





Description of Task / Activity	
<p><b>General management of COVID-19 within all Cepac locations.</b></p> <p>This document has been produced as a quick guide summary as each Cepac site has its own specific risk assessments and 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	<p>22.03.2022</p> <p>Author: Jamie Reilly – HSE Manager</p> <p>Signature: </p>
Review date	<p>22.06.2022</p> <p>Approved by: Rod Ainslie – Group MD</p> <p>Signature: </p>
Activity	Controls in place
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. Face coverings are available and provided free of charge.
Business travel to non-Cepac sites	Only essential business travel to customer sites is permitted. The use of TEAMS and telephone are preferred methods for communication purposes.
Hand hygiene	All sites have sanitiser available throughout. Poster awareness campaigns are implemented to remind all to sanitise or wash hands regularly with soap and water. Hand sanitiser wipes are available across all sites.
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 with certain sites undertaking site wide fogging.
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.
	Who
	Employees, Contractors, Visitors
	Employees, Customers
	Employees, Contractors, Visitors
	Employees, Contractors, Visitors
	Employees



Activity	Controls in place	Who
<b>Social distancing</b>	Increased desk spacing has been introduced where possible with the fitment of protective screens where required. To maintain increased social distancing, where possible 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
<b>Canteen facilities</b>	Site specific procedures include rota systems introduced with one person per table rule in place to maintain social distancing. Each table is sanitised before and after use with all employees required to use hand sanitiser when entering and leaving the facility.	Employees
<b>Temperature cameras</b>	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
<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. Poster and banner 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
<b>Mental health</b>	Information has been issued to all employees about support services available. Trained Mental First Aiders are available across most sites 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 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
<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. MSDS are available for reference.	Employees
<b>Face coverings</b>	Face coverings are provided free of charge for all to wear whilst on site. Those who choose to wear clean re-useable face coverings are permitted to do so. Face covering are not required when eating or drinking whilst socially distanced.	Employees
<b>Visitors and Contractors</b>	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 are required to follow site specific rules.	Employees, Contractors, Visitors