

Risk Assessment

Details

Group	Pizarro Restaurant Group
Site	Jose Tapas Bar
Title	Jose Tapas Bar_COVID-19 RiskAssessment
Assessed By	Clara Peseiro Mocinho

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	08-04-2021

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?

- Visitors
- Suppliers
- Staff

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
- 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
- No pens to be shared with drivers

COVID-19 Risk assessment 9 - Accepting deliveries

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	08-04-2021		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

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Trained employees	Training date	Signature