

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 1 - PPE	23-09-2020

COVID-19 Risk Assessment 1 - PPE			
Hazards?			
Infection spread by staff with symptoms of COVID-19			
Infection spread by customers with COVID-19			
Infection spread from surfaces and equipment infected with COVID-19			
Who might be harmed and how?			
Staff			
Visitors			
Suppliers			
Customers			
Controls in place			
The use of PPE is to be considered a last option for control and will only be used where absolutely necessary			
Tasks will be assessed to determine the use of PPE as a method of avoiding COVID-19 infection			
Where gloves are deemed necessary as PPE, they will be worn for relevant tasks only. Hand washing rules must be applied as per normal where gloves are not worn			
When gloves are being removed from hands, they will be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves will be disposed of and hands washed immediately using hot water and soap			
In line with government guidelines of mandatory face covering, staff are required to wear masks, when working on shop floor, if they are not working behind a sneeze screen or behind Food to Go or if they are exempt for health reasons.			
In line with government recommendation, where staff use public transport to get to work face coverings are mandatory.			
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
05-08-2020	Borbala Albert	Monthly review

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Trained employees	Training date	Signature