

Details	
Group	LFH Hotels Limited
Site	LFH - Moonfleet Manor
Title	COVID-19 Risk Assessments
Assessed By	John Haswell

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	01-07-2020

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
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 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 deliver 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:	01-07-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

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Trained employees	Training date	Signature