

Purchasing and deliveries

members would normally have to work in close proximity to one another. The assessment must be read in conjunction with food safety management system for the operation and the high standards of hygiene and hand washing implemented. This risk assessment was created on 18th June 2020. This COVID-19 situation is dynamic and hazards and controls must be updated as government advice changes. In order for this risk assessment to be suitable and sufficient, the contents must be reviewed, controls amended to reflect the operations and then adopted. The use of a sign off sheet is recommended to record the adoption of the risk assessment and that findings of the risk assessment have been communicated to and understood by the relevant team

Area/Task/Hazard:

SPREAD of COVID-19 from person to person, both from team and other visitors to the operation.

COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or a surface and then transferred if a person touches their eyes, mouth or nose.

Groups at Risk:

- Colleagues
- Visitors / Guests
- Contractors
- Employees
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Practices Resulting in Hazards:

Severity (A)	Fatal (10)	Likelihood (B)	Likely (10)	People (C)	6-50 People (2)
Calculation	Score: 10	X	Score: 10	X	Score: 2
Total Score:	200 Risk Rating - Very High (>100)				

Control Measures:

- **Suppliers - COVID-19 Prevention Measures** - All suppliers will be notified in writing prior to opening to inform them of the COVID-19 prevention measures each hotel is taking. EG - All goods received must be stacked onto pallets and not on the floor of the vehicle. Perishable goods will be delivered in clean crates.
- **Vehicle Checks** - All delivery vehicle checks as per Food Safety Legislation will be adhered to and logged in the Shield Kitchen Daily Diary
- **Restriction of access to the Hotel** - Access to the hotel limited to hotel team members. No suppliers can enter the building or kitchen. This can also be site specific due to layout of the premises.
- **Purchasing from new suppliers** - Personnel to conduct meetings using digital mediums / telephone. If unavoidable, meetings can be organised ensuring social distancing between participants wearing appropriate PPE
- All couriers / suppliers MUST sanitise prior to bringing products into the units - all suppliers must present an electronic purchase order where
- **Minimise the number of deliveries** - Minimise the number of deliveries, Larger deliveries and less often to minimise the risk
- **Deliveries to the hotel** - Deliveries must be left in the designated taped area and maintaining government social distancing rules between the delivery person and the team member,
- Each unit will have a specific risk assessment for how deliveries will be received.
- **Delivery Area / Goods Received** - Specific area will be cornered off for all deliveries. Each site will have a specific delivery area must be sanitised before suppliers remove any produce from their vehicle.
- Vehicle checks as per food safety legislation will be adhered to. Both parties should sanitise their hands before removing delivery. Team Members must wear appropriate PPE.
- Items received in cardboard boxes, items must be removed prior to coming into the hotel. Perishables should be delivered in clean crates. All cartons, tins and sealed plastic packs to be sanitised at the delivery point.
- Delivery area - to be cleaned and sanitised at the beginning of the day, before and after each delivery.
- Receiving area - All work surfaces, sinks and floor (if necessary) to be cleaned at the beginning of the day, before and after each delivery. NB - Chefs to quality check all food supplies.
- Waste Management - All waste will be split into general and recycled. At the end of every shift the team members must dispose of their individual rubbish in the correct bins - ensuring they are wearing the correct PPE
- **Manual Handling** - Some manual handling tasks may require a two person lift or carry. This means team members potentially coming into close contact with one another. The task should be reviewed to consider if it is absolutely necessary or if an alternative approach can be used.
- If the lift or carry is absolutely necessary, then minimise the time the team are in close proximity with one another - using gloves / mask. This can be achieved by ensuring the path is clear of obstructions and one person prepares the area ahead of the lift or carry.
- Note - the lift or carry should not be rushed, as this could increase the likelihood of injury. It is about minimising the time team members are in close proximity to one another by preparing for the lift or carry.

If control measures are implemented and are effective the hazard can be categorised as:

Severity (A)	Minor Injury/Minor Damage (2)	Likelihood (B)	Remote (2)	People (C)	6-50 People (2)
Calculation	Score: 2	X	Score: 2	X	Score: 2

Total Score:

8

Risk Rating - Acceptable (<10)

Additional Specific Control Measures:

- **Please insert Unit Specific Measures**

- Specific Unit control measures procedures needed

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Responsible Person Signature:

Emma Underwood

Date:

10/6/2020