

Details	
Group	Balliol College
Site	Balliol College
Title	Covid 19 - 1
Assessed By	Bertrand Fauchoux

Task	Completed date of assessment
COVID-19 Risk assessment 9 - Accepting deliveries	17-09-2020

COVID-19 Risk assessment 9 - Accepting deliveries
<b>Hazards?</b>
Infection spread by supplier personnel with COVID-19
Infection spread from delivery items contaminated with COVID-19
<b>Who might be harmed and how?</b>
Suppliers
Contractors servicing/repairing lifting equipment
Casual staff
Maintenance staff
Delivery staff
Staff
Chefs
<b>Controls in place</b>
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 be requested to place deliveries in our specific delivery location and to not enter the main kitchen area at any time
Set delivery times to be agreed with the supplier prior to delivery 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. trolley) 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:	17-09-2020		
Review date	Person completing review	Reason (e.g. annual review, following accident, changes)	

**Task: COVID-19 Risk assessment 9 - Accepting deliveries**

Trained employees	Training date	Signature
Names available on request	22-09-2020	
	22-09-2020	
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