

Company name: Arleigh Group

Assessment carried out by: P Taylor – Head of Safety - Branch

Date of assessment 140520

Last Review 240621

Next Review due 240921

Activity Covered – 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
<p>Exposure to Covid – Customer to Staff</p>	<p>Staff Visitors Vulnerable Persons</p>	<p>Drivers to avoid face to face contact when delivering to customers Deliveries are contactless, no signature required. 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. Face covering to be worn when making deliveries Prominent signage to display control measures.</p>	<p>Monitor and Maintain – adjust as necessary. Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager All Drivers</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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<p>Exposure to Covid – Hard surface to Staff</p>	<p>Staff Vulnerable Persons</p>	<p>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>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager All Drivers</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

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<p>Exposure to Covid – Staff to Staff</p>	<p>Staff Vulnerable Persons</p>	<p>Staff briefings/posters indicate 2m social distancing Hand sanitisers/Masks are available to staff. All touch points – printers/keyboards cleaned before and after every use. Temp check completed at start of shift. Prominent signage to display control measures. Staff encouraged to avoid each other and pass back to back if necessary. Staff to wear face covering when working near each other</p>	<p>Monitor and Maintain. Adjust as necessary Report any confirmed cases to HRBP/BM</p>	<p>Branch Manager All Drivers</p>	<p>Immediate and ongoing</p>	<p>Yes</p>

More information

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