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| **What are the**  **hazards?** | **Who might be harmed?** | **Controls required** | **Additional controls** | Action by  who? | Action by  when? | **Done?** |
| Spread of COVID-19 | * **Staff** * **Visitors to the Building Centre** * **Cleaners** * **Contractors** * **Drivers** * **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions** * **Anyone** | **Prior to opening the Building Centre**  Stakeholder engagement  **Arrival & Departure**   * Clearly marked dedicated entry and exit doors * Security on hand to ensure public   don’t have access   * ‘one way’ staircase use, clearly marked (i.e. one ‘up’ stair and one ‘down’) * Employ a ‘walk on the left’ policy   for all corridors   * One person in the lift at any one time * Encourage staggered arrival and departure times for all those using the building. Each office to oversee their own teams   **Whole building cleaning**   * **Prior** to opening, thorough clean using appropriate products and   methods | **Prior to opening the Building Centre** Letter to all Licensees – outlining measures being taken to support a return to the  workplace. Letter to all staff outlining the same. Communicate the results of the Risk Assessment  Implement digital portal that Licensees can access to input questions and updates  **Arrival & Departure**  Only those issued with security fobs to have open access – visitors to be met at Reception area and supervised by host company  Receptionist to ensure visitors wait in appropriately spaced area |  |  |  |
|  | **else who**  **physically**  **comes in** | Signage to be in place; entry, exit, one way, please observe distance etc |
|  | **contact**  **with you in** | All persons to be encouraged to use the stairs |
|  | **relation to**  **the business** | Offer extra cycle storage to encourage use of  ‘natural travel’, avoiding, where possible, public transport |
|  |  | **Whole building cleaning** |
|  |  | Particular attention paid to high ‘touch points’ – |
|  |  | door plates, taps, light switches etc |

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|  |  | * Regular and thorough cleaning using appropriate cleaning materials   **Washroom facilities**   * Regular thorough cleaning * Cleaning schedule in place – signed by time as cleaning completed   **Hand Washing**   * Hand washing facilities with soap and water in place * See hand washing guidance * Gel sanitisers in any area where washing facilities not readily available | **Washroom facilities**  Additional hand sanitizer points, both outside and inside washrooms to include lavatory seat cleanser  Foot door openers on all washrooms where possible  Lined bins in each room emptied at regular intervals  **Hand washing**  Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Tissues made available throughout the workplace  To help reduce the spread of COVID-19 remind everyone to follow current public health advice  – <https://www.gov.uk/> |  |  |  |

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|  |  | **Social Distancing**  Reducing the number of persons in work area to comply with social distance guidance as per Government advice – https://[www.gov.uk/](http://www.gov.uk/)  Floor stickers/lines/information posters to be employed  Taking steps to review work schedules including start & finish times working from home etc. to reduce number of personnel in the building at any one time  Redesigning processes to ensure social distancing in place – Hybrid meetings remain an option.  **PPE**  *Government and Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures* | Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed  **Social distancing**  Staff to be reminded on a daily basis of the importance of social distancing  Management checks to ensure this is adhered to  Mark out co-work area giving dedicated space – no ‘hot desking’ with appropriately spaced work stations clearly marked  Acrylic screen around Co-work reception desk  Notice to ask users of any photocopier equipment to sanitise hands before use – placed on the machine  Additional cleaning post meetings in cases when conference calls are not possible  **PPE**  Support staff who wish to use PPE by ensuring they are aware of how to use it.  Current Government guidance; social distancing, cleaning and good hygiene are the most effective measure and PPE should not be relied upon. There is a distinction between ‘face  covering’ and PPE |  |  |  |

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|  |  | *and practice good hand hygiene behaviours*  **Ventilation**  Ensure regular maintenance of air conditioning units and daily checks to make sure this is switched on and in use.  Doors and windows opened where possible. Where this is not an option; air conditioning is in place.  Fresh air ventilation system is in place – this system takes air straight from outside and flushes it through filters. |  |  |  |  |