


Risk assessment reference:		20200708NG			Activity/Location/Situation:			
Version		8			Risk of staff /occupiers / visitors / contractors /members of public contracting COVID-19 disease.			
Risk assessment date:		05/01/21			Milton Park Innovation Centre - 99 Park Drive			
Risk assessment owned by:		Nikki Gibson						
Planned review date:		15/02/21						
Hazard (something with the potential to cause harm)	Who might be harmed and how? (risk) (the likelihood that the harm will be caused)	Severity	Likelihood	Risk Rating	Current safety control measures (insert all of the current safety control measures that you have implemented)		Further action required?	Person responsible for action and by when?
SARS-CoV-2 virus	Staff, occupiers, visitors, contractors and/or members of the public contracting COVID-19 disease	3	3	9	<ul style="list-style-type: none"> Increasing cleaning of communal areas as occupancy increases, with a focus on all touch points. Monitor daily footfall from access control 2 x foot pedal operated hand sanitiser at the front entrance Provision of hygiene stations with hand sanitising gel, tissues and bins supplied Details of where to dispose of used tissues Protective screen for reception Provision of anti bacterial wipes for staff to sanitise items; telephones, keyboards, chairs, desk etc. 1 receptionists manning the front desk at any one time Face masks, gloves and sanitiser supplied for staff use Verbal sign in process and pre-booking visitors where possible to ensure full contact details and building instructions sent in advance Photo parcel handling rather than signature Purchase of an infrared forehead thermometer Details of where to store personal items; coats etc. Supply of paper towels and soap in toilet facilities Full signage including social distancing, Government COVID-19 stay safe poster, maximum capacity signs, one way system inc entrances/exits, stay left, passing place, standing markers, catch it, kill it, bin it posters and hand washing instructions in toilets. Corridor doors held open in the days using only FireCo Dorguards which close at the sound of the fire alarm Restricted use of post room, lifts, toilets and kitchenettes Reconfiguration, restrict numbers and increase cleaning of hot desk room Reconfiguration and removal of furniture in business lounge and break out areas to encourage social distancing Reduced maximum capacity within meeting rooms Meeting rooms laid out in advance with individual work stations Sanitise stations in meeting rooms and instructions on coffee machines Consideration of catering arrangements to prevent cross contamination Anti-bacterial handles for toilet doors ordered. Lead time Communicate the procedure to all occupiers and users in the suspected or confirmed case of COVID-19 Anti-bacterial push plates and handles for the toilet doors at 99. Individual FOC keep safe kits available from reception and in meeting rooms including masks and anti-bacterial wipes Recommendation for all occupiers and visitors to wear masks in the communal areas 	<ul style="list-style-type: none"> As occupancy and activity increases consider the re-introduction of 2nd receptionist and if so, should we arrange a screen between them? Review all measures and update as required 	Nikki/Lorna, 6 weekly or more frequently if required	
Severity of injury/illness								
Fatality (5)		Major (4)		Moderate (3)	Minor (2)	Insignificant (1)		
Likelihood of injury/illness (with the current control measure)								
Almost Certain (5)		Very Likely (4)		Possible (3)	Unlikely (2)	Rare (1)		
Severity x Likelihood = Risk Rating								

Person(s) completing document	Nikki Gibson
Signature(s)	
Position	Associate Director
Date	05/01/21