



## Risk management guidance for temporary vaccination centres (external areas)

This guidance is intended to outline the basic risk factors to be assessed, and considered, during the Covid-19 mass vaccination programmes currently underway in the UK.

Many facilities being put into service will have different external risks and, although it's impossible to cover every single situation, this guidance should provide the core basics to consider and manage.

**Additional information can be found via these links:**

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<https://www.hse.gov.uk/workplacetransport/parking.htm>

### General

You need to complete a risk assessment for all the factors involved in setting up a temporary vaccination centre, including the following:

### External areas

#### Traffic and vehicles

- How will vehicular traffic be controlled?
- Will anyone be required to direct traffic flow in on public roads and car parks?
- If so, have they had training in how to do this safely?
- Do they know what to do with invalid buggies?
- Are they issued with high visibility clothing as well as the obligatory face mask and gloves?
- Avoid mixing pedestrians and vehicles.
- Are there enough car parking spaces?

#### Slips, trips and falls

- Are external car parks and pedestrian areas well lit? Remember many of those visiting may have some infirmity and be unsteady on their feet, requiring assistance via wheelchairs or other walking aids. Some people will may have defective hearing and eyesight and this should be considered.
- What arrangements need to be made for managing snow/ice/wet leaves slippery surfaces, and people who are in the elderly and infirm category?
- Are walkways and surfaces in good condition and clearly marked to avoid pedestrians mixing? Ideally you should avoid mixing people who have had the vaccine and are leaving the premises with people who are just arriving. In most instances, stewards will be on hand to direct people. It's also likely that people will be using an appointment scheme which should help to control numbers.



# Coronavirus Response

## Fire arrangements

- Although locations are considered temporary in nature, nevertheless temporary fire alarm and evacuation procedures need to be considered, particularly if the vaccination centre is in a sports hall, shopping centre or other venue where there is a centrally controlled alarm/detection system.
- Emergency lighting.
- Loss of power procedure.
- Electrical supplies and systems.
- Mains electrical systems and temporary electrical supplies must be safe and capable of taking any electrical loading.
- Care must be taken to avoid routing additional power cables where they could become a trip hazard.

## Security arrangements

- In some instances, there may be a police officer or external security presence to assist in the control and direction of traffic and ensure stability.
- Some consideration needs to be given to the potential for terrorist activities – advice and support for this must be sought from the local Police Force.

## Storage/removal of waste

- Given the high number of persons attending the vaccination centre there will be a build-up of both clinical and general waste, which needs to be managed appropriately to avoid it becoming a fire hazard. Waste bags must not be allowed to accumulate either inside premises or outside adjacent to bins, walls and other sensitive locations.
- All used needles must be disposed of in sharps boxes.
- Clinical waste must be double bagged in the appropriate yellow bags for disposal.
- Other categories of waste must be bagged and readied for collection.
- Waste should be removed at the end of each working day, with further consideration if the centre is operating 24/7. Advance notice of waste collection will be required so that this can be safely managed.

## Training of volunteers

- Most volunteers will have gone through the online NHS training and assessment process provided by the NHS in England, Scotland and Wales.
- However, it is important, particularly if managing vehicular traffic, that volunteers are competent to do this and have been issued with the appropriate high visibility clothing. Traffic must not be allowed to back up on to Public Highways and/or faster moving vehicle lanes. In all cases volunteers and staff must receive appropriate training in these areas, all of which must be recorded.

