



Risk Assessment

Job Name:	Door to Door PCR Testing		
Client:	London Borough of Brent		
Operational Times:	Tbc	Location:	Tbc
Your Reference:		Our Reference:	
Reviewed by:	Ongoing see below	Prepared by:	Wes Pierce

Date:	Status:	Author:	Version:
04.02.2021	Initial risk assessment	Wes Pierce	1.1
04.02.2021	Revision	Wes Pierce	2.1

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
		09.01.2021

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	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	LBB Number 8 Site Manager	13.01.2020 As and when	Done via comms Done

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		<p>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>department, giving them details of their recent travel and symptoms.</p> <p>A stock of type IIR face masks will be held in each support vehicle. 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>Part of the staff packs</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>Majority of walking is within open air environments.</p>	<p>Face coverings in place for all staff.</p> <p>Staff on public facing roles will have face screens.</p> <p>Hand sanitiser issued to all staff.</p> <p>Hand sanitiser at the support vehicle.</p> <p>PPE in place in line with DHSC guidance.</p> <p>Staff are subject to testing twice a week.</p> <p>PPE is removed on accessing areas where food and drink is consumed.</p> <p>Staff to be briefed on awareness of narrow routes and to assess each route individually.</p>	<p>Number 8 – PPE supplied by LBB</p> <p>Number 8 – PPE supplied by LBB</p> <p>Number 8</p> <p>Number 8</p> <p>LBB</p> <p>Number 8 Site Manager</p> <p>Site Operatives</p> <p>Number 8</p>	<p>At point of work</p> <p>At point of work</p> <p>At point of work</p> <p>At point of work</p> <p>At point of work</p> <p>At point of work</p> <p>At point of work</p> <p>Prior to work</p>	

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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. Radios issued to individuals, no swapping of equipment. All equipment will be wiped down after each use with anti viral wipes. All equipment is wiped down with anti viral wipes on arrival to site.	Number 8 Number 8 Site Manager Onsite Test Operatives Onsite Test Operatives	At point of work Daily After each use Daily	
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.	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 04.02.2021	
Mental health	Staff Public Impact on mental health due to concerns regarding exposure to Covid19		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.	Number 8 Number 8 Site Manager Number 8 Site Manager Number 8	Start of shift Start of shift Start of shift Prior to work	

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			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	17.01.2021 Ongoing	
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV-2 from poor ventilation.	Walking routes are in open air.	Where staff have to enter into a tower block of HMO, they will be briefed on how to undertake a dynamic risk assessment. If in doubt they will radio their team leader.	Number 8	Prior to work	
Spread of SARS-CoV-2	Staff Exposure to SARS-CoV-2 from travel in the company vehicle.		Staff will make their own way to the central location. Vehicles will be of sufficient size so that staff are spread out through the space of the vehicle. Face Masks used in all vehicles. Vehicles will be sanitised using wipes pre and post use. Windows will be open during transport. Time will be limited within the vehicle to essential use only.	Number 8 Number 8 Number 8 Number 8 Number 8	Prior to work	
Spread of SARS-CoV-2	Staff Public	The results from PCR are not immediate, so we will not be aware of positive or negative cases	All PPE is changed in line with DHSC guidance.	Onsite Operatives	Ongoing	

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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 Brent Council.	<p>Bins are sealed and removed by LBB waste teams.</p> <p>Info posters issued to staff on hand hygiene, not touching face and social distancing.</p> <p>Extra PPE available for donning and doffing PPE guidance demonstration.</p>	<p>LBB</p> <p>LBB</p> <p>LBB</p>	Ongoing	
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:</p> <p>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</p> <p>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	<p>Staff</p> <p>Public</p> <p>Exposure to SARS-CoV0-2</p>		<p>Offensive waste bins onsite.</p> <p>Offensive waste removed by LBB offensive waste contractor</p>	<p>LBB</p> <p>LBB</p>	<p>Ongoing</p> <p>Ongoing</p>	

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	from clinical waste					
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 per pair of staff which allows control to track their location and talk across the teams.	Number 8	Prior to works	
Auditing of the process	Staff		All staff are subject to an audit scheme as detailed within the medical SOP.	Number 8 Audit	Weekly	
	Injury incorrect procedures not being monitored		Daily Clinical Governance Audit checks in place.	Number 8 Site Manager	Daily	
			All documents are available for viewing onsite.	Number 8	Ongoing	
			All operation subject to a quality control audit during the implementation.	Number 8	Ongoing	
Spread of SARS-CoV-2	Staff Public	All staff have received training on the procedure	All staff have received training in the correct wearing of PPE	Number 8	Prior to work	
	Illness past through going door to door	All staff have received training on donning and doffing of PPE.	All staff have been trained on how to safely remove PPE	Number 8	Prior to work	
			All staff have received training on the correct hand wash procedure	Number 8	Prior to work	
			All staff will be wearing a minimum of a type IIR face mask and face shield	Number 8 Site Manager	Daily	

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			Units with each team to place the test within. Staff do not touch the test on return, it is placed by the public into the carrier. Bags contained within container that are used to transport the tests on mass.	Number 8 Test Operative Number 8	Prior to work Every test Prior to work	
Invalid test results	Staff Public Invalid test results,	The test and the process is not part of Number 8 responsibility and is part of the DHSC responsibilities.				
Test results being allocated to the wrong person	Public	The test and the process is not part of Number 8 responsibility and is part of the DHSC responsibilities.				
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		
OPERATIONAL PERIOD						
Public awareness of staff and operation	Staff		LBB to issue public communications on the programme, making public aware of the situation.	LBB	At time of operation	

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	Injury through peoples reaction to the door to door testing programme.		Staff to be wearing TEST CENTRE staff bibs. LBB ID to be issued to staff. All council operatives to be made aware of the operation. MPS to be made aware of the operation.	Number 8 LBB LBB LBB	At time of operation At time of operation At time of operation At time of operation	
Slips, trips and falls	Staff Public Injury through trips or falls onsite		Staff are working within public spaces, that are under the control of others. All staff will be briefed on the assessment criteria for walking through streets and being aware of trip hazards. If staff feel that lighting is insufficient they will radio the team leader and routes altered. Staff to be briefed to wear suitable footwear for walking.	Number 8 Site Manager Number 8 Operatives Number 8		
Welfare	Staff Injury through lack of welfare facilities whilst onsite		Drinking water provided. Toilets identified within the areas that staff are working Staff will be advised to wash hands before and after eating.	Number 8 LBB Number 8	Ongoing Daily Daily	

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			Staff will be advised to bring food with them or only to purchase sustenance from retailers with at least a 4 out of 5 food hygiene rating scheme score.	Number 8	daily	
First aid	Staff Contractors Increased injury through lack of first aid onsite.	Accident and emergency departments are within reasonable reach of the areas in which staff are working. Emergency vehicle access available nearby to the venue.	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 confirmed/suspected cases of Covid.	Number 8 LBB LBB Number 8 Number 8	Daily Daily	
Working at height	Staff Contractors Injury through falling whilst working at height	No working at height.				
Noise	Staff Contractors Injury through excessive noise	No noisy activities identified in work.				

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	during build and derig					
Manual handling	Staff Injury through carrying, pushing or moving items onsite		<p>Where manual handling is required, measures are to be introduced to minimise or eliminate manual handling, by using trolleys.</p> <p>Trolleys used to move the tests around. Trolleys to be emptied regularly to reduce weight.</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>Number 8</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>As and when</p> <p>Prior to work</p> <p>Prior to work</p>	

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Violence	Staff Public Injury through violent members of the public		All pairs issued with a tracker.	Number 8	Prior to work	
			All pairs issued with a radio.	Number 8	Prior to work	
			Each pair will have at least one person who is conflict management trained.	Number 8	Prior to work	
			All staff to be briefed on basic awareness and ensuring that exit routes are maintained throughout.	Number 8	Prior to work	
			All staff to be briefed that if they feel threatened, they are to step back, signal non aggression and get out of the situation.	Number 8	Prior to work	
			MPS to be made aware of the operation and location of staff.	Number 8	Prior to work	
			Reports of abuse will be logged with LBB and the properties 'red flagged' where necessary.	LBB		
Staff have scripts and FAQs for the testing.	Number 8					
Terrorism	Staff Injury through a terror attack.		All staff briefed on Run, Hide, Tell protocol within briefing pack.	Number 8	At briefing	
			MPS aware of the operation and location. Any immediate intel to be relayed through to project team and/or immediately to staff on the ground.	LBB	Prior to operation	

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			MI5 threat level to be monitored and if increased the operation will be reviewed with LBB.	Number 8/LBB	Ongoing	
Adverse weather	Staff Public Injury through adverse weather in Winter		Weather warnings to be observed and discussed with LBB as and when it occurs for contingency plans and suitability to continue. In extreme weather ie snow, a discussion will be had with Number 8, LBB and a dynamic assessment made on the suitability of the operation. Temporary pause may be an option. All staff to be briefed to look at weather forecast and ensure they are wearing suitable clothing for the forecasted weather. Waterproof high viz jackets available in the minibuses.	LBB LBB Number 8 Operatives Number 8	As and when As and when	

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Fire	Staff Public Injury through fire onsite					
Cleaning Chemicals	Staff Injury through incorrect use of chemicals		Where low risk sanitisers are used, the manufacturer's instructions will be adhered to – as printed on the bottle Material safety data sheets (MSDS) to be kept on-site for reference.	Number 8	Ongoing	
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	

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Approach by media	Staff No injury – potential comms issue.		All staff to direct communications to the LBB media team.	Number 8		
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