - Meetings rooms locked at all times until booking has been made - Meeting rooms cleaned thoroughly cleaned after use	1	4	4	01.06.2021	-

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								- Meeting rooms must be booked in advance before use					
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6.0 Contractors and Visitors

6.1	Contractors	Allia staff, tenant, visitors	Contract Covid-19 from contractor visiting centre	<ul style="list-style-type: none"> - Risk Assessment received prior to any work completed on site - Regular cleaning throughout centre - Hand washing facilities provided 	5	4	20	<ul style="list-style-type: none"> - 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 - Envoy sign in system includes 	1	4	4	01.06.2021	
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								'Track and Trace' information for contractors - NHS Track & Trace QR codes are placed around the centre, all visitors will be asked to scan upon entry - All users of the centre are asked to wear a facemask when in common spaces					
6.2	Tenant Visitors	Allia staff, tenant, visitors, contractors	Contract Covid-19 from visitor visiting centre	- Regular cleaning throughout centre - Hand washing facilities provided	5	4	20	- Tenants required to inform Centre 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 - Hand sanitiser and hand wash facilities available - All visitors asked to adhere to	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> general Covid-19 hygiene rules while onsite - Envoy sign in system includes 'Track and Trace' information for visitors - All users of the centre are asked to wear a facemask when in common spaces - NHS Track & Trace QR codes are placed around the centre, all visitors will be asked to scan upon entry 					
7.0 Travel													
7.1	Public Transport	Allia staff, tenants, general public	Contract Covid-19 while travelling	Encouragement to monitor own health and hygiene while travelling	5	4	20	<ul style="list-style-type: none"> - If travel is required, use private vehicles or walk/bike - The use of public transport is discouraged - Own health monitoring encouraged before travel 	1	4	4	01.06.2021	

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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 to be maintained at all times - PPE should be worn when travelling	1	4	4	01.06.2021	
8.0 Tenant Staff													
8.1	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 stations installed throughout the centre - Hand washing facilities available - Tenants to provide staff	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> with PPE if required - Information with new operational guidelines provided to tenants - Staff that are seen to be deliberately ignoring the new guidelines may be asked to leave the premise - All users of the centre to wear a facemask when in common spaces - Follow government guidance if suspected or confirmed Covid-19 case 					
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