

Risk Assessment

Details

Group	Pizarro Restaurant Group
Site	Jose Pizarro Broadgate
Title	Jose Pizarro Broadgate_COVID-19 RiskAssessment
Assessed By	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	05-07-2020

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
- Suppliers
- Members of the public

Controls in place

- 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
- Set delivery times to be agreed with the supplier prior to deliver being undertaken
- Deliveries to be accepted by designated personnel only
- Delivery drivers to requested to place deliveries in specific delivery location and to not enter the premises at any time
- 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
- Staff will not enter the delivery vehicle(s) or come into contact with any equipment (e.g. pump trucks) used by the delivery driver
- Delivery notes are to be sign by sanitised pens only. No pens to be shared with drivers.
- Deliveries to be removed from the delivery point and placed into storage as soon as possible
- Delivered items to be removed from external packaging as soon as possible. Packaging to be disposed of in external refuse bins
- 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

COVID-19 Risk assessment 9 - Accepting deliveries

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	05-07-2020		
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