



Risk Assessment

Job Name:	Mass Testing – Brent Civic Centre		
Client:	London Borough of Brent		
Open Times:	0900hrs – 1800hrs	Location:	Brent Civic Centre, Engineers Way, Wembley
Your Reference:		Our Reference:	
Reviewed by:	Ongoing see below	Prepared by:	Wes Pierce

Date:	Status:	Author:	Version:
07.12.2020	Revision post the student testing	Wes Pierce	1.1
20.01.2021	Revised	Wes Pierce	2.1
09.01.2021	Revised	Wes Pierce	2.2
07.02.2021	Revised	Scott Kennedy	3.1

If you have any immediate safety concerns please raise it immediately to your line manager. If you wish to discuss any issue in full please email feedback@number8events.com with full details and one of the safety team will call you back to discuss the matter and review the appropriate control measures that are appropriate to the risk.

Name of reviewer	Site Manager at time of review	Date of review
Scott Kennedy	Angela Lattimore	09.01.2021
Scott Kennedy	Alexis George	07.02.2021

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
COVID-19						
A person becomes unwell and believes they may have been exposed to COVID-19	Public Staff Cross contamination of person to person transmission of COVID-19	If the unwell person is so ill that they require an ambulance the unwell person should be removed to an area which is at least 2 metres away from other people. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a IIR face mask when they cough or sneeze and put the tissue in a bag	Everyone advised if they feel unwell they should return home (avoiding public transport) and contact NHS direct. If any staff reports with even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider	LBB Number 8 Site Manager	13.01.2020 As and when	Done via comms Done

		<p>or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.</p>	<p>or the local public health department, giving them details of their recent travel and symptoms.</p> <p>A stock of type IIR face masks will be held on-site. A face mask can be given to the individual to wear on their journey home</p> <p>N.B. Where others are required to assist the unwell person, communication should take place at a distance of at least 2m, or better still through closed doors/windows.</p>	<p>LBB</p> <p>Number 8 Site Manager</p>	<p>Complete – Constant supply of face masks onsite</p> <p>As and when</p>	
<p>Person to person transmission of SARS-CoV-2 virus</p>	<p>Public Staff</p> <p>Exposure to SARS-CoV-2 from other persons who are/potentially are positive for Covid-19</p>	<p>2m spacing available on the sites, with enforcement of the capacities.</p>	<p>All persons advised not to attend if they feel unwell and/or have symptoms, are self isolating or have travelled back from a country which is quarantine.</p> <p>Face coverings in place for all staff and public.</p> <p>Signage in place at entrance stating 'face coverings mandatory'</p> <p>Staff on public facing roles will have face screens.</p> <p>Hand sanitiser in force at the entrance and exit.</p> <p>Staff at testing booths are seated behind a protective screen.</p>	<p>LBB</p> <p>Number 8</p> <p>Number 8</p> <p>Number 8 – PPE supplied by LBB</p> <p>Number 8</p> <p>Number 8</p>	<p>07.11.2020</p> <p>07.11.2020</p> <p>08.11.2020</p> <p>08.11.2020</p> <p>08.11.2020</p>	<p>Done</p> <p>Done</p>

			<p>PPE in place in line with DHSC Staff are subject to testing twice a week.</p> <p>PPE is removed on accessing welfare areas.</p>	<p>LBB Number 8 Site Manager</p> <p>Site Operatives</p>	<p>Weekly</p> <p>On access to break area</p>	
Surface contamination of SARS-CoV-2	<p>Public Staff</p> <p>Exposure to SARS-CoV-2 from touching surfaces with SARS-CoV-2 on</p>	Clinical process as issued by DHSC and site specific SOP by Director of Public Health.	<p>No sharing of equipment.</p> <p>Radios issued to individuals, no swapping of equipment.</p> <p>All equipment will be wiped down after each use with anti viral wipes.</p> <p>All technical equipment is wiped down with anti viral wipes on arrival to site.</p> <p>Hand sanitiser onsite throughout the booths on public and staff sides.</p> <p>Spare wipes onsite throughout the booths on public and staff sides.</p> <p>Dedicated cleaners onsite</p> <p>All booths and equipment used cleaned after each use, with anti viral wipes and anti viral spray conforming to BS EN 1276/13697.</p>	<p>Number 8</p> <p>Number 8 Site Manager</p> <p>Onsite Test Operatives</p> <p>Onsite Test Operatives</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager</p> <p>Cleaning contractor</p> <p>Onsite Test Operatives</p>	<p>Daily</p> <p>Daily</p> <p>After each use</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>After each use</p>	
Lack of social distancing during an emergency	<p>Public Staff</p> <p>Exposure to SARS-CoV-2</p>	In the event of an emergency, it may not be possible to retain all control measures and social distancing may not be possible.	As soon as the emergency is under control all employees are to return to social distancing and wash hands.	Number 8 Site Manager	As and when	

	during emergency or accident	Capacity of site agreed with LBB.				
SARS-CoV-2 within public domains and transport	Public Staff Exposure to persons when travelling to the site	TfL have their own risk assessment, cleaning regime and protocols for ensuring persons safety on public transport. Face coverings are mandatory on public transport. The site is local to the residents.	Type IIR face masks provided to staff travelling on public transport. Mini travel hand sanitisers are provided to staff travelling on public transport. Staff issued with a safety briefing for safe travel.	Number 8 Site Manager Number 8 Site Manager Number 8	Daily Daily 17.01.2021	
Mental health	Staff Public Impact on mental health due to concerns regarding exposure to Covid19	No one is obligated to attend.	Everyone briefed on the risks and the controls in place. All staff advised to discuss any concerns with their line manager or organiser. Everyone informed to raise any concerns to their line manager or the organiser. All staff are trained at Brent Civic Centre in line with DHSC guidance by a competent instructor. feedback@number8events.com email set up to allow for all staff to have direct contact to senior management with concerns. Staff working hours in line with Work Time Directive.	Number 8 Number 8 Site Manager Number 8 Site Manager Number 8 Number 8 Number 8	Start of shift Start of shift Start of shift Prior to work 17.01.2021 Ongoing	

			Staff notice boards to be introduced to site with key signage and messaging.	Number 8	17.01.2021	
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV0-2 from invited guests not adhering to social distancing or sites onsite.	The sites have been designed with social distancing queues in mind.	Tensata barrier onsite with signage directing persons. Floor stickers on the floor showing social distancing. All staff briefed to monitor for social distancing. SIA Door Supervisors onsite to support the Number 8 Site Manager. HANDS, FACE, SPACE signage on the sanitisers to ensure that language barriers are communicated through gov pictorial images. One way system through the building.	Number 8 Number 8 Number 8 Site Manager Security Provider Number 8 Number 8 Site Manager	 Daily Daily 07.01.2021 Daily	Done
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV0-2 from poor ventilation.	Venue has fresh air supply with HVAC system.	Temporary HEPA 13 Air Filtration Units onsite.	Number 8	07.12.2021	Done
Spread of SARS-CoV-2	Staff Public	This is a test centre, so there is an expectation that there will be approximately 9% positive cases per day.	All PPE is changed when a positive test result is recorded.	Onsite Operatives Onsite Operatives	After a positive test	

	Exposure to SARS-CoV0-2 from a positive test result onsite	The cleaning regime, clinical SOP and COVID secure arrangements are in line with DHSC requirements and agreed with the appropriate Director of Public Health for Brent Council.	Bins are sealed and removed from testing area to a secure bin. Stations are re cleaned.	Onsite Operatives	After a positive test After a positive test	
Staff testing positive onsite	Staff	Staff are tested twice a week onsite at the start of the shift.	If a member of staff tests positive the following is actioned: They are isolated away from other staff. If they are have travelled by own transport or someone in their bubble they are sent home via that means. If they have travelled by public transport and have no means of someone in their bubble transferring them home a cab is booked through City Fleet (account held by Number 8) where a surcharge is applied for additional cleaning of the cab.	Number 8 Site Manager Number 8 Site Manager Number 8 Site Manager Number 8 Site Manager	As and when As and when As and when As and when	
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV0-2 from clinical waste		Clinical waste bins onsite. Clinical waste removed by LBB clinical waste contractor	LBB LBB	Ongoing Ongoing	
Unsuitable communications	Staff Public	Staff receive a 'condition of onsite work' which identifies the key safety measures.	To regularly review communications to ensure that they are clear, consistent and having impact.	Number 8	Weekly	

	Injury through unsuitable communications	Staff are given a daily briefing on the days activities.	Radios provided for key staff.	Number 8	07.12.2021	Done
Auditing of the process	Staff Injury incorrect procedures not being monitored		All staff are subject to an audit scheme as detailed within the medical SOP. Daily Clinical Governance Audit checks in place. All documents are available for viewing onsite. All sites subject to a quality control audit at a minimum of once every two weeks.	Number 8 Audit Number 8 Site Manager Number 8 Number 8	Weekly Daily Ongoing 17.01.2021 onwards	
Spread of SARS-CoV-2	Staff Public Illness past through testing procedure	All staff have received training on the procedure All staff have carried out training testing prior to the test centre opening	All staff have received training in the correct wearing of PPE All staff have been trained on how to safely remove PPE All staff have received training on the correct hand wash procedure All staff will be wearing a minimum of a type IIR face mask and face shield Staff carrying out the testing will be behind a Perspex screen The member of public doing the test will undertake the test	Number 8 Number 8 Number 8 Number 8 Site Manager Number 8 Test Operative	Prior to work Prior to work Prior to work Daily 07.12.2020 Every test	

			<p>themselves and place the test swab in the testing solution</p> <p>Testing staff will clean all equipment and table with BS EN 1276 or 13697 sanitiser after every test</p>	Test Operative	Every test	
Invalid test results	<p>Staff</p> <p>Public</p> <p>Invalid test results,</p>	<p>Tests must be stored in temperatures between 2 – 30 degrees.</p> <p>LBB/PHE procedures in place for testing operation.</p> <p>LBB/PHE training procedures in place for staff involved in the operation.</p>	<p>Venue is maintained at above 15 degrees at all time.</p> <p>Tests brought to 15 degrees (upto 30 degrees) minimum of 12 hours prior to use.</p> <p>Temperature monitor onsite.</p>	<p>LBB</p> <p>Number 8</p> <p>Number 8</p>	<p>Ongoing</p> <p>Ongoing</p> <p>15.01.2021</p>	
Test results being allocated to the wrong person	Public		<p>Test subjects will collect an individual bar code when they enter the test centre</p> <p>The visitors will allocate this bar code to themselves through an online app that they download and complete their details against this bar code</p> <p>The visitors will hand the bar code to the tester when they give their test sample</p> <p>The tester will attach the sticky bar code to the test sample in front of the employee</p>	<p>Registration staff</p> <p>Visiting public</p> <p>Visiting public</p> <p>Tester</p> <p>Data recorder</p>	<p>At test</p> <p>At test</p> <p>At test</p> <p>At test</p> <p>At test</p>	

			The test is then handed to a data recorder who will scan in the bar code and allocate the result.			
Breach of data	Public Through loss or incorrect use of personal data		Visitors input their own details via the app. No access to data of test results unless we are asked specifically by the council to see a vulnerable person and use the site phone to receive the text message with the result – result communicated immediately and then deleted, this is with permission of the subject	LBB Number 8 Site Manager		
OPEN PERIOD						
Slips, trips and falls	Staff Public Injury through trips or falls onsite	All venue spaces are existing public spaces which are suitable for public access. Venue lighting is sufficient for the activity.	Safety tour to be undertaken of site prior to opening. Staff will monitor areas that they are working within and report any defects through to the Number 8 Site Manager. All cables are routed away from footpaths/walkways and anywhere that someone walks. No storage boxes will be left in the footpaths. Staff to be briefed about avoiding creation of trip hazards by good housekeeping	Number 8 Site Manager Onsite Operatives Everyone Number 8 Site Manager Number 8 Site Manager		

			Production box to be available onsite with hazard tape, duct tape etc	Number 8		
Welfare	Staff Injury through lack of welfare facilities whilst onsite		Drinking water provided onsite. Toilets onsite and in working order. Staff will be advised to wash hands before and after eating. Signage displayed in the toilets reminding people to wash hands. Staff will be advised only to purchase sustenance from retailers with at least a 4 out of 5 food hygiene rating scheme score.	Number 8 LBB Number 8 Number 8 Number 8 Site Manager	Ongoing Daily 17.11.2021 17.11.2021 daily	
First aid	Staff Contractors Increased injury through lack of first aid onsite.	Accident and emergency departments are within reasonable reach of the venue. Emergency vehicle access available nearby to the venue.	First Aid onsite within the overall team. First Aid Equipment onsite. No public first aid as agreed with LBB. First Aid in place under the First Aid at Work Regulations. No swabbing or medical advice offered to public from staff. 999 to be called for any medical emergencies by onsite team. First Aiders aware of latest advice for first responders treating	Number 8 Number 8 LBB LBB Number 8 Number 8	Daily Daily 17.01.2021	

			confirmed/suspected cases of Covid.			
Working at height	Staff Contractors Injury through falling whilst working at height	No working at height.				
Noise	Staff Contractors Injury through excessive noise during build and derig	No noisy activities identified in work.				
Installations	Staff Public Injury through incorrect installation of equipment	Competent contractors which are experienced at working on projects of this type have been selected.	All installations are signed off as complete by Number 8 build crew on install. Weekly inspection by competent installation erector. Site Managers to raise concerns and report any defects	Number 8 Number 8 Number 8 Site Managers	07.12.2020 Weekly As and when	
Electricity	Staff Public Injury through electric shock		Electricity for the site will be drawn from the venue electrical supply. Venues responsible for suitability of electrical supply. All electrical work will be installed, tested and signed off as complete in accordance with the Electricity at Work Act 1989, The Code of Practice for the creation and operation of	LBB	07.12.2020	

			<p>Temporary Electrical Systems for Entertainment and Related Purposes and BS7430: 1998 by Wilding Sound</p> <p>Portable equipment shall be covered by current PAT test where appropriate.</p> <p>Site manager to carry out a visual inspection of all staff portable appliances prior to them being used</p>	<p>Number 8</p> <p>Site manager</p>	07.12.2020	
Manual handling	<p>Staff</p> <p>Injury through carrying, pushing or moving items onsite</p>	All equipment is pre installed to the testing staff working onsite.	<p>Where manual handling is required, measures are to be introduced to minimise or eliminate manual handling, by using trolleys.</p> <p>Number 8 crew will be brought to site if heavy lifting is required.</p> <p>All lifts must be properly prepared and thought through with additional labour employed for heavy items. Areas around unusual lifts should be cordoned off before work commences to prevent third party injury.</p> <p>Only those staff competent and trained in safe manual handling to undertake work - staff must follow their safe systems of work and method statements whilst on-site</p>	<p>Number 8</p> <p>Number 8</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager</p> <p>Number 8</p>	<p>As and when</p> <p>As and when</p> <p>As and when</p> <p>As and when</p> <p>As and when</p>	

			<p>All crew to be trained in the use of handling/lifting equipment before use.</p> <p>Staff with back injuries to be briefed to inform the Site Manager and not lift heavy items</p> <p>Manual handling guidance issued to site.</p>	<p>Number 8 Site Manager</p> <p>Number 8</p>	<p>16.01.2021</p> <p>16.01.2021</p>	
Violence	<p>Staff Public</p> <p>Injury through violent members of the public or people turned away from the site</p>	One isolated report of an assault on staff at another testing site location.	<p>SIA Door Supervisor onsite.</p> <p>All staff working within teams.</p> <p>No lone working.</p>	<p>LBB</p> <p>Number 8</p> <p>Number 8</p>	<p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	
Adverse weather	<p>Staff Public</p> <p>Injury through adverse weather in Winter</p>	Venue is indoors	<p>Outer venue areas are under the control of LBB venue teams.</p> <p>Grit/Salt under direction of LBB.</p> <p>Weather warnings to be observed and discussed with LBB as and when it occurs for contingency plans and public comms.</p> <p>In extreme weather ie snow, a discussion will be had with Number 8, LBB and a dynamic assessment made on the suitability of the site and opening of the centre.</p>	<p>LBB</p> <p>LBB</p> <p>LBB</p> <p>LBB</p>	<p>As and when</p> <p>As and when</p> <p>As and when</p> <p>As and when</p>	

			Temporary closure may be an option.			
Fire	Staff Public Injury through fire onsite		<p>SIA Door Supervisors to extinguish any fires and start evacuation procedures.</p> <p>Any materials/branding etc used at the event to be of flame retardant material.</p> <p>All waste to be removed from venue to waste collection points on site.</p> <p>Evacuation exit routes to be kept clear at all times and checked by staff onsite.</p> <p>All staff briefed on the location of call points and fire extinguishers</p> <p>Marshal area briefed to all staff</p>	<p>Security Provider</p> <p>Number 8</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager and LBB Venue team</p> <p>Site manager</p>	<p>As and when</p> <p>07.12.2020</p> <p>Ongoing</p> <p>Daily</p>	
Cleaning Chemicals	Staff Injury through incorrect use of chemicals		<p>Where low risk sanitisers are used, the manufacturer's instructions will be adhered to – as printed on the bottle</p> <p>It is anticipated that venue cleaners will have some hazardous substances on-site. The contracted cleaner is responsible for a suitable risk assessment and the implementation of measures to ensure these substances are used safely.</p>	<p>Number 8</p> <p>Cleaners</p>	<p>Ongoing</p>	

			Material safety data sheets (MSDS) to be kept on-site for reference.			
Waste Management	Staff Public Injury through excessive build up of waste or incorrect waste removal process.		LBB responsible for all waste management onsite and the appropriate removal of waste. LBB responsible for all waste notices.	LBB LBB	As and when As and when	
Supply of PPE and cleaning products	Staff Public Injury through insufficient PPE and cleaning products	DHSC recommend quantity of PPE and cleaning products. Supplies arrive with test kits.	PPE supplied is insufficient in number for the Clinical SOP to be achieved and to achieve requirements from DHSC training provided, so additional cleaning equipment, PPE and ancillary items (tissues etc) provided by LBB.	LBB	Daily	
Travel to and from the venue	Staff Injury through assault	Staff travel advice to be sent to all staff	Car parking available on site for staff to use Local train station (Wembley Park) is approx. 0.2 miles away. The walk from the train stations to the venue is along a pedestrianised area and is well lit and free from alley way or other open spaces Bus stop is nearby and the route is free of hazards Staff have been briefed on Number 8 travel safe policy	Number 8 Site manager		

			Panic alarms are available free of charge			
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