

Risk Assessment COVID - 19 - RDC Delivery Execution

Reference	004
Situation	Routine
Labels	
Departments	RDC Employees
Assessment Date	14/05/2020
Assessed By	Richard Taylor
Description	To assess the risks presented by the COVID-19 pandemic during execution of customer deliveries
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Sharing of vehicles	Biological hazards e.g. COVID-19	Increased potential exposure to virus	Lyreco RDC Employees, Lyreco Customers		SSOW 19 RDC Operations COVID 19 includes sanitation of vehicles at the end of shift	5	3	15	Review of SSOW 19 and amendments to include sanitation of vehicle and equipment at the beginning of shift and a reduction of vehicle sharing where possible	Richard Taylor	29/05/2020	Complete	5	1	5	14/05/2020 10:19
Delivering parcels to customers (distancing)	Biological hazards e.g. COVID-19	Social distancing not maintained, contact with equipment.	Lyreco RDC Employees, Lyreco Customers		"no-contact" delivery POD not signed by customer Desktop Delivery suspended wherever possible	5	2	10	Face Masks to be provided in line with changes in government guidance. Advisory in enclosed spaces, and when requested by customers	Richard Taylor	19/05/2020	Complete	5	1	5	14/05/2020 17:17
Delivering "2 man lift" products	Biological hazards e.g. COVID-19	Some products require 2 people to lift, presents a problem with social distance in transit and at the delivery point	Lyreco RDC Employees, Lyreco Customers		Products that require 2 man lifts are currently not available for sale or are direct delivered by the supplier	5	1	5								14/05/2020 17:20
Delivering parcels to customers (hygiene)	Biological hazards e.g. COVID-19	Virus can be spread through a lack of hand sanitation	Lyreco RDC Employees, Lyreco Customers		Drivers provided with Hand Sanitiser Customers should enable drivers to use welfare facilities as required	5	1	5								27/05/2020 12:33