

COVID-19 RISK ASSESSMENT / INBOUND & OUTBOUND OF GOODS

Assessment Number	TEMPUR 003	Process, Operation or Activity being Assessed	STANDARD CONTROL MEASURES IN INBOUND & OUTBOUND OF GOODS		STORES	
Sheet No.	1 of 3					
SPECIFIC HAZARD		Risk(s) Identified and/or person(s) affected	STANDARD CONTROL MEASURES - COVID-19		Further Control Measures	RRP see over
<ul style="list-style-type: none"> The risk of spreading and Contracting Coronavirus COVID-19 from the handling of goods and interaction with the delivery personnel in and out of the store. 		<ul style="list-style-type: none"> All staff Members of the public External delivery drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<p><u>Deliveries / Returns</u> We have introduced new operating procedures for goods in and out, these are detailed in the Store Operating Policy and Delivery and Collection Actions and Expectations Policies.</p> <p><u>Store Procedures</u></p> <ul style="list-style-type: none"> PPE - Masks/ Re-usable gloves with the additional option of Visors over the mask, are to be worn during any interaction with delivery drivers and centre Management or when handling returned products into store If you believe you are exempt from wearing a mask due to a health or disability reason you must speak to your Line Manager 2m distancing - Where possible we will follow the public health guidelines on social distancing. Trolleys are to be used and disinfected prior to and after completion of any deliveries. To minimise transmission of Covid-19 all Outlet Mattresses will be isolated in the designated area of the stockroom for a period of 72 hours. For all standard product to minimise transmission of Covid-19 PPE must be worn to unpack the delivery and replenish the store. Hand Washing -Hygiene & Respiratory section of the Store Operating Policy. <p><u>Customer Deliveries/ Collections</u></p> <ul style="list-style-type: none"> Delivery process to be followed as per the companies Delivery and Collections Actions and Expectations Policy to minimise interaction and transmission of Covid-19 risk with the consumer 2m distancing - Where possible we will follow the public health guidelines on social distancing, Trolleys are to be used and disinfected prior to and after completion of any deliveries 		<ul style="list-style-type: none"> Store Operating Policy is available for all staff members on a read and sign basis. Collection and Delivery Actions and Expectations Policy available for all staff to read, in operating policy Training of the COVID-19 procedures before staff return to work on a read and sign basis and after a lockdown has been imposed. Regular communication announcements and posters to remind staff to follow handwashing & respiratory hygiene and social distancing. 	2
<p>TO HELP PREVENT ACCIDENTS THE CONTENTS OF THIS RISK ASSESSMENT MUST BE BRIEFED TO, AND FULLY UNDERSTOOD BY, ALL RELEVANT STAFF. BRIEFINGS MUST BE RECORDED OVERLEAF</p>			Prepared by:	M McFarlane	Signed: M McFarlane	Date: 01.05. 2020. (Updated 04.11.2020)

	Authorised by:	T James	Signed: T James	Date: 01.05. 2020. (Updated 04.11.2020)
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Assessment Number	TEMPUR 003	Process, Operation or Activity being Assessed	STANDARD CONTROL MEASURES IN INBOUND & OUTBOUND OF GOODS	STORES		
Sheet No.	2 of 3					
SPECIFIC HAZARD		Risk(s) Identified and/or person(s) affected	STANDARD CONTROL MEASURES - COVID-19	Further Control Measures	RRP see over	
<ul style="list-style-type: none"> The risk of spreading and Contracting Coronavirus COVID-19 from the handling of goods and interaction with the delivery personnel in and out of the store. 		<ul style="list-style-type: none"> All staff Members of the public External delivery drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	<ul style="list-style-type: none"> Tempur Transport Drivers - Are provided with PPE inc face masks, hand sanitizer, tissues and cleaning materials. Drivers are required to regularly clean their cabs with disinfectant. Drivers have their own trucks and do not share with other drivers. Third Party Transport Drivers – To make sure 3rd party delivery companies have the current Government working guidelines and are operating safe practices for their staff and customers. Delivery service to be regularly reviewed following government guidance. 	<ul style="list-style-type: none"> Store Operating Policy is available for all staff members on a read and sign basis. Collection and Delivery Actions and Expectations Policy available for all staff to read. Training of the COVID-19 procedures before staff return to work on a read and sign basis. Regular communication announcements and posters to remind staff to follow handwashing & respiratory hygiene and social distancing. 	2	
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DECLARATION RECORD

This Declaration Record must be completed by all employees and copies to the HR Manager as soon as each briefing is completed

Assessment No.	TEMPUR 003
Sheet No.	3 of 3
Issue No.	1

RISK RATING PRIORITY (RRP) SYSTEM (as adopted from S Rodway Associates Limited System) This Risk Assessment reflects the conditions observed and information provided at the time of the assessment. The Risk Rating Priority (RRP) system used takes account of many factors to give a relative indication of priority based on:	
<ul style="list-style-type: none"> a. Likelihood of injury b. Seriousness of potential injury c. How often does the risk arise? d. How many people are affected? e. Would affects of an accident be immediate or long-term? f. Could affects of an accident be catastrophic? g. Specific legal requirements 	
RRP 1	Very high probability of severe harm if all Control Measures are not implemented IMMEDIATE ACTION REQUIRED
RRP 2	Significant probability that major harm will occur if all Control Measures are not implemented. URGENT ACTION REQUIRED
RRP 3	Moderate probability of major harm or very high probability of minor harm if all Control Measures are not implemented. MEDIUM TERM ACTION REQUIRED (up to 3 months)
RRP 4	Majority of Control Measures in place. Probability of minor harm low to moderate. LONGER TERM ACTION REQUIRED (up to 6 months)
RRP 5	All Control Measures in place. Probability of harm none to very low. MONITOR AND MAINTAIN CONTROL MEASURES

