



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

Name of Assessor	Signature of Assessor	Date of Assessment	Date of Next Review
Kate Hughes		01.06.2021	01.09.2021
David Broach		01.06.2021	01.09.2021

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"> <li>- Regular cleaning throughout centre</li> <li>- Hand washing facilities provided</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- Masks to be worn at all times in communal areas</li> <li>- Signs installed as a reminder of distancing, PPE and frequent hand washing</li> <li>- 2 Meter distancing encouraged at all time</li> <li>- Hallway doors kept open to reduce touching</li> <li>- Regular handwashing signage installed throughout the centre</li> </ul>	1	4	4	01.09.2021	

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								<ul style="list-style-type: none"> <li>- Hand sanitiser available throughout all common areas of the centre</li> <li>- Enhanced daily and deep cleaning</li> <li>- NHS Track &amp; Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry</li> </ul>					
1.2	Communal Kitchens	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in communal kitchens	<ul style="list-style-type: none"> <li>- Regular cleaning throughout centre</li> <li>- Hand washing facilities provided</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>- Limited number allowed within kitchen areas</li> <li>- 'Food and Drink Stations' within offices are encouraged to increase social distancing</li> <li>- Hand sanitiser and hand washing facilities within kitchens</li> <li>- 2 Meter distancing to be maintained at all times</li> </ul>	1	4	4	01.09.2021	

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								<ul style="list-style-type: none"> <li>- Enhanced daily and deep cleaning</li> <li>- Signage installed with a reminder of frequent hand washing</li> <li>- All users of the centre to wear a facemask when in common spaces</li> </ul>					
1.3	Toilets	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in toilets	<ul style="list-style-type: none"> <li>- Regular cleaning throughout centre</li> <li>- Hand washing facilities provided</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>- Limited number allowed in toilets at one time</li> <li>- Signage installed with hand washing procedures</li> <li>- 2 Meter distancing to be maintained at all times</li> <li>- Enhanced daily and deep cleaning</li> <li>- All users of the centre to wear a facemask when in common spaces</li> </ul>	1	4	4	01.09.2021	

2.0 Biological Hazards

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2.1	Hand Soap	Allia staff, tenants, visitors, contractors	Skin irritation from using 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	01.09.2021	
2.2	Hand Sanitiser	Allia staff, tenants, visitors, contractors	Skin irritation from using hand soap	- 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	01.09.2021	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	01.09.2021	
<b>3.0 First Aid Provisions</b>													
3.1	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	01.09.2021	- Must ensure there is always adequate

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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					first aid provision in the building - Tenants are responsible for the first aid provision within their units
3.2	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	01.09.2021	- Tenants are responsible for the first aid provision within their units

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4.0 Contractors and Visitors													
4.1	Contractors	Allia staff, tenant, visitors	Contract Covid-19 from contractor visiting centre	<ul style="list-style-type: none"> <li>- Risk Assessment received prior to any work completed on site</li> <li>- Regular cleaning throughout centre</li> <li>- Hand washing facilities provided</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>- Only essential contractors are allowed onsite</li> <li>- Review of contractor's specific Covid-19 controls completed before any contractor is admitted</li> <li>- Allia to confirm site rules with contractor prior to any visit</li> <li>- Contractors asked to leave immediately if they show symptoms of Covid-19</li> <li>- All contractors asked to adhere to general Covid-19 hygiene rules while onsite</li> <li>- 'Track and Trace' information is requested upon arrival</li> <li>- NHS Track &amp; Trace QR codes</li> </ul>	1	4	4	01.09.2021	

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								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					
4.2	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 manage visitors within their units - Tenants to inform Centre team if a visitor shows Covid-19 symptoms under 7 days prior to visit - Hand sanitiser and hand wash facilities available - All visitors asked to adhere to general Covid-19 hygiene rules while onsite - 'Track and Trace' information should be	1	4	4	01.09.2021	

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								collected from all visitors 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					
5.0 Travel													
5.1	Public Transport	Allia staff, tenants, general public	Contract Covid-19 while travelling	Encouragement to monitor own health and hygiene while travelling	5	4	20	- If travel is required, use private vehicles or walk/bike - The use of public transport is discouraged - Staff should monitor their own health prior to travelling - If using public transport, PPE should be worn	1	4	4	01.09.2021	



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5.2	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 - If using public transport, PPE should be worn	1	4	4	01.09.2021	
6.0 Tenant Staff													
6.1	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 and hand washing facilities available - Tenants to provide staff with PPE if required	1	4	4	01.09.2021	

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								<ul style="list-style-type: none"> <li>- Information with new operational guidelines provided to tenants</li> <li>- Staff that are seen to be deliberately ignoring the new guidelines may be asked to leave the premise</li> <li>- NHS Track &amp; Trace QR codes are placed around the centre, all centre users will be asked to scan upon entry</li> <li>- All users of the centre to wear a facemask when in common spaces</li> <li>- Follow government guidance if suspected or confirmed Covid-19 case</li> </ul>					
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