



# Risk assessment – Covid 19

Company name: Peak Collections Ltd

Assessment carried out by: C Millward

Date of next review: 6th May 2023

Date assessment was carried out: 7<sup>th</sup> May 2022

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
<b>Risk of contracting Covid 19</b>	Agents, drivers and customers	Contactless collection process in operation. Use of supplied protective gloves and sanitiser	Maintain distancing as much as possible	Agents and drivers	On all collection cases carried out with immediate effect.	Ongoing
<b>Risk of spreading Covid 19</b>	Relatives and contacts of agents and drivers	Advising agents and drivers to shower and change clothes on arriving home	Agents & drivers need to monitor their own health and any suspected symptoms. Feedback to the office.	Agents and drivers	Daily	Ongoing
<b>Risk of spreading Covid 19</b>	Agents, drivers & delivery site staff	Ensure vehicle surfaces are wiped with antibacterial wipes eg, steering wheel, gearstick, door handles, indicator stalks, handbrake etc	Assess needs of each vehicle as collected	Agents, drivers	Ongoing	Ongoing



Certificate Number 5809  
ISO 9001



# PEAK

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
<b>Risk of contracting or spreading Covid 19</b>	Office Staff, visitors, delivery drivers	Observe 2m social distancing. Wash hands regularly. Use hand sanitiser provided. Have deliveries left on floor in lobby	Use your own cups, pens and other office equipment where possible	All staff, visitors and delivery drivers	Immediately	Ongoing
<b>Risk of contracting or spreading Covid 19</b>	Office Staff, visitors, delivery drivers	Regularly clean office surfaces using the anti bacterial wipes provided		All staff	Immediately	Ongoing



Certificate Number 5809  
ISO 9001

