



Allia Future Business Centre – FBCEL – 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"> - Floor and wall signs installed as a reminder of distancing - One way system installed throughout the centre - 2 Meter distancing encouraged at all time - Regular handwashing signage installed throughout the centre - Hand sanitiser stations installed throughout the centre 	1	4	4	01.06.2021	- One way system does not have to be adhered to in the event of an emergency

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					L	C	R		L	C	R		
								<ul style="list-style-type: none"> - Enhanced daily and deep cleaning - NHS Track & Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry - All users of the centre 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 increase social distancing - Hand sanitiser stations installed throughout the centre 	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> - Hand washing facilities within kitchens - Regular cleaning - 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 a facemask when in common spaces 					
1.3	Toilets	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in toilets	<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 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 a facemask 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	- Hand sanitiser stations installed throughout common areas of the centre - Enhanced daily and deep cleaning - 2 Meter distancing to be maintained at all times - 2 Meter spacing around Reception area - PPE provided for Reception staff if required (masks, visors and gloves) - Signage installed with a reminder of frequent hand washing	1	4	4	01.06.2021	- Perspex screens to be installed on reception desks

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								- NHS Track & Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry - All users of the centre to wear a facemask when in common spaces					
1.5	Hatchery	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in office areas	- Regular cleaning throughout the centre	5	4	20	- Hand sanitiser stations installed throughout the centre - If using a 'hot desk', sanitising products provided to clean desk after use - Enhanced daily and deep cleaning - Perspex screens installed between face-to-face desks - Signage installed with a reminder	1	4	4	01.06.2021	

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								of frequent hand washing - All users of the centre to wear a facemask when in common spaces					
2.0 Biological Hazards													
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	
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	- Safety Data Sheet received from cleaning contractors, all	3	2	6	- Hand washing facilities provided	1	1	2	01.06.2021	

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			sanitising products	products are of non-hazardous concentrations				- All users are encouraged to monitor the situation themselves					
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	- 2 Meter area blocked around reception desk - PPE provided if required (masks, visors and gloves) - 2 Meter distancing to be maintained at all times - Enhanced daily and deep cleaning - Only one person to work on reception desk at one time	1	4	4	01.06.2021	- 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	- PPE provided if required (masks, visors and gloves) - One staff member to process postal deliveries	1	4	4	01.06.2021	

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								- Post/deliveries to be stored and processed/ managed twice a day rather than continuously - Handwashing after contact with post					
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 designated parcel area - Tenants collect parcel directly from the designated parcel area - Parcel log is filled in by Centre staff when parcel is delivered and when picked up by tenant - Handwashing after contact with post	1	4	4	01.06.2021	
3.4	Visitor Arrivals	Allia staff, tenants, visitors, contractors	Contract Covid-19 from visitors arriving to the centre	- Regular cleaning throughout centre	5	4	20	- Tenants are required to inform Centre Team before a visitor is due to arrive	1	4	4	01.06.2021	- Tenants responsibility for providing safety brief to their visitors and are

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				- Hand washing facilities provided				- 2 Meter area blocked around reception desk - Non-contact sign-in for visitor arrivals - PPE provided if required (masks, visors and gloves) - 'Track and Trace' information requested from all visitors on arrival - NHS Track & Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry - All users of the centre to wear a facemask when in common spaces					responsible for them at all times - Perspex screens to be installed at reception desks
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4.0 First Aid Provisions													
4.1	Injured Party infected	First aiders, injured parties	First Aider contracts Covid-19	- Regular cleaning	5	4	20	- PPE & hand sanitiser provided (masks,	1	4	4	01.06.2021	Must ensure there is adequate first aid

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	with Covid-19		from injured party	throughout centre - Hand washing facilities provided - Emergency First Aid at Work training provided				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					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	- Regular cleaning throughout centre - Hand washing facilities provided	4	4	16	- 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	1	4	4	01.06.2021	

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5.0 Meeting Rooms													
5.1	General Use	Allia staff, tenants, visitors	Contract Covid-19 from using meeting rooms	<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 in meeting rooms at one time - Conference call facilities are available if required - Enhanced deep and daily cleaning - Meetings rooms locked at all times until booking has been made - Meeting rooms cleaned thoroughly after use - Meeting rooms should be booked prior to use - NHS Track & Trace QR codes are placed around the centre, all centre users will be 	1	4	4	01.06.2021	- Meeting rooms all state total number allowed in at one time

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								asked to scan upon entry - All users of the centre to wear a facemask when in common spaces					
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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- 	1	4	4	01.06.2021	
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								19 hygiene rules while onsite - All contractors asked for 'Track and Trace' details upon arrival - NHS Track & Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry - All users of the centre 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	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> - 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 - All visitors asked for 'Track and Trace' details upon arrival - NHS Track & Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry - All users of the centre to wear a facemask when in common spaces 					
7.0 Travel													
7.1	Public Transport	Allia staff, tenants,	Contract Covid-19	Encouragement to monitor own	5	4	20	- If travel is required, use	1	4	4	01.06.2021	

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		general public	while travelling	health and hygiene while travelling				private vehicles or walk/bike - The use of public transport is discouraged - Monitor their own health prior to travelling - PPE should be worn when travelling					
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	1	4	4	01.06.2021	

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								<ul style="list-style-type: none"> general Covid-19 hygiene rules while onsite - Hand sanitiser stations installed throughout the centre - Hand washing facilities available - Tenants to provide staff 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 - NHS Track & Trace QR codes are placed around the centre, all centre users will be 					
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								asked to scan upon entry - All users of the centre to wear a facemask when in common spaces - Follow government guidance if suspected or confirmed Covid-19 case					