



Risk Assessment

Job Name:	Mass Testing – Civic 5		
Client:	London Borough of Harrow		
Open Times:	0900hrs – 1800hrs	Location:	Harrow Civic Centre, Building Civic 5 & 6, Station Road, Harrow, HA1 2XY
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
03.02.2021	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	Chetna Shamla	03.02.2021

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 or pocket then throw the tissue in the bin. If they don't have any	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	LBH Number 8 Site Manager	13.01.2020 As and when	Done via comms Done

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		<p>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>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>LBH</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>PPE in place in line with DHSC</p>	<p>LBH</p> <p>Number 8</p> <p>Number 8</p> <p>Number 8 – PPE supplied by LBH</p> <p>Number 8</p> <p>Number 8</p> <p>LBH</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>

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			Staff are subject to testing twice a week. PPE is removed on accessing welfare areas.	Number 8 Site Manager Site Operatives	Weekly On access to break area	
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. Radios issued to individuals, no swapping of equipment. All equipment will be wiped down after each use with anti viral wipes. All technical equipment is wiped down with anti viral wipes on arrival to site. Hand sanitiser onsite throughout the booths on public and staff sides. Spare wipes onsite throughout the booths on public and staff sides. Dedicated cleaners onsite All booths and equipment used cleaned after each use, with anti viral wipes and anti viral spray conforming to BS EN 1276/13697.	Number 8 Number 8 Site Manager Onsite Test Operatives Onsite Test Operatives Number 8 Site Manager Number 8 Site Manager Cleaning contractor Onsite Test Operatives	Daily Daily After each use Daily Daily Daily After each use	
Lack of social distancing during an emergency	Public Staff Exposure to SARS-CoV-2 during	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	

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

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			Staff notice boards to be introduced to site with key signage and messaging.			
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV-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-CoV-2 from poor ventilation.	Fresh air intake from doors that lead to outside.		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	

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	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 Harrow 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 LBH clinical waste contractor	LBH LBH	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	

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	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	

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			<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>LBH/PHE procedures in place for testing operation.</p> <p>LBH/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>LBH</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>	

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			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	LBH 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. All storage boxes to be kept in the designated areas at back of house No storage boxes will be left in the footpaths.	Number 8 Site Manager Onsite Operatives Everyone Number 8 Site Manager Number 8 Site Manager		

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			<p>Staff to be briefed about avoiding creation of trip hazards by good housekeeping</p> <p>Production box to be available on-site with hazard tape, duct tape etc</p>	Number 8		
Welfare	<p>Staff</p> <p>Injury through lack of welfare facilities whilst onsite</p>		<p>Drinking water provided onsite.</p> <p>Toilets onsite and in working order.</p> <p>Staff will be advised to wash hands before and after eating.</p> <p>Signage displayed in the toilets reminding people to wash hands.</p> <p>Staff will be advised only to purchase sustenance from retailers with at least a 4 out of 5 food hygiene rating scheme score.</p> <p>Staff have two designated rooms available for them to use as rest areas</p> <p>A separate area has been allocated for any staff member testing positive to isolate in which has its own toilet and warm area to wait for transport home</p>	<p>Number 8</p> <p>LBH</p> <p>Number 8</p> <p>Number 8</p> <p>Number 8 Site Manager</p>	<p>Ongoing</p> <p>Daily</p> <p>17.11.2021</p> <p>17.11.2021</p> <p>daily</p>	
First aid	Staff Contractors	Accident and emergency departments are within reasonable reach of the venue.	<p>First Aid onsite within the overall team.</p> <p>First Aid Equipment onsite.</p>	<p>Number 8</p> <p>Number 8</p>	<p>Daily</p> <p>Daily</p>	

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	Increased injury through lack of first aid onsite.	Emergency vehicle access available nearby to the venue.	<p>No public first aid as agreed with LBH. First Aid in place under the First Aid at Work Regulations.</p> <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>LBH</p> <p>LBH</p> <p>Number 8</p> <p>Number 8</p>	17.01.2021	
Working at height	<p>Staff Contractors</p> <p>Injury through falling whilst working at height</p>	No working at height.				
Noise	<p>Staff Contractors</p> <p>Injury through excessive noise during build and derig</p>	No noisy activities identified in work.				
Installations	<p>Staff Public</p> <p>Injury through incorrect</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>Number 8</p> <p>Number 8</p>	<p>07.12.2020</p> <p>Weekly</p>	

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	installation of equipment		Site Managers to raise concerns and report any defects	Number 8 Site Managers	As and when	
Electricity	Staff Public Injury through electric shock		<p>Electricity for the site will be drawn from the venue electrical supply. 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>All council appliances that are being used are within their current PATP inspection period</p> <p>Any staff bringing in their own charger will have it inspected by the site manager prior to it being used on site</p>	LBH Number 8	07.12.2020 07.12.2020	
Manual handling	Staff Injury through carrying, pushing or	All equipment is pre installed to the testing staff working onsite.	Where manual handling is required, measures are to be introduced to minimise or eliminate manual handling, by using trolleys.	Number 8	As and when	

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	moving items onsite		<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>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>Staff have a trolley on site to use for moving boxes from the storage area to the working area where it may be required</p>	<p>Number 8</p> <p>Number 8 Site Manager</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>As and when</p> <p>As and when</p> <p>16.01.2021</p> <p>16.01.2021</p>	
Violence	Staff Public	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>LBH</p> <p>Number 8</p>	<p>Daily</p> <p>Ongoing</p>	

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	Injury through violent members of the public or people turned away from the site		No lone working. Venue security are close by and can respond if required	Number 8	Ongoing	
Adverse weather	Staff Public Injury through adverse weather in Winter	Venue is indoors	Outer venue areas are under the control of LBH venue teams. Grit/Salt under direction of LBH. Weather warnings to be observed and discussed with LBH as and when it occurs for contingency plans and public comms. In extreme weather ie snow, a discussion will be had with Number 8, LBH and a dynamic assessment made on the suitability of the site and opening of the centre. Temporary closure may be an option. Site manager has a contact number for the on site FM team who can grit specific areas if required	LBH LBH LBH LBH	As and when As and when As and when As and when	

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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>Venue has a fully functional fire alarm and staff are aware of the call points</p> <p>All staff briefed on location of fire call points and fire extinguishers</p> <p>Staff briefed on marshal area</p>	<p>Security Provider</p> <p>Number 8</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager and LBH Venue team</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>	

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			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.		LBH responsible for all waste management onsite and the appropriate removal of waste. LBH responsible for all waste notices.	LBH LBH	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 LBH.	LBH	Daily	
Travel to and from the venue	Staff Injury through assault	Staff travel advice to be sent to all staff	Cars to be parked in free car park on site Local train station (Harrow and Wealdstone is approx. 0.1 miles away. The walk from the train stations to the venue is within the complex of the civic centre until you cross Marlborough Hill Bus stop is nearby and the route is free of hazards	Number 8		

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			<p>If staff leave site to go to shops they will go in pairs</p> <p>Security will accompany lone staff to bus stops until their bus arrives</p> <p>Staff have been briefed on Number 8 travel safe policy</p> <p>Panic alarms are available free of charge</p>			
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