



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 |  | 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 |
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| 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 | 01.09.2021 | - One way system does not have to be adhered to in the event of an emergency |

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| | | | | | | | | - 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 | - Regular cleaning throughout centre - Hand washing facilities provided | 5 | 4 | 20 | - 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 | 01.09.2021 | |

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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 | 01.09.2021 | |

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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 | 01.09.2021 | - 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 | 01.09.2021 | |

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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 | 01.09.2021 | |
| 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 | 01.09.2021 | 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 | - Safety Data Sheet received from cleaning contractors, all | 3 | 2 | 6 | - Hand washing facilities provided | 1 | 1 | 2 | 01.09.2021 | |

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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 | 01.09.2021 | - 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 | 01.09.2021 | |

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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 | 01.09.2021 | |
| 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 | 01.09.2021 | - 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 |
| 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 | 01.09.2021 | 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 | 01.09.2021 | |

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| 5.0 Meeting Rooms | | | | | | | | | | | | | |
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| 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 | 01.09.2021 | - 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

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| 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 | 01.09.2021 | |
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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 | 01.09.2021 | |

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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 | | | | | |
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| 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 | 01.09.2021 | |

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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 | 01.09.2021 | |
| 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 | 01.09.2021 | |

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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 | | | | | |