



Description of Task / Activity	
<p>General management of COVID-19 within all Cepac locations.</p> <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	<p>10.02.2021</p> <p>Author: Jamie Reilly – HSE Manager</p> <p>Signature: </p>
Review date	<p>02.06.2021</p> <p>Approved by: Rod Ainslie – Group MID</p> <p>Signature: </p>
Activity	Controls in place
Deliveries (Raw Materials, Couriers, Parcels)	<p>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.</p>
Visitors and Contractors	<p>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.</p>
Business travel to non-Cepac sites	<p>Only essential and authorised business travel to customer sites is permitted. The use of TEAMS and telephone are preferred methods for communication purposes.</p>
Hand hygiene	<p>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.</p>
Hand contact with high frequency touch points	<p>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.</p>
COVID response / Operational Management	<p>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.</p>
Who	<p>Employees, Contractors, Visitors</p> <p>Employees, Contractors, Visitors</p> <p>Employees, Customers</p> <p>Employees, Contractors, Visitors</p> <p>Employees, Contractors, Visitors</p> <p>Employees</p>

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 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. 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
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 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, drinking or when outside of the main building in fresh air whilst socially distance.	Employees
Positive COVID-19 cases	In the event of a positive notification, a thorough deep clean will be conducted as soon as is reasonably practicable within the applicable areas identified through our internal track and trace system.	Employees, Contractors, Visitors



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<p>Travelling to the workplace or other sites</p>	<p>Wherever possible employees should travel to their place of work alone using their own transport. If employees have no option but to share transport to attend work, then this must be conducted in line with Government guidelines.</p> <p>For business purposes if strictly essential, staff who are required to travel with having no other option but to share transport, will only be permitted with direct permission to do so from a Board Member or General /Plant Manager. Any permitted journeys must follow Government guidelines.</p> <p>Anyone found not to be following this guidance may face disciplinary procedures.</p>	<p>Employees</p>
<p>Clinically extremely vulnerable or pregnant employees</p>	<p>Individuals with underlying health conditions which puts them at greater risk of severe illness from COVID-19 and have been advised by the NHS or risk assessment should remain at home until advised otherwise. CEV or pregnant workers who can work from home during such times as national lockdown or when advised to shield or as advised may do so in line with Government guidelines.</p>	<p>Employees</p>
<p>Office environment</p>	<p>As a manufacturer and supplier of essential corrugated packaging for the food, pharmaceutical, hygiene, industrial and other vital supply chains, our workforce remain key to ensuring safe production remains in place.</p> <p>A COVID secure workplace has been created to ensure that our office working environment remains as safe as possible at all times due to a range of comprehensive control measures that are in place that allow for the essential and effective support needed for our front line operational team.</p>	<p>Employees</p>