

Risk Assessment Form

Location/Dept: Centre wide / Kiosk		Date Assessed: 03.07.2020		Assessed by: Andy Pearson			
Task/ Activity: Receiving deliveries during Covid 19 pandemic.		Review Date: As necessary or at end of pandemic control period.		Reference Number:			
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Receiving deliveries from outside organisations of non-perishable items.	Covid 19 contamination. Catching Covid 19.	Recipient of delivery.	<p>Ask delivery driver to leave the parcel at a 2m distance.</p> <p>All received parcels with cardboard packaging must be stored in a holding area for a minimum of 24 hours before opening.</p> <p>Avoid touching clothing with parcel.</p> <p>Parcels with plastic packaging must be stored for 72 hours before handling.</p> <p>Seek advice on minimum storage time for any other packaging before opening. If in doubt do not open and inform line manager.</p> <p>Thoroughly wash hands with soap and water after handling packages.</p>	5	1	5	Review risk assessment as per Government advice.
Receiving deliveries of perishable items (Kitchen/food Ingredients and Kiosk stock)	Covid 19 contamination. Catching Covid 19.	Recipient of delivery.	<p>Put ingredients, perishable, drinks, or confectionary items directly in a refrigerator or store cupboard, not on tables or counters. Do not hug against clothing and then thoroughly wash hands with soap and water. If you must remove outer packaging throw it directly in to a bin before placing items into refrigerator.</p> <p>Wash any surfaces with disinfectant that may have been touched by grocery bags or packaging.</p>	5	1	5	

Proof of delivery	Covid 19 contamination. Catching Covid 19.	Recipient of delivery.	Follow guidance of delivery driver, do not manually sign for parcels delivery. Where possible ask for confirmation of delivery email.	5	1	5	
Receiving deliveries from outside organisations.	Covid 19 contamination. Catching Covid 19.	Service users.	Service users are not to take delivery or transport delivered items to holding area.	5	1	5	
Manual handling	Muscular/skeletal injury.	Recipient of delivery	As always, employ correct manual handling techniques, avoid lifting heavy items, if assistance is required avoid face to face working, wear a face mask if necessary. Inform any helpers of necessity to wash hands thoroughly with soap and water after task has been carried out.	3	1	3	See Apuldram Centre risk Assessment, Manual Handling
Receiving deliveries from outside organisations.	Covid 19 contamination. Catching Covid 19	All centre attendees	Delivery drivers are not permitted to use the centre's toilet facilities, public toilets are available at Tesco's.	5	1	5	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so