



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

Name of Assessor	Signature of Assessor	Date of Assessment	Date of Next Review
Kate Hughes		23.09.2021	23.03.2022
David Broach		23.09.2021	23.03.2022

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 and one-way systems washing - 2 Meter distancing encouraged at all time - Additional exits opened to reduce throughway traffic - Hallway doors kept open to reduce touching - Regular handwashing 	1	4	4	23.03.2022	<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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					L	C	R		L	C	R		
								<ul style="list-style-type: none"> signage installed throughout the centre - Hand sanitiser stations installed throughout all common areas of the centre - Enhanced daily and deep cleaning - NHS Track & Trace QR codes are placed around the centre, all users are encouraged to scan on arrival - 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 	1	4	4	23.03.2022	

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								<ul style="list-style-type: none"> increase social distancing - Hand sanitiser stations installed throughout the centre - 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 	1	4	4	23.03.2022	

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								washing procedures - 2 Meter distancing to be maintained at all times - 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 centre - Enhanced daily and deep cleaning - 2 Meter distancing to be maintained at all times - Walkways marked clearly with one-way systems - Perspex screens installed around reception desks	1	4	4	23.03.2022	

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								<ul style="list-style-type: none"> - PPE provided for Reception staff and visitors if required (masks, visors and gloves) - Enhanced daily and deep cleaning - Signage installed with a reminder of frequent hand washing - NHS Track & Trace QR codes are placed around the centre, users encouraged to scan on arrival - All users of the centre to wear a facemask when in common spaces 					
1.5	Hatchery (G.07)	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in office areas	- Regular cleaning throughout the centre	5	4	20	<ul style="list-style-type: none"> - Hand sanitiser stations installed throughout the centre - PPE provided for staff and tenants if required 	1	4	4	23.03.2022	

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								(masks, visors and gloves) - If using a 'hot desk', sanitising products provided to clean desk area after use - Enhanced daily and deep cleaning - Signage installed with a reminder of frequent hand washing - Perspex screens installed between face-to-face desks and 2 meter area around desk space - All users of the centre 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 - Regular hygiene checks	5	4	20	- Use of outside space encouraged for eating and additional breakout space	1	4	4	23.03.2022	

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				and certificates obtained from service providers				- Contactless payment encouraged - All users and staff of the centre to wear a facemask when in common spaces - 2 Meter distancing to be maintained at all times - Enhanced daily and deep cleaning					
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	23.03.2022	
2.2	Hand Sanitiser	Allia staff, tenants, visitors, contractors	Skin irritation from using hand sanitiser	- Safety Data Sheet received from cleaning contractors, all hand sanitiser is of non-hazardous concentrations	3	2	6	- Hand washing is encouraged in the first instance - All users are encouraged to monitor the situation themselves	1	2	2	23.03.2022	Users are able to bring alternative hand sanitiser for use if preferred

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				- Hand washing facilities are provided throughout the centre									
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	23.03.2022	
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 around reception desks - PPE provided if required (masks, visors and gloves) - 2 Meter distancing to be maintained at all times - Enhanced daily and deep cleaning	1	4	4	23.03.2022	
3.2	Post Handling	Allia staff, postal workers, tenants	Contract Covid-19 from handing post	- Regular cleaning throughout centre	5	4	20	- PPE provided if required (masks, visors and gloves)	1	4	4	23.03.2022	

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				- Hand washing facilities provided				- One staff member to process postal deliveries - Post/deliveries to be stored and processed/ 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 designated parcel area - Tenants collect parcel directly from 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	23.03.2022	
3.4	Visitor Arrivals	Allia staff, tenants,	Contract Covid-19 from visitors	- Regular cleaning	5	4	20	- Tenants are required to inform Centre	1	4	4	23.03.2022	- Tenants responsibility for providing safety

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		visitors, contractors	arriving to the centre	throughout centre - Hand washing facilities provided				Team before a visitor is due to arrive - 2 Meter area blocked around reception desk - Non-contact sign-in for visitor arrivals - PPE provided if required (masks, visors and gloves) - NHS Track & Trace QR codes are placed around the centre, users are encouraged to scan on arrival - All users of the centre to wear a facemask when in common spaces					brief to their visitors and are responsible for them at all times - Perspex screens to be installed at reception desks
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	- Regular cleaning throughout centre	5	4	20	- PPE & hand sanitiser provided (masks, visors and gloves)	1	4	4	23.03.2022	Must ensure there is adequate 1 st aid provision in the building at all times

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				<ul style="list-style-type: none"> - Hand washing facilities provided - Emergency First Aid at Work training provided 				<ul style="list-style-type: none"> - 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 					
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 - Hand washing facilities provided 	4	4	16	<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 	1	4	4	23.03.2022	

5.0 Meeting Rooms

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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 - All meeting rooms should be booked prior to use	1	4	4	23.03.2022	- Meeting rooms all state total number allowed in at one time
6.0 Contractors and Visitors													
6.1	Contractors	Allia staff, tenant, visitors	Contract Covid-19 from contractor	- Risk Assessment received prior to any work	5	4	20	- Only essential contractors are allowed onsite - Review of contractor's	1	4	4	23.03.2022	

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			visiting centre	<p>completed on site</p> <ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided 				<p>specific Covid-19 controls completed before any contractor is admitted</p> <ul style="list-style-type: none"> - 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 - NHS Track & Trace QR codes are placed around the centre, users encouraged to scan on arrival - All users of the centre to wear a facemask when 					
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								in common spaces					
6.2	Tenant Visitors	Allia staff, tenant, visitors, contractors	Contract Covid-19 from visitor visiting centre	<ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided 	5	4	20	<ul style="list-style-type: none"> - Tenants required to inform Centre team of any visitors prior to arrival - Tenants to inform Centre team if a visitor shows 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 - NHS Track & Trace QR codes are placed around the centre, users 	1	4	4	23.03.2022	

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								encouraged to scan on arrival - All users of the centre to wear a facemask when in common spaces					
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	- 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 - PPE should be worn if using public transport	1	4	4	23.03.2022	
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 if using public transport	1	4	4	23.03.2022	
8.0 Tenant Staff													

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8.1	Tenant Staff	Allia staff, tenant, visitors, contractors	Contract Covid-19 from tenant staff	<ul style="list-style-type: none"> - Regular cleaning throughout centre - Hand washing facilities provided 	5	4	20	<ul style="list-style-type: none"> - 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 with PPE if required - Information with new operational guidelines provided to tenants - Staff that are seen to be deliberately ignoring the new guidelines may 	1	4	4	23.03.2022	

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								<ul style="list-style-type: none"> be asked to leave the premise - NHS Track & Trace QR codes are placed around the centre, users are encouraged to scan on arrival - 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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