

Covid Risk Assessments

Branch Drivers making Customer Deliveries

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Exposure to Covid – Customer to Staff	Staff Visitors Vulnerable Persons	<ul style="list-style-type: none"> Drivers to avoid face to face contact when delivering to customers Drivers required to wear face masks when making deliveries Deliveries are contactless. Where possible drivers to leave delivery product in agreed area, and not hand them directly to customer. Product to be bagged whenever possible. Briefings/posters indicate 2m social distancing Hand sanitisers are available to staff. 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager All Drivers	Immediate and ongoing	Yes
Exposure to Covid – Hard surface to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> Drivers to regularly clean all touchpoints on vehicles, door handles/steering wheel/gear lever etc. Drivers keep to same vehicle as much as possible Driver must not carry passengers Briefings/posters indicate Hand sanitisers/Masks/Cleaning equipment is available to staff. Prominent signage to display control measures. 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager All Staff	Immediate and ongoing	Yes
Exposure to Covid – Staff to Staff	Staff Vulnerable Persons	<ul style="list-style-type: none"> Staff required to wear face masks when in branch Driver despatch areas are restricted by headcount, only limited staff in area at once. Staff briefings/posters indicate 2m distancing Hand sanitisers/Masks are available to staff. All touch points – printers/keyboards cleaned before and after every use. Prominent signage to display control measures. Staff encouraged to avoid each other, and pass back to back if necessary 	<p>Monitor and Maintain. Adjust as necessary</p> <p>Report any confirmed cases to HRBP/BM</p>	Branch Manager Whse Staff	Immediate and ongoing	Yes

