

Covid-19 Risk Assessment 2

Vending machines and service visits at 'Customer Sites'

Prepared by:

Nick Cooper
Managing Director, LC Vending Limited

LC Vending Representative: Nick Cooper

Our Document Reference: LCV-20026

Document Creation Date: 01/06/2020

Last Updated 10/06/2020

COVID-19 RELATED DOCUMENT

Risk Assessment Summary

In order to keep our valued customers refreshed and hydrated, we will be performing some service visits and deliveries on a reduced schedule.

Based on current industry advice, our belief is that a vending service provided in a safe and controlled manner should prove to be a positive resource in workplaces – staff can purchase refreshments from vending machines without the need to travel into uncontrolled environments during the work-day, which should also help with social distancing.

The health and safety of our clients, customers and workforce is our key focus and as such we have put in place increased precautionary measures:

- Carrying increased amounts of surface sanitising fluids, wipes and gloves for working on vending equipment
- Carrying hand gels and sanitising wipes in each vehicle for operator use before and after site visits
- Maintaining social distancing – we will maintain a 2-metre minimum radius between our personnel and on-site employees. We are asking customers to please help in this regard by informing your employees of this policy

This is in addition to the previous safety measures:

- Advising staff to not attend work if they or a member of their household has developed any symptoms based on PHE guidance
- Minimising travel wherever possible
- Stopping all machine movements (installations and uplifts) until further notice
- Advising operator personnel of good hygiene precautions and, in particular, appropriate steps to take when visiting customer sites
- Halting all face-to-face meetings and performing these via video chat where possible
- Maintaining social distancing, both while at customer locations and within our own premises

The following Risk Assessment has been produced to further mitigate risks involved with our activities in relation to COVID-19.

Risk Assessment

Hazard	Who could be harmed	Risk Factor	New controls in relation to COVID-19	Action by who?
Spread of Covid-19 Coronavirus during vending machine service visits	LC Vending staff working at 'customer sites' Staff and visitors present at 'customer sites' while vending machine service visits are taking place	High	<p>1. Staying alert and safe (social distancing) Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the government https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>We are requesting a minimum 2m distance is maintained at all times between our operators and any staff or visitors present at customer locations.</p> <p>Before service visits take place, LC Vending staff will make contact with customer's site-management to determine best site-visit times and to communicate our social-distance requirements. For the safety of both our customer's staff and visitors and our own operating staff: If the 2m distance cannot be guaranteed to be maintained during service visits, we will not be able to perform those visits for the time being.</p> <p>LCV operators will be issued with high-visibility vests with social-distancing reminder graphics and physical barriers with social-distance reminders to be in place while work is undertaken.</p>	<p>LC Vending staff in conjunction with management at customer sites</p> <p>Customer's staff members during vending machine service visits</p>
			<p>2. Wearing of PPE (gloves) during service visits While our staff have been advised to use gloves during service visits previously, we are now making this mandatory for the entire time an operator is at a customer site. Adequate supply of gloves will be provided to operators who will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Based on current government advice, we are not advising the use of face-coverings for our staff while performing service visits, though they may choose to use one if they wish. https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm</p>	<p>LC Vending staff</p>

COVID-19 RELATED DOCUMENT

		<p>3. Hand Washing and/or Sanitising</p> <p>Staff will be reminded that wearing of gloves is not a substitute for good hand washing. In order to reduce contact where possible, we are advising staff not to use hand-washing facilities at customer sites (where gloves should be worn at all times) and instead use hand sanitiser after returning to the company vehicle.</p> <p>Where either: bathroom facilities are used at customer sites; handwashing is mandatory based on customer requirements; or while at LC Vending premises, NHS handwashing instructions should be followed:</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	LC Vending staff
--	--	--	------------------

COVID-19 RELATED DOCUMENT

Hazard	Who could be harmed	Risk Factor	New controls in relation to COVID-19	Action by who?
Spread of Covid-19 Coronavirus via vending machines	Users of vending machines including operators and consumers	Low	<p>1. Although there is no increased risk of using vending machines for drinks and snacks, we are providing the following advice to consumers as recommended by the European Vending & Coffee Service Association https://www.vending-europe.eu/coronavirus-vending-machines-remain-open-and-safe/</p> <ol style="list-style-type: none"> 1. Please sanitise your hands before touching the buttons [or touch-screen interface] on a vending machine 2. Do not cough or sneeze on a vending machine 3. Keep a distance of at least [2 metres] between consumers 4. Choose a single use cup over a reusable one 	Vending machine consumers
			<p>2. Cleaning Increased attention to frequently cleaning and disinfecting surfaces that are touched regularly (buttons, touch screens, cup areas, delivery bins etc.) with appropriate cleaning materials, as well as normal surface cleaning during service visits. Machines will be deep-cleaned during service visits with appropriate cleaning materials as normal.</p>	LC Vending staff
			<p>3. Hand Washing and/or Sanitising Staff will be reminded that wearing of gloves is not a substitute for good hand washing. In order to reduce contact where possible, we are advising staff not to use hand-washing facilities at customer sites (where gloves should be worn at all times) and instead use hand sanitiser after returning to the company vehicle.</p> <p>Where either: bathroom facilities are used at customer sites; handwashing is mandatory based on customer requirements; or while at LC Vending premises, NHS handwashing instructions should be followed: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	LC Vending staff

COVID-19 RELATED DOCUMENT

Contact

Contact details for questions and queries regarding this Risk Assessment:

Nick Cooper
Managing Director

Email: info@lcvending.co.uk

Direct: 07836 583 695

Office: 01305 213 392

LC Vending Limited. The Grove Trading Estate, Dorchester, Dorset, DT1 1ST

Company No.: 06829745 | Vat No.: GB971473695