This risk assessment has been completed based on the HM Government Guidance for employers, employees and the self-employed dated 24th June 2020
To assess and manage the risks of COVID 19 to protect colleagues, contractors and visitor from risk to their health and safety.
The scope of this risk assessment includes all Smurfit Kappa UK operations in the Corrugated division.

UK Government Guidance	Smurfit Kappa UK - Control Measures in place
1. Thinking about risk - That all employers carry out a COVID 19 risk assessment. 1.1 Managing risk – To reduce risk to the lowest reasonable practicable level by taking preventative measures, in order of priority. 1.2 Sharing the results of your risk assessment.	• A significant number of mitigating actions have been taken to protect colleagues, visitors and colleagues. • Robust control measures have been implemented to minimise the infection risk. • Formal risk assessments to identify tasks / activities, which require sustained close working. • Activities have been amended or redesigned and suitable mitigation applied if the 2 metre social distance rule cannot be maintained.
2. Who should go to work – That everyone should work from home, unless they cannot work from home. 2.1 Protecting people who are at higher risk – To protect clinically vulnerable and clinically extremely vulnerable individuals. 2.2 People who need to self-isolate – To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID 19 as well as those who live in a household with someone who has symptoms. 2.3 Equality in the workplace – To make sure nobody is discriminated against. • In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals. • It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability. • Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.	• Office / support colleagues are working at home and there is no current plan for their return to their normal place of work. • Only colleagues who perform duties which cannot be done at home are required to attend site. • Sites have identified colleagues who are at a higher risk and those colleagues are shielding at home. • Guidance in place for self-isolation including communication and Test and Trace programme. • Colleagues who are self-isolating are being monitored and their suitability to return to work is assessed. • Policy in place for equality and diversity. • Risk assessments are carried out for disabled, young workers and new/expectant mothers.
3. Social distancing at work - To maintain 2m social distancing (Or 1m with risk mitigation if 2m is not viable) wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. 3.1 Coming to work and leaving work – To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival. 3.2 Moving around buildings and worksites - To maintain social distancing wherever possible, while people travel through the workplace. 3.3 Workplaces and workstations - To maintain social distancing between individuals when they are at their workstations.	• 2 Metre social distancing controls / rules have been introduced in all areas. Appropriate risk mitigation in place where task must be done but 2m distancing is not viable. • Travelling between sites is prohibited. • Site / Building Access and Egress has been rearranged where possible. • Routine temperature check for all colleagues after entry to identify potential high temperatures. • Sanitisers/ Handwashing facilities are present at point of entry and exit to site. • Reminder notices and controls on social distancing at point of entry and exit to site. • Staggered shift times to ensure no colleague contact during shift change. • High visibility social distancing markings in place. • High traffic areas - additional social distancing in place where possible. • Single direction routes / appropriate distancing implemented where possible. • Sanitisers/ Handwashing facilities available. • Keypads and entry controls- no contact application where possible. • Communication - Presentations and Toolbox talks on the importance of 2 metre social distance rule. • Social distance markers and barriers used. • Operational tasks / activities reviewed to ensure a 2m distance can be maintained during normal operations, where this cannot be achieved alternative risk mitigation have been introduced.

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3.4 Meetings - To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	• Face to Face meetings avoided where possible, meetings held via Teams & Skype • Physical meeting room layouts have been re-arranged to maintain a 2m social distance rule. • Provision of hand-sanitiser in physical meeting rooms. • If face to face meetings are conducted, these are in well ventilated areas.
3.5 Common areas - To maintain social distancing while using common areas.	• Lunch and Rest break times staggered to ensure no large congregation of people. • Internal / External - Lunch and Rest areas re-arranged. • Locker room traffic reduced by staggering shift times.
3.6 Accidents, security and other incidents - To prioritise safety during incidents	• First Aid arrangements reviewed. • Provision and training of appropriate PPE for first aiders. • Guidance in place for managing a colleague with suspected Covid-19 symptoms. • Dedicated area / rooms set aside for the evaluation of colleagues who may have Covid-19 symptoms.
4. Managing your customers, visitors and contractors 4.1 Manage contacts - To minimise the number of unnecessary visits to factories, plants and warehouses 4.2 Providing and explaining available guidance - To make sure people understand what they need to do to maintain safety.	• All non-essential visitors, contractors and customers have been prohibited from sites. • Sites have identified "authorised" visitors; any other visitors are allowed only by appointment and only permitted entry following an acceptable health-screening and temperature check. • Visits from colleagues based at other sites have been prohibited except on a business-critical basis. • Organisations who usually visit have been advised of our access restrictions and controls. • Activities carried out by visitors and contractors are evaluated to minimise contact as far as possible. • Routine temperature check for all visitors on entry to identify potential high temperatures. • A record of visitors entering the site will be recorded including results of temperature tests taken , visitor are required to give contact details and are requested to inform site if they become symptomatic after their visit. • Visitors are provided with an induction including Covid-19 controls on entry and prior to undertaking any activity. • SK host ensures that the visitor complies with all instructions and controls whilst on site.
5. Cleaning the workplace 5.1 Before reopening - To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: • An assessment for all sites, or parts of sites that have been closed, before restarting work. • Cleaning procedures and providing hand sanitiser, before restarting work.	• As Smurfit Kappa is a critical supplier, all operational sites remain open.
5.2 Keeping the workplace clean -To keep the workplace clean and prevent transmission by touching contaminated surfaces.	• Communication has included guidance documents, toolbox talks and posters to emphasise the importance of keeping the workplace clean and everyone's personal contribution to prevent transmission of COVID 19. • Increased frequency of cleaning programme using detergent and disinfectants including Fogging on all commonly and frequently touched surfaces, equipment and control panels. • All work stations / areas are cleaned at the start and end of the working day. • All high traffic areas are regularly cleaned.
5.3 Hygiene – handwashing, sanitation, facilities and toilets. – To help everyone keep good hygiene through the working day.	• Handwashing and sanitisation areas and guidance in place. • Rest-rooms / toilets have appropriate distancing and cleaning guidance. • Portable toilets are subject to cleaning controls in line with the normal facilities.
5.4 Changing rooms and showers – To minimise the risk of transmission in changing rooms and showers.	• Changing room and shower facilities have a defined cleaning regime in place. • Commonly used and shared equipment is identified and cleaned at the start and end of each shift.

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5.5 Handling goods, merchandise and other materials, and onsite vehicles – To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	• Lift trucks, powered and hand operated trucks are included in a planned cleaning regime. • Pool vehicles / vans are cleaned internally after each use. • Package deliveries are left in a separated area on arrival. • Packages received at the site are removed from the outer packaging and the packaging is appropriately disposed of and hands washed effectively afterward.
6. Personal Protective Equipment (PPE) and face coverings. 6.1 Face coverings	• Face coverings / masks are viewed as supplementary protection. • Washing, cleaning and maintaining social distance rules are Smurfit Kappa's key requirements to manage COVID 19. • Tasks / activities requiring close or sustained contact have been identified and risk assessed. • PPE / Face coverings are provided only where the 2 metre social distance rule cannot be achieved. • Training has been given in the correct usage, wearing, fitting and disposal of any PPE provided. • Guidance documents, communication briefings, toolbox talks identify the effective control measures in places including any PPE requirements.
7. Workforce management 7.1 Shift patterns and working groups – To change the way work is organised to create distinct groups and reduce the number of contacts each worker has. 7.2.1 Work related travel (Cars, accommodation and visits) – To avoid unnecessary work travel and keep people safe when they do need to travel between locations. 7.2.2 Work related travel (Deliveries to other sites) – To help workers delivering to other sites such as factories, logistics sites or customers premises to maintain social distancing and hygiene practices. 7.3 Communications and Training - To make sure all workers understand COVID 19 related safety procedures. 7.3.1. Returning to Work 7.3.2. Ongoing communication and signage – To make sure all workers are kept up to date with how safety measures are being implemented or updated.	• Shift times have been staggered. • Where possible Exit/Entry routes are planned to further remove contact risk. • Where possible teams are fixed and work exclusively within their cell. • Travel between Smurfit kappa sites or customer sites is prohibited except in specific business critical circumstances. • Car sharing is not been permitted for work related travel. • Work related overnight stays is prohibited. • Face to Face meetings / visits are, these meetings are held remotely, via Teams & Skype. • Attendance controls and processes in place to support Test and Trace programmes. • All Delivery drivers are fully aware of social distance rules and hygiene controls. • POD requirement for signature has been removed for customer deliveries. • Communication and training including guidance documents, toolbox talks and posters to educate colleagues about the COVID 19 risk and the control measures in place within the company. • Every site has a communication lead appointed who works with central teams to develop and publish communication and training materials and support. • Any changes in processes and activities are communicated via management in conjunction with staff representatives. • Mental Health First Aiders given additional training to support colleagues with Covid-19 impact. • Guidance in place for any colleagues returning to work, including re-induction on site hygiene, cleaning, social distancing and infection/self-isolation rules. • Use and provision of signage identifying controls, best practice and effective implementation of recommendations
8 Inbound and outbound goods To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.	• Guidance in place for all visitors / contractors including delivery drivers. • Mandatory temperature checks in place.

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