

Details	
Group	All Star Lanes
Site	All Star Lanes Brick Lane
Title	Covid-19 Risk assessment
Assessed By	Nello De Luca

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	29-06-2020

COVID-19 Risk assessment 9 - Accepting deliveries

Hazards?

Infection spread by supplier personnel with COVID-19

Infection spread from delivery items contaminated with COVID-19

Who might be harmed and how?

Staff

Visitors

Members of the public

Suppliers

Controls in place

Deliveries to be accepted by designated personnel only

Suppliers to be contacted and requested to provide detail of their own COVID-19 control procedures. Only suppliers providing suitable information to be permitted to complete deliveries

Delivery drivers to be requested to place deliveries in specific delivery location and to not enter the premises at any time

Set delivery times to be agreed with the supplier prior to delivery being undertaken

Delivery notes are to be printed off prior to the delivery. No paperwork or delivery notes are to be taken from the delivery driver

Deliveries to be removed from the delivery point and placed into storage as soon as possible

Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver

Delivered items to be removed from external packaging as soon as possible. Packaging to be disposed of in external refuse bins

Signage to be displayed at the point of the delivery to remind the delivery drivers of the COVID-19 controls in place at the premises

Hand sanitiser to be placed at or near to the delivery area for use by staff when receiving deliveries

Personnel receiving deliveries are to be reminded to ensure physical distancing controls are in place at all times and that they do not come into contact with the delivery personnel

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	29-06-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

Task: COVID-19 Risk assessment 9 - Accepting deliveries

Trained employees	Training date	Signature