

Risk assessment template Moving food boxes

Company name: Clare College

Assessment carried out by: Brenan Morgan

Date of next review: 30/11/2020

Date assessment was carried out: 25/3/2020

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
Infection from COVID 19	People delivering boxes and students. Infection from COVID 19	Staff and students told to keep social distancing. This is in line with current guidance.				
Infection from COVID 19	People delivering boxes and students. Infection from COVID 19	Social distancing will be maintained at all times, face coverings will be worn when in buildings delivering food boxes. Prior to going in a building people delivering food				

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		boxes will ensure they are aware of which households are in isolation. Food boxes will be delivered to the entrance of the house hold not into the house hold.				
Infection from COVID 19	People delivering boxes and students. Infection from COVID 19	Excellent personal hygiene should be maintained at all times. Hands must be washed for at least 20 seconds prior to any hand to mouth/face contact.				
Manual handling	People delivering boxes and students.	Guidance on manual handling will be given either in person or on line training.	N/A			

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Trips and falls	People delivering boxes and students.	All staff reminded about manual handling on stairs. All staff will be checked to ensure suitable foot wear is being used	N/A			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/