



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		24.01.2022	25.04.2022
David Broach		24.01.2022	25.04.2022

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"> - 2 Meter distancing to be maintained at all time - Door guards installed to hold open hallway doors - 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 	1	4	4	25.04.2022	

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					L	C	R		L	C	R		

								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 - Hand sanitiser and hand 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	4	4	25.04.2022	
1.3	Toilets	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in toilets	- Regular cleaning throughout centre	5	4	20	- Limited number allowed in toilets at one time	1	4	4	25.04.2022	

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				- Hand washing facilities provided				- Waiting areas clearly marked - Signage installed with hand washing procedures - 2 Meter distancing to be maintained at all times - 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 - 2 Meter spacing around Reception area - PPE provided for Reception staff if required - Signage installed with a reminder	1	4	4	25.04.2022	

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								<ul style="list-style-type: none"> 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, users encouraged 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 throughout the centre 	5	4	20	<ul style="list-style-type: none"> - Hand sanitiser stations installed throughout the centre - If using a 'hot desk', sanitising products provided to clean desk area before and after use 	1	4	4	25.04.2022	

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								<ul style="list-style-type: none"> - 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 - Booking system used to manage capacity 					
1.7	Café	Allia staff, tenants, visitors, contractors	Contract Covid-19 while in café area	<ul style="list-style-type: none"> - Regular cleaning throughout the centre - Regular hygiene checks and certificates obtained from 	5	4	20	<ul style="list-style-type: none"> - Use of outside space encouraged for eating - Contactless payment encouraged 	1	4	4	25.04.2022	Café not currently open

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				service providers				- 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					
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	25.04.2022	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-	3	2	6	- Hand washing is encouraged in the first instance - All users are encouraged to monitor the	1	2	2	25.04.2022	Users are able to bring alternative hand sanitiser for use if preferred

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				hazardous concentrations - Hand washing facilities are provided throughout the centre				situation themselves					
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	25.04.2022	

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 on 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	25.04.2022	
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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 - 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	1	4	4	25.04.2022	
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 into the designated parcel point - Tenants collect parcel directly from the designated parcel point - Parcel log is filled in by Centre staff when parcel is delivered and when picked up by tenant	1	4	4	25.04.2022	

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								- Handwashing after contact with post - PPE provided for reception staff if required (masks, visors and gloves) - 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 - Masks available if required - Envoy sign in system includes 'Track & Trace' information for any visitors arriving - NHS Track & Trace QR codes are placed around the centre, all users are encouraged to scan in on arrival - All visitors of the centre are asked	1	4	4	25.04.2022	- Tenants responsibility for providing safety brief to their visitors and are responsible for them at all times

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								to wear a facemask when in common spaces - 2 meter distance is to be maintained at all times					
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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	25.04.2022	
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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	25.04.2022	
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	1	4	4	25.04.2022	-

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								booking has been made - Meeting rooms cleaned thoroughly cleaned after use - Meeting rooms must be booked in advance before use					
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"> - 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	25.04.2022	

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								19 hygiene rules while onsite - Envoy sign in system includes 'Track and Trace' information for contractors - NHS Track & Trace QR codes are placed around the centre, all users are encouraged 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	1	4	4	25.04.2022	

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								<ul style="list-style-type: none"> - Hand sanitiser and hand wash facilities available - All visitors asked to adhere to 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, users are encouraged to scan upon entry 					
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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	1	4	4	25.04.2022	

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								- The use of public transport is discouraged - Own health monitoring encouraged before travel - PPE should be worn when travelling on public transport					
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	25.04.2022	
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	25.04.2022	

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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 - All users of the centre to wear a facemask when in common spaces - Follow government guidance if 					
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								suspected or confirmed Covid-19 case					