



# Risk Assessment

<b>Job Name:</b>	Mass Testing – Bridge Park		
<b>Client:</b>	London Borough of Brent		
<b>Open Times:</b>	0900hrs – 1800hrs	<b>Location:</b>	Harrow Road, London, NW10 0RG
<b>Your Reference:</b>		<b>Our Reference:</b>	
<b>Reviewed by:</b>	Ongoing see below	<b>Prepared by:</b>	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

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Name of reviewer	Site Manager at time of review	Date of review
Scott Kennedy	Angela Lattimore	09.01.2021
Scott Kennedy	Dan O'Sullivan	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
<b>COVID-19</b>						
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 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.	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 or the local public health department, giving them details of their recent travel and symptoms.  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	LBB  Number 8 Site Manager  LBB	13.01.2020  As and when  Complete - Constant	Done via comms  Done

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		If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.	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.	Number 8 Site Manager	supply of face masks onsite As and when	
Person to person transmission of SARS-CoV-2 virus	Public Staff  Exposure to SARS-CoV0-2 from other persons who are/potentially are positive for Covid-19	2m spacing available on the sites, with enforcement of the capacities.	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.  Face coverings in place for all staff and public.  Signage in place at entrance stating 'face coverings mandatory'  Staff on public facing roles will have face screens.  Hand sanitiser in force at the entrance and exit.  Staff at testing booths are seated behind a protective screen.  PPE in place in line with DHSC Staff are subject to testing twice a week.  PPE is removed on accessing welfare areas.	LBB  Number 8  Number 8  Number 8 – PPE supplied by LBB  Number 8  Number 8  LBB Number 8 Site Manager  Site Operatives	07.11.2020  07.11.2020  08.11.2020  08.11.2020  08.11.2020  Weekly  On access to break area	Done  Done

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Surface contamination of SARS-CoV-2	Public Staff  Exposure to SARS-CoV-2 from touching surfaces with SARS-CoV-2 on	Clinical process as issued by DHSC and site specific SOP by Director of Public Health.	No sharing of equipment.	Number 8	Daily	
			Radios issued to individuals, no swapping of equipment.	Number 8 Site Manager	Daily	
			All equipment will be wiped down after each use with anti viral wipes.	Onsite Test Operatives	After each use	
			All technical equipment is wiped down with anti viral wipes on arrival to site.	Onsite Test Operatives	Daily	
			Hand sanitiser onsite throughout the booths on public and staff sides.	Number 8 Site Manager	Daily	
			Spare wipes onsite throughout the booths on public and staff sides.	Number 8 Site Manager	Daily	
			Dedicated cleaners onsite	Cleaning contractor	Daily	
All booths and equipment used cleaned after each use, with anti viral wipes and anti viral spray conforming to BS EN 1276/13697.	Onsite Test Operatives	After each use				
Lack of social distancing during an emergency	Public Staff  Exposure to SARS-CoV-2 during emergency or accident	In the event of an emergency, it may not be possible to retain all control measures and social distancing may not be possible.  Capacity of site agreed with LBB.	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	
SARS-CoV-2 within public domains and transport	Public Staff	TfL have their own risk assessment, cleaning regime and protocols for ensuring persons safety on public transport.	Type IIR face masks provided to staff travelling on public transport.	Number 8 Site Manager	Daily  Daily	

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	Exposure to persons when travelling to the site	Face coverings are mandatory on public transport.  The site is local to the residents.	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	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.  <a href="mailto:feedback@number8events.com">feedback@number8events.com</a> 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.  Staff notice boards to be introduced to site with key signage and messaging.	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  17.01.2021	
Spread of SARS-CoV-2	Staff Public	The sites have been designed with social distancing queues in mind.	Tensata barrier onsite with signage directing persons.	Number 8		Done

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	Exposure to SARS-CoV0-2 from invited guests not adhering to social distancing or sites onsite.		<p>Floor stickers on the floor showing social distancing.</p> <p>All staff briefed to monitor for social distancing.</p> <p>SIA Door Supervisors onsite to support the Number 8 Site Manager.</p> <p>HANDS, FACE, SPACE signage on the sanitisers to ensure that language barriers are communicated through gov pictorial images.</p> <p>One way system through the building.</p>	<p>Number 8</p> <p>Number 8 Site Manager</p> <p>Security Provider</p> <p>Number 8</p> <p>Number 8 Site Manager</p>	<p>Daily</p> <p>Daily</p> <p>07.01.2021</p> <p>Daily</p>	
Spread of SARS-CoV-2	<p>Staff</p> <p>Public</p> <p>Exposure to SARS-CoV0-2 from poor ventilation.</p>	Fresh air intake from doors that lead to outside.		Number 8	07.12.2021	Done
Spread of SARS-CoV-2	<p>Staff</p> <p>Public</p> <p>Exposure to SARS-CoV0-2 from a positive test result onsite</p>	<p>This is a test centre, so there is an expectation that there will be approximately 9% positive cases per day.</p> <p>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.</p>	<p>All PPE is changed when a positive test result is recorded.</p> <p>Bins are sealed and removed from testing area to a secure bin.</p> <p>Stations are re cleaned.</p>	<p>Onsite Operatives</p> <p>Onsite Operatives</p> <p>Onsite Operatives</p>	<p>After a positive test</p> <p>After a positive test</p> <p>After a positive test</p>	

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Staff testing positive onsite	Staff	Staff are tested twice a week onsite at the start of the shift.	<p>If a member of staff tests positive the following is actioned: They are isolated away from other staff.</p> <p>If they are have travelled by own transport or someone in their bubble they are sent home via that means.</p> <p>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.</p>	<p>Number 8 Site Manager Number 8 Site Manager</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager</p>	<p>As and when</p> <p>As and when</p> <p>As and when</p> <p>As and when</p>	
Spread of SARS-CoV-2	Staff Public	Exposure to SARS-CoV-2 from clinical waste	<p>Clinical waste bins onsite.</p> <p>Clinical waste removed by LBB clinical waste contractor</p>	<p>LBB</p> <p>LBB</p>	<p>Ongoing</p> <p>Ongoing</p>	
Unsuitable communications	Staff Public	<p>Staff receive a 'condition of onsite work' which identifies the key safety measures.</p> <p>Staff are given a daily briefing on the days activities.</p>	<p>To regularly review communications to ensure that they are clear, consistent and having impact.</p> <p>Radios provided for key staff.</p>	<p>Number 8</p> <p>Number 8</p>	<p>Weekly</p> <p>07.12.2021</p>	<p>Done</p>
Auditing of the process	Staff	Injury incorrect procedures not	All staff are subject to an audit scheme as detailed within the medical SOP.	Number 8 Audit	Weekly	

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	being monitored		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 Site Manager  Number 8  Number 8	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 themselves and place the test swab in the testing solution  Testing staff will clean all equipment and table with BS EN 1276 or 13697 sanitiser after every test	Number 8  Number 8  Number 8  Number 8 Site Manager  Number 8  Test Operative  Test Operative	Prior to work  Prior to work  Prior to work  Daily  07.12.2020  Every test  Every test	

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Invalid test results	Staff	Tests must be stored in temperatures between 2 – 30 degrees.  LBB/PHE procedures in place for testing operation.  LBB/PHE training procedures in place for staff involved in the operation.	Venue is maintained at above 15 degrees at all time.	LBB	Ongoing		
	Public			Tests brought to 15 degrees (upto 30 degrees) minimum of 12 hours prior to use.	Number 8	Ongoing	
	Invalid test results,			Temperature monitor onsite.	Number 8	15.01.2021	
Test results being allocated to the wrong person	Public		Test subjects will collect an individual bar code when they enter the test centre	Registration staff	At test		
			The visitors will allocate this bar code to themselves through an online app that they download and complete their details against this bar code	Visiting public	At test		
			The visitors will hand the bar code to the tester when they give their test sample	Visiting public	At test		
			The tester will attach the sticky bar code to the test sample in front of the employee	Tester	At test		
			The test is then handed to a data recorder who will scan in the bar code and allocate the result.	Data recorder	At test		
Breach of data	Public		Visitors input their own details via the app.	LBB			

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	Through loss or incorrect use of personal data		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	Number 8 Site Manager		
<b>OPEN PERIOD</b>						
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  Production box to be available on-site with hazard tape, duct tape etc  Two tower lights have been placed outside the side entrance to create	Number 8 Site Manager  Onsite Operatives  Everyone  Number 8 Site Manager  Number 8 Site Manager  Number 8  Number 8		

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			sufficient light for staff and public to operate in			
Generator	Staff Public Injury from misuse	6KVA diesel generator used to power tower lights	Generator is fenced off to prevent public access  Generator is brought into the centre at the end of the day  Diesel stored in dedicated jerry cans	Number 8	Ongoing	
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.	Number 8  Number 8  LBB  LBB	Daily  Daily	

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			<p>No swabbing or medical advice offered to public from staff.</p> <p>999 to be called for any medical emergencies by onsite team.</p> <p>First Aiders aware of latest advice for first responders treating confirmed/suspected cases of Covid.</p>	<p>Number 8</p> <p>Number 8</p>	17.01.2021	
Working at height	<p>Staff</p> <p>Contractors</p> <p>Injury through falling whilst working at height</p>	No working at height.				
Noise	<p>Staff</p> <p>Contractors</p> <p>Injury through excessive noise during build and derig</p>	No noisy activities identified in work.				
Installations	<p>Staff</p> <p>Public</p> <p>Injury through incorrect installation of equipment</p>	Competent contractors which are experienced at working on projects of this type have been selected.	<p>All installations are signed off as complete by Number 8 build crew on install.</p> <p>Weekly inspection by competent installation erector.</p> <p>Site Managers to raise concerns and report any defects</p>	<p>Number 8</p> <p>Number 8</p> <p>Number 8 Site Managers</p>	<p>07.12.2020</p> <p>Weekly</p> <p>As and when</p>	
Electricity	<p>Staff</p> <p>Public</p>		Electricity for the site will be drawn from the venue electrical supply.	LBB	07.12.2020	

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	Injury through electric shock		<p>Venues responsible for suitability of electrical supply.</p> <p>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 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>Cables used to power lights are PAT tested</p> <p>Site manager to carry out a visual inspection on 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</p>	<p>Number 8</p> <p>Number 8</p> <p>Number 8 Site Manager</p>	<p>As and when</p> <p>As and when</p> <p>As and when</p>	

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			<p>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>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>Generator has handles and wheels attached to use when moving it inside</p>	<p>Number 8 Site Manager</p> <p>Number 8</p> <p>Number 8 Site Manager</p> <p>Number 8</p>	<p>As and when</p> <p>As and when</p> <p>16.01.2021</p> <p>16.01.2021</p>	
Violence	<p>Staff</p> <p>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</p> <p>Public</p>	Venue is indoors	Outer venue areas are under the control of LBB venue teams.	LBB	As and when	

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	Injury through adverse weather in Winter		Grit/Salt under direction of LBB.  Weather warnings to be observed and discussed with LBB as and when it occurs for contingency plans and public comms.  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. Temporary closure may be an option.	LBB  LBB  LBB	As and when  As and when  As and when	
Fire	Staff Public  Injury through fire onsite		SIA Door Supervisors to extinguish any fires and start evacuation procedures.  Any materials/branding etc used at the event to be of flame retardant material.  All waste to be removed from venue to waste collection points on site.  Evacuation exit routes to be kept clear at all times and checked by staff onsite.  All staff briefed on the location of call points and fire extinguishers  Staff briefed on marshal point	Security Provider  Number 8  Number 8 Site Manager  Number 8 Site Manager and LBB Venue team  Site manager	As and when  07.12.2020  Ongoing  Daily	
Cleaning Chemicals	Staff		Where low risk sanitisers are used, the manufacturer's instructions will	Number 8	Ongoing	

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	Injury through incorrect use of chemicals		<p>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>Material safety data sheets (MSDS) to be kept on-site for reference.</p>	Cleaners		
Waste Management	<p>Staff Public</p> <p>Injury through excessive build up of waste or incorrect waste removal process.</p>		<p>LBB responsible for all waste management onsite and the appropriate removal of waste.</p> <p>LBB responsible for all waste notices.</p>	<p>LBB</p> <p>LBB</p>	<p>As and when</p> <p>As and when</p>	
Supply of PPE and cleaning products	<p>Staff Public</p> <p>Injury through insufficient PPE and cleaning products</p>	<p>DHSC recommend quantity of PPE and cleaning products.</p> <p>Supplies arrive with test kits.</p>	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	<p>Staff</p> <p>Injury through assault</p>	Staff travel advice to be sent to all staff	<p>Free car parking available on site for staff to use</p> <p>Local train station (Stonebridge Park) is approx. 0.4 miles away.</p>	Number 8		

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			<p>The walk from the train stations to the venue is along roads that are well lit and free from parks and other open spaces</p> <p>Bus stop is nearby and the route is free of hazards</p> <p>Staff have been briefed on Number 8 travel safe policy</p> <p>Panic alarms are available free of charge</p>	<p>Site Manager</p> <p>Site manager</p>		
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