

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer \_\_\_\_\_



Employer \_\_\_\_\_

Cepac Ltd



Date \_\_\_\_\_

05/08/20

Who to contact: \_\_\_\_\_

Jamie Reilly

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

General management of COVID-19 within all Cepac locations.	Description of Task / Activity		
Each Cepac site has its own specific control measures in place.	<p>The manufacturing and supply of essential corrugated packaging for the food, pharmaceutical, hygiene, industrial and other vital supply chains.</p> <p>Symptoms of COVID-19 can be mild, moderate, severe or fatal dependent on an individual's susceptibility to the disease. Where safe to do so production will continue with the following control measures in place. This assessment considers Government Guidelines and similar advice given for managing COVID-19 within the workplace as set out by the UK Government that is applicable in England.</p>		
Issue date	06.08.2020	Author: Jamie Reilly – HSE Manager	Signature: 
Review date	06.11.2020	Approved by: Rod Ainslie – Group MD	Signature: 
Activity	Controls in place		Who it may harm
<b>Deliveries (Raw Materials, Couriers, Parcels)</b>	Where possible, couriers and smaller parcel items are restricted from entering the site. Delivery drivers prior to entering the site are to use hand sanitiser.		Employees, Contractors, Visitors
<b>Visitors and Contractors</b>	Essential visitors and contractors only permitted to access site. Pre-approval and vetting system in place prior to arrival on site. Shaking of hands is not permitted.		Employees, Contractors, Visitors
<b>Business travel to non-Cepac sites</b>	Only essential and authorised business travel to customer sites is permitted. The use of TEAMS and telephone are used for communication purposes.		Employees, Customers
<b>Hand hygiene</b>	All sites have sanitiser available throughout. Poster awareness campaigns are in place to remind all to sanitise or wash hands regularly with soap and water. Hand sanitiser wipes are available across all sites.		Employees, Contractors, Visitors
<b>Hand contact with high frequency touch points</b>	Regular cleaning schedules in place across the sites. Hand sanitiser, disinfectants and wipes are available for use to clean down surfaces, phones, desks, door handles and handrails. Additional cleaning services have been engaged to increase cleaning on sites.		Employees, Contractors, Visitors

Activity	Controls in place	Who it may harm
<b>Social distancing</b>	Increased desk spacing has been introduced with the fitment of protective screens where required. For those operations that cannot maintain social distancing, face masks or visors are to be worn. To maintain increased social distancing, the business has operated a combination of increased locker accommodation to minimise the number of employees within locker rooms at any one time.	Employees, Contractors, Visitors
<b>Canteen facilities</b>	Rota system introduced with one person per table rule in place to maintain social distancing. Each table is sanitised before and after use with all employees using hand sanitiser when entering and leaving the facility.	Employees
<b>Personal protective equipment</b>	Face masks, visors and gloves are available for use. Face masks are mandatory when social distancing cannot be maintained.	Employees
<b>Communication</b>	Regular communications are issued out to all sites with specific messaging in relation to COVID-19. Employees receive emails to private email accounts as well as using on-site digital messaging. Regular poster campaigns have been created and issued throughout the COVID-19 pandemic to ensure that all employees and contractors are aware of all hygiene measures.	Employees, Contractors
<b>Mental health</b>	Information has been issued to all employees about the support services available. Trained Mental First Aiders are available on site and details of the trained personnel are displayed on Company notice boards. Employees are encouraged to raise any concerns to their Line Manager and/ or the HR Department. Any concerns are dealt with individually and in a confidential manner.	Employees
<b>Emergency situations</b>	First aiders have been reminded of the dangers of CPR during the COVID-19 pandemic and are not required to perform mouth to mouth. This should be replaced with extra chest compressions where possible. In the event of fire, Government guidelines do not require Fire Marshals to follow the 2 metre social distancing guideline.	Employees, Contractors, Visitors
<b>Hand sanitiser safety</b>	Information has been issued to all employees on the potential hazards that alcohol-based sanitiser can present in terms of its highly flammable nature.	Employees