

| Details | |
|-------------|---------------------------|
| Group | LFH Hotels Limited |
| Site | LFH - The Ickworth |
| Title | COVID-19 Risk Assessments |
| Assessed By | Faye Kelly |

| Task | Completed date of assessment |
|---|------------------------------|
| COVID-19 Risk assessment 9 - Accepting deliveries | 01-07-2020 |

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| COVID-19 Risk assessment 9 - Accepting deliveries |
| Hazards? |
| Infection spread by supplier personnel with COVID-19 |
| Infection spread from delivery items contaminated with COVID-19 |
| Who might be harmed and how? |
| Staff |
| Visitors |
| Members of the public |
| Suppliers |
| Controls in place |
| 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 requested to place deliveries in specific delivery location and to not enter the premises at any time |
| Set delivery times to be agreed with the supplier prior to deliver 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. pump trucks) 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: | 01-07-2020 | | |
| 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 |
|-------------------|---------------|-----------|
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