

Details	
Group	Planet Organic Ltd.
Site	Planet Organic - Head Office
Title	COVID-19 risk assessments
Assessed By	Mike Williams

Task	Completed date of assessment
COVID-19 Risk Assessment 7 - Receipt of deliveries	23-09-2020

COVID-19 Risk Assessment 7 - Receipt of deliveries
Hazards?
Infection spread by staff with symptoms of COVID-19
Infection spread by supplier personnel with COVID-19
Infection spread from surfaces and equipment infected with COVID-19
Who might be harmed and how?
Suppliers
Members of the public
Visitors
Staff
Customers
Controls in place
Suppliers will be contacted and requested to provide their COVID-19 policy and control measures for assessment. Responses will be assessed and where deemed unsuitable, suppliers will be asked to review controls prior to attending Planet Organic shops
Staff will be instructed to keep to physical distancing rules and ensure that a gap to current recommended distances is maintained away from supplier delivery personnel
Staff will not help supplier personnel move deliveries. The delivery personnel will be asked to leave the delivery in a designated area and not to enter the shop premises (where possible)
Where delivered stock is wrapped in cling wrap, this will be sprayed with sanitiser prior to removal
Staff will not sign any paper invoices provided by the delivery driver. A print out of the invoice will be obtained from the shop office and used to check the delivery in
PPE in the form of face masks will be provided where staff cannot avoid working close to each other in store rooms. A suitable supply of face masks will be available at all times in such areas
Refuse such as cardboard and plastic film will be removed to waste bins as soon as stock items are stored away. Staff are to remove and discard any PPE and wash their hands upon task completion
All usual health and safety controls will be implemented when accepting deliveries (see various task risk assessments e.g. manual handling etc.)
Staff members will be designated to receive deliveries. Other staff will be instructed to keep away from delivery receipt areas when suppliers are undertaking deliveries
Stock will be moved into the shop and placed in storage without delay. This task will only be carried out by designated personnel who will takes steps to maintain physical gaps between each other (where more than one staff member is involved)
Only one member of staff at a time is permitted to access walk-in storage units at a time.

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	23-09-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	
23-06-2020	Borbala Albert	Monthly review	
24-06-2020	Borbala Albert	Monthly review	
27-07-2020	Borbala Albert	Monthly review/ update	

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Trained employees	Training date	Signature