

ID: RA/COVID-19 14/04/2020 Test Centre Drive Through		OPERATING PROCEDURE & RISK ASSESSMENT	
Document created: 14/04/20	Version Number: 2	Version Date: 14/04/2020	Next Scheduled Review Date: 28/04/2020
Service: EPP		Section: Trading Standards and Enforcement	Approved by Document Owner: [REDACTED]
Assessed by: [REDACTED]			
Task: Management of COVID-19. Car access and enforcement round Covid 19 testing centres		Number of people affected: Employees	
Work Location: Various			
Equipment/Plant: Vehicles, normal equipment carried by enforcement. This risk assessment is supplementary to the standard risk assessments for the work of council parking enforcement and community wardens.			
Training or Competence Requirements: Infection control training where relevant (general hand washing). Donning and doffing PPE			
Risk Rating: Low – contact with potentially infected persons is unlikely.			

Number	Safety Hazard	List of control methods that must be followed to protect your health and safety.	PPE/Training Requirements	Concerns
1.	Contacted with person who may be infected with COVID-19 It should be assumed that persons visiting the assessment centres are potentially affected with Covid 19.	Employees maintain a minimum 2m distance from persons entering the testing centre or queing to enter. Contact times will be minimal. Employees with medical condition in the vulnerable category will generally not be required to work at the COVID-19 testing centres. Where an employee has an underlying health condition this must be risk assessed.	Nitrile gloves to be worn if touching items or having to get close to people attending the centre, i.e. car doors. Surgical face masks to be worn if having to talk to someone at the test centre if less than 2m away.	

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		<p>If a member of the public comes closer than 2m they should be asked politely to step back.</p> <p>Staff to dynamically assess the need to wear PPE depending on proximity and number of persons around.</p> <p>Hand sanitising gels available to staff, these should be used regularly.</p> <p>Toilet and washing facilities are available at the locations being used. These should be used as required for regular hand washing.</p> <p>Where PPE is required</p> <p>The surgical mask should be put on by taking the mask and placing it at the bridge of the nose and shaping it on to the face, The top and lower ties should then be secured at the back of the head. The mask should cover below the chin and moulded in below the eyes and over the nose. Glasses should be removed before putting on the mask and put back on once the mask is in place.</p> <p>Disposable nitrile gloves should be put on and care taken not to puncture the gloves.</p>	<p>Hand sanitising gels.</p> <p>Waste bags if there is no access to waste facilities at the testing centres.</p>	

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		<p>Remove the surgical face mask by breaking or loosening the ties behind the head, Lower strap first and then the top strap taking care to only hold the straps and placing in a waste bag.</p> <p>If there is a risk the mask has been contaminated through proximity to Covid 19 tie the bag securely and store in a safe place for 72 hours. After 72 hours this can then be placed in domestic waste. Guidelines for disposal of waste at the testing centres should be followed.</p> <p>Staff to follow all directions from NHS staff operating the testing centre with regard to safe zones and areas not to be entered.</p>		
2.	Travelling together with other employees. Difficulty in maintaining social distancing requirements.	<p>Where possible staff should travel separately.</p> <p>If a member of staff starts to feel unwell they must inform any colleagues and their line manager immediately. An assessment will be carried out to determine the most appropriate means to get the employee home if they do not have their own transport.</p> <p>Where staff must share vehicles good hand hygiene will be followed at all times and any surfaces within the vehicle will be wiped down regularly with wipes, ie door handles, seat belts etc.</p>		

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		<p>Only two persons will travel in a car.</p> <p>The passenger must sit in the rear seat at the furthest distance from the driver. Windows should be kept slightly open to maintain fresh air.</p>		
3.	Risk of infecting others from clothing when returning home.	<p>Staff who live with other family members should not interact with them or prepare food until they have changed and showered.</p> <p>Clothing should be placed in the washing machine as soon as possible. Clothing should not be shaken or left out on the floor.</p> <p>If washing is not being done immediately then it should be bagged in a plastic bag and tied until washing takes place.</p> <p>Clothing should be washed in accordance with manufacturer's guidance.</p>		
4.	Staff who show symptoms of COVID – 19 Continuous cough, high temperature, fever	<p>Line manager to be informed immediately.</p> <p>If an employee is diagnosed with COVID 19 the line manager must complete an internal incident report form. If determined that this may have been contracted through work Health and Safety will report it as a RIDDOR.</p>		

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		Employee must self-isolate as per NHS and government guidance.		
5.	Personal safety/managing aggression from persons attending the testing centres	Staff wear body cams. Staff can maintain radio contact	Staff have received appropriate training in personal safety and de-escalation techniques.	