

Risk assessment template

Company name: Business First ltd

Assessment carried out by: Sarah Fretwell

Date of next review: Monitored

Date assessment was carried out: 13.05.20

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Reception door code entry system	Staff, tenants, contractors . visitors	Cleaners using anti-bac spray to wipe over surfaces	Request visitors wear gloves. All tenants to use fobs	Cleaners	Immediately	
Reception desk – Tenants / visitors approaching desk	Centre managers	Spit guards ordered Masks provided Visor provided Tape around reception desk (2m distance)	Email all tenants to confirm all queries are to be sent via email rather than coming to the desk.	Centre manager	Immediately	

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		Banner provided (2m distancing) Anti-bacterial gel provided.				
Post / parcels	Centre managers / tenants	Anti-bac gel provided for centre managers. All tenants / staff required to wash hands after handling any post or parcels. Parcels to be put in designated areas to reduce contact with centre manager.	Email all tenants to advise to carry their own anti-bacterial gel or to wash hands in the washrooms provided after handling post.	Centre manager	Immediately	
Boardrooms	Staff , tenants , visitors	Limiting number of people to 3 per boardroom . Removal of cups Anti bac spray provided	Monitored	Centre manager		

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Main kitchen	Staff, tenants	Limiting number of people to 2. 2m distance posters put up. Disinfectant spray provided in kitchens to wipe down kettles after use. No cutlery / crockery provided by the business centre, tenants advised to bring own to use.	Monitor	Centre manager		
Kitchenettes	Tenants	Limiting number of people to 1. Anti-bac spray provided to wipe down kettle etc	Monitor	Centre manager		
Washrooms	Staff / Tenants	Limiting number of people to 2. Soap provided to wash hands. Posters in place	Monitor	Centre manager		

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Lift	Staff / Tenants	Limiting number of people to 1. Posters in place	Monitor	Centre manager		
Gyms	Staff , tenants	All gyms are closed until further notice		Centre manager		
Stairwells	Staff , tenants, visitors	1 person on stairs at any time. Larger centres – Burnley / Liverpool – Open up end stairwells to ease traffic to enable 1 person rule.	Monitor traffic – potentially put in place a one way system.	Centre manager		