

Coronavirus Risk Assessment for Deliveries



Location/Dept: 16-18 Spring Gardens, Buxton. Derbyshire. SK17 6DE	Date Assessed: 01/05/2020	Assessed by: Martin Coles-Evans
Task/Activity: Home Delivery Service/driving (coronavirus)	Review Date: Every day after 5pm	Reference Number: CHD010520

Activity/Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/Priority	Additional Controls Required
Home Deliveries	Contact with persons suffering from coronavirus	Drivers	<p>If an employee or known visitor tests positive for coronavirus, all staff and contractors who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, vehicle, etc. 	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 4pm when the latest government guidance is released.</p> <p>Client should notify transport company of any known cases that may have had contact with driver.</p>

			<p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors, goods in and dispatch areas) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				<p>If possible, avoid going into transport office for documentation (pass documents through window).</p> <p>Avoid using staff room to reduce the risk of infection.</p>
Home Deliveries	Contact with goods, packages or items handled by persons who may have been exposed to coronavirus	Drivers	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post (delivery notes) or freight from specified areas.	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer (driver)	Drivers	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide</p>	5	2	10	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>Drivers should ensure that suitable means to dispose of any waste (such as tissues) are available in the car.</p>

			instructions about what to do with the waste.				
Home Deliveries	Contracting and spreading of infection	Drivers	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces (including steering wheel, car, mobile phone or other devices). • Do not touch your eyes, nose or mouth if your hands are not clean. • If handing over the vehicle to another driver at end of a shift, car area is to be cleaned thoroughly. This should include all door handles and associated equipment (all areas that driver may come in contact with) using suitable sanitising materials. All waste is to be disposed of in suitable bins and not left at laybys. 	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Adopt a 2-metre rule when making deliveries and avoid contact.</p> <p>Drivers should ensure that suitable means to dispose of any waste (such as tissues) are available in the car.</p>

Home Deliveries	Safe use of stops	Drivers	<ul style="list-style-type: none"> • Avoid using home base and clients' rest rooms. • Ensure the car is clean prior to starting your shift. <p>Use the stop for a short period of time only, ensuring minimal contact with other persons.</p> <p>Thoroughly wash hands when using toilet facilities.</p> <p>If eating at stop, get a takeaway and eat in car or outside to avoid any close contact.</p> <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>				
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Delivery	Contracting and spreading of infection	Drivers, members of the public	<ul style="list-style-type: none"> • If possible, arrange with clients prior to the delivery to leave the parcel/package/goods in a safe location without coming into contact with anyone. Drivers should avoid going inside buildings or enclosed premises. Instead, arrange the delivery by the outside door/gate. • Drivers should not enter the building/premises when making a home delivery. Remain mindful to avoid any physical contact to individuals (e.g. handshakes, patting shoulders, etc.) and to keep contact with objects (e.g. door handles, handrails, etc.) to a minimum. • Drivers should ensure that you wash/sanitise your hands before and after each delivery with the hand sanitiser provided. • If possible, avoid close-up conversations (within shorter than two steps) with clients, peers, member of the public, etc. 	5	2	10	
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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 INDICATOR 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 the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Y	Martin Coles-Evans	Government guidance reviewed daily
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Y	Martin Coles-Evans	Assessed daily for any changes
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Y	Martin Coles-Evans	Sanitation stock levels reviewed daily
Identified and implemented the (new) recommended control measures	Y	Martin Coles-Evans	Assessed daily