



Risk Assessment

Job Name:	Mass Testing – Shree Kutch Temple		
Client:	London Borough of Harrow		
Open Times:	0900hrs – 1800hrs	Location:	Shree Kutch Temple, Westfield Lane, Kenton, HA3 9EA
Your Reference:		Our Reference:	
Reviewed by:	Ongoing see below	Prepared by:	Scott Kennedy

Date:	Status:	Author:	Version:
018.02.2021	Live	Scott Kennedy	1.1

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		18.02.2021

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 tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance,	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	LBH Number 8 Site Manager LBH	22.02.2020 As and when Complete – Constant supply of face masks onsite	Done via comms Done

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		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	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. Capacity for the hall based on 1 person per 5m ² is 95 persons including staff	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.	LBH Number 8 Number 8 Number 8 – PPE supplied by LBH Number 8 Number 8 LBH Number 8 Site Manager Site Operatives	22.02.2021 22.02.2021 22.02.2021 22.02.2021 22.02.2021 Weekly On access to break area	Done Done
Surface contamination of SARS-CoV-2	Public Staff	Clinical process as issued by DHSC and site specific SOP by Director of Public Health.	No sharing of equipment.	Number 8	Daily Daily	

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	Exposure to SARS-CoV-2 from touching surfaces with SARS-CoV-2 on		<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 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>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 during emergency or accident</p>	<p>In the event of an emergency, it may not be possible to retain all control measures and social distancing may not be possible.</p> <p>Capacity of site agreed with LBH.</p>	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	<p>Public Staff</p> <p>Exposure to persons when travelling to the site</p>	<p>TFL have their own risk assessment, cleaning regime and protocols for ensuring persons safety on public transport.</p> <p>Face coverings are mandatory on public transport.</p>	<p>Type IIR face masks provided to staff travelling on public transport.</p> <p>Mini travel hand sanitisers are provided to staff travelling on public transport.</p>	<p>Number 8 Site Manager</p> <p>Number 8 Site Manager</p>	<p>Daily</p> <p>Daily</p>	

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		The site is local to the residents.	Staff issued with a safety briefing for safe travel.	Number 8	22.02.2021	
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. 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 Ongoing Ongoing Ongoing	
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV-2 from invited guests not	The sites have been designed with social distancing queues in mind.	Tensata barrier onsite with signage directing persons. Floor stickers, or similar to be placed on the floor showing social distancing.	Number 8 Number 8	22.02.2021 22.02.2021	

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	adhering to social distancing or sites onsite.		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 Site Manager Security Provider Number 8 Number 8 Site Manager	Daily Daily Ongoing Daily	
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV0-2 from poor ventilation.	Fresh air intake from doors that lead to outside.		Number 8	Ongoing	Done
Spread of SARS-CoV-2	Staff Public Exposure to SARS-CoV0-2 from a positive test result onsite	This is a test centre, so there is an expectation that there will be approximately 9% positive cases per day. 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.	All PPE is changed when a positive test result is recorded. Bins are sealed and removed from testing area to a secure bin. Stations are re cleaned.	Onsite Operatives Onsite Operatives Onsite Operatives	After a positive test 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.	Number 8 Site Manager Number 8 Site Manager	As and when As and when As and when	

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			<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>	As and when	
Spread of SARS-CoV-2	<p>Staff</p> <p>Public</p> <p>Exposure to SARS-CoV0-2 from clinical waste</p>		<p>Clinical waste bins onsite.</p> <p>Clinical waste removed by LBH clinical waste contractor</p>	<p>LBH</p> <p>LBH</p>	<p>Ongoing</p> <p>Ongoing</p>	
Unsuitable communications	<p>Staff</p> <p>Public</p> <p>Injury through unsuitable communications</p>	<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>	Radios provided for key staff.	Number 8	Weekly	
Auditing of the process	<p>Staff</p> <p>Injury incorrect procedures not being monitored</p>		<p>All staff are subject to an audit scheme as detailed within the medical SOP.</p> <p>Daily Clinical Governance Audit checks in place.</p> <p>All documents are available for viewing onsite.</p> <p>All sites subject to a quality control audit at a minimum of once every two weeks.</p>	<p>Number 8 Audit</p> <p>Number 8 Site Manager</p> <p>Number 8</p> <p>Number 8</p>	<p>Weekly</p> <p>Daily</p> <p>Ongoing</p> <p>22.02.2021 onwards</p>	

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Spread of SARS-CoV-2	Staff	All staff have received training on the procedure	All staff have received training in the correct wearing of PPE	Number 8	Prior to work	
	Public					
	Illness past through testing procedure	All staff have carried out training testing prior to the test centre opening	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	
			Staff carrying out the testing will be behind a Perspex screen	Number 8	Ongoing	
		The member of public doing the test will undertake the test themselves and place the test swab in the testing solution	Test Operative	Every test		
		Testing staff will clean all equipment and table with BS EN 1276 or 13697 sanitiser after every test	Test Operative	Every test		
Invalid test results	Staff	Tests must be stored in temperatures between 2 – 30 degrees.	Venue is maintained at above 15 degrees at all time.	LBH	Ongoing	
	Public					
	Invalid test results,	LBH/PHE procedures in place for testing operation. LBH/PHE training procedures in place for staff involved in the operation.	Tests brought to 15 degrees (upto 30 degrees) minimum of 12 hours prior to use. Temperature monitor onsite.	Number 8 Number 8	Ongoing 22.02.2021	
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	
				Visiting public	At test	

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			<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>The test is then handed to a data recorder who will scan in the bar code and allocate the result.</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>	
Breach of data	<p>Public</p> <p>Through loss or incorrect use of personal data</p>		<p>Visitors input their own details via the app.</p> <p>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</p> <p>Only the site manager has access to public data and this will not be shared, copied or made available to any member of staff</p>	<p>LBH</p> <p>Number 8 Site Manager</p> <p>Number 8 Site Manager</p>	<p>At test</p> <p>Ongoing</p> <p>Ongoing</p>	

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OPEN PERIOD						
Slips, trips and falls	Staff Public	All venue spaces are existing public spaces which are suitable for public access. Venue lighting is sufficient for the activity.	Safety tour of the route from outside to the test area and back to the outside space to be undertaken prior to opening.	Number 8 Site Manager	Daily	
	Injury through trips or falls onsite		Staff will monitor areas that they are working within and report any defects through to the Number 8 Site Manager.	Onsite Operatives	Ongoing	
			All cables are routed away from footpaths/walkways and anywhere that someone walks.	Everyone		
			No storage boxes will be left in the footpaths.	Number 8 Site Manager	Ongoing	
			Staff to be briefed about avoiding creation of trip hazards by good housekeeping	Number 8 Site Manager	Daily	
			Production box to be available on-site with hazard tape, duct tape etc	Number 8	22.02.2021	
			Stairs leading from outside to be monitored in wet weather to ensure they do not become slippery	Number 8 Site Manager	22.02.201	
Welfare	Staff	Drinking water provided onsite.	Number 8	Ongoing		
Injury through lack of welfare facilities whilst onsite		Toilets onsite and in working order.	LBH	Ongoing		
		Staff will be advised to wash hands before and after eating.	Number 8	Daily		

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			<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>Number 8</p> <p>Number 8 Site Manager</p>	<p>22.02.2021</p> <p>Daily</p>	
First aid	<p>Staff Contractors</p> <p>Increased injury through lack of first aid onsite.</p>	<p>Accident and emergency departments are within reasonable reach of the venue. (Northwick Park 1.3 miles)</p> <p>Emergency vehicle access available nearby to the venue.</p>	<p>First Aid onsite within the overall team.</p> <p>First Aid Equipment onsite provided by the onsite medic</p> <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, unless the member of the public is vulnerable and specifically requests assistance</p> <p>999 to be called for any medical emergencies by onsite team.</p> <p>First Aiders/medic aware of latest advice for first responders treating confirmed/suspected cases of Covid.</p>	<p>Number 8</p> <p>Number 8</p> <p>LBH</p> <p>LBH</p> <p>Number 8</p> <p>Number 8</p>	<p>Daily</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>	
Working at height	<p>Staff Contractors</p> <p>Injury through falling whilst</p>	No working at height.				

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	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	22.02.2021 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 Temporary Electrical Systems for Entertainment and Related Purposes and BS7430: 1998 by Wilding Sound Portable equipment shall be covered by current PAT test where appropriate.	LBH Number 8	22.02.2021 22.02.2021	

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			<p>No venue equipment is used unless it has a current PAT certificate and is in good working order</p> <p>Site manager to visually inspect all staff portable chargers prior to them using them</p>	<p>Site manager</p> <p>Site manager</p>	<p>22.02.2021</p> <p>Ongoing</p>	
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>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>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>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>Ongoing</p>	

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			Manual handling guidance issued to site.	Number 8	22.02.2021	
Violence	Staff Public Injury through violent members of the public or people turned away from the site	One isolated report of an assault on staff at another testing site location.	SIA Door Supervisor onsite. All staff working within teams. No lone working.	LBH Number 8 Number 8	Daily Ongoing 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.	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		SIA Door Supervisors to extinguish any fires and start evacuation procedures.	Security Provider	As and when	
			Any materials/branding etc used at the event to be of flame retardant material.	Number 8	22.02.2021	
			All waste to be removed from venue to waste collection points on site.	Number 8 Site Manager	Ongoing	
			Evacuation exit routes to be kept clear at all times and checked by staff onsite.	Number 8 Site Manager and LBH Venue team	Daily	
			All staff briefed on location of fire call points and fire extinguishers	Site manager	Weekly	
			Staff briefed on marshal point	Site Manager	Weekly	
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	Number 8	Ongoing	
			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.	Cleaners	Ongoing	
			Material safety data sheets (MSDS) to be kept on-site for reference for materials that require them	Cleaners	Ongoing	
Waste Management	Staff Public		LBH responsible for all waste management onsite and the appropriate removal of waste.	LBH	As and when	

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	Injury through excessive build up of waste or incorrect waste removal process.		LBH responsible for all waste notices.	LBH	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	Free car parking available on site for staff to use Local train station (Kenton) is approx. 0.9 miles away. The walk from the train stations to the venue is along main road through the borough that is both residential and has shops and other businesses located. The road is well lit. Bus stop is nearby and the route is free of hazards Staff have been briefed on Number 8 travel safe policy Panic alarms are available free of charge	Number 8 Number 8 Site manager	Daily Ongoing Ongoing	

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