

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 or 0300 003 1647)

General management of COVID-19 within all Cepac locations.	Description of Task / Activity		
<p>Each Cepac site has its own specific control measures in place.</p>	<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	11.11.2020	Author: Jamie Reilly – HSE Manager	Signature: 
Review date	10.02.2021	Approved by: Rod Ainslie – Group MD	Signature: 
Activity	Controls in place		Who
Deliveries (Raw Materials, Couriers, Parcels)	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 and the wearing of face coverings are mandatory.		Employees, Contractors, Visitors
Visitors and Contractors	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. All visitors and contractors will receive a temperature check prior to admittance on site and the wearing of face coverings are mandatory whilst on site.		Employees, Contractors, Visitors
Business travel to non-Cepac sites	Only essential and authorised business travel to customer sites is permitted. The use of TEAMS and telephone are preferred methods for communication purposes.		Employees, Customers
Hand hygiene	All sites have sanitiser available throughout. Regular poster awareness campaigns are introduced to remind all to sanitise or wash hands regularly with soap and water. Hand sanitiser wipes are available across all sites.		Employees, Contractors, Visitors
Hand contact with high frequency touch points	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
COVID response / Operational Management	Directors and senior site management representatives hold daily meetings to ensure the latest situation regarding COVID-19 is assessed to ensure safe production continues whilst remaining COVID secure.		Employees

Activity	Controls in place	Who
Social distancing	Increased desk spacing has been introduced where possible with the fitment of protective screens where required. To maintain increased social distancing, the business has operated a combination of locker accommodation to minimise the number of employees within existing locker rooms at any one time.	Employees, Contractors, Visitors
Canteen facilities	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
Temperature cameras	All employees, essential visitors and contractors must receive a temperature check before being allowed on site. Any individuals with a high temperature above 37.8°C will be refused access on site.	Employees, Contractors, Visitors
Communication	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 COVID-19 key measures.	Employees, Contractors
Mental health	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
Emergency situations	First aiders have been reminded of the dangers of CPR during the COVID-19 pandemic and are not expected 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
Hand sanitiser safety	Information has been issued to all employees on the potential hazards that alcohol-based sanitiser can present in terms of its highly flammable nature. MSDS are available for reference.	Employees
Face coverings	Face coverings are provided for all to wear whilst on site. With the exception in certain circumstances such as eating or drinking, all persons on site must always wear a face covering.	Employees, Contractors, Visitors
Positive COVID-19 cases	In the event of a positive notification, a thorough deep clean will be conducted within a 4 hour response time within the applicable areas identified through our internal track and trace system.	Employees, Contractors, Visitors