

Risk Assessment - Working safely during COVID 19 in factories, plants and warehouses

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 Paper division.

UK Government Guidance	Smurfit Kappa UK - Control Measures in place
<p>1. Thinking about risk - That all employers carry out a COVID 19 risk assessment.</p> <p>1.1 Managing risk – To reduce risk to the lowest reasonable practicable level by taking preventative measures, in order of priority.</p> <p>1.2 Sharing the results of your risk assessment.</p>	<ul style="list-style-type: none"> Smurfit Kappa, as a critical supplier to the food, pharmaceutical and medical devices sectors, continues to be operational during this Pandemic. Many Smurfit Kappa sites produce product requiring a food safety high-hygiene environment and therefore have substantial pre-existing hygiene and cleaning programmes together with controls applicable for control of transmittable pathogens. These controls have been applied across all our sites and have been enhanced by additional actions appropriate to COVID-19 risks and emerging National regulation to protect our colleagues and, where permitted, visitors. Existing processes have been risk assessed and where there is an identified concern have been amended or redesigned where possible or suitable protections put in place to address if 2 metre social distancing cannot be maintained – these include barrier screens, face coverings, hand washing, and minimising duration of time spent in close proximity. Where possible teams are being kept together. These assessments and controls have been shared with our work colleagues. We will maintain monitoring of HM Government Guidance, and follow all local lockdown instructions. Our primary control measure is to ensure workers and visitors that feel unwell stay at home, and follow isolation instructions per HM Government rules, or NHS Track and Trace.
<p>2. Who should go to work – Everyone should work from home, unless they cannot.</p> <p>2.1 Protecting people who are at higher risk and should shield themselves.</p> <p>2.2 People who need to self-isolate</p> <p>2.3 Equality in the workplace - To treat everyone in your workplace equally.</p>	<ul style="list-style-type: none"> Where not required for operational support, people are working from home. Support, system access and equipment has been provided. We have identified colleagues who are at a higher risk and those colleagues are shielding at home. Those falling into the Clinically Vulnerable, or living with someone Clinically Extremely Vulnerable will be subject to an individual risk assessment at work. Disabled, young workers and new/expectant mothers identified via risk assessment are working in appropriate conditions. Guidance in place for self-isolation including communication and monitoring. Suitability to return to work is assessed. Our existing policies for equality and diversity are in place and remain applicable.
<p>3. Social distancing at work - Maintain 2m social distancing wherever possible, including :</p> <p>3.1 Coming to work and leaving.</p> <p>3.2 Moving around buildings</p> <p>3.3 Workplaces and workstations</p> <p>3.4 Meetings</p> <p>3.5 Common areas</p> <p>3.6 Accidents, security and other incidents</p>	<ul style="list-style-type: none"> Social distancing rules and appropriate control methods including, de-conflicted routes, barriers and markers have been introduced whenever possible. Additional signage reminding about distancing, hand hygiene, symptoms, and testing. Face coverings have been provided to staff for use on public transport to site. Awareness and training of our new controls has been given to all colleagues and are visibly communicated throughout Site. Sanitisers or handwashing facilities present throughout site. Operational tasks / activities and workspaces reviewed to ensure a 2m distance can be maintained during normal operations, where this cannot be achieved alternative control measures have been introduced. Teams wherever possible have been kept together. Remote meetings are used in the majority of cases. Where not possible meeting room layouts have been re-arranged to maintain a 2m social distance rule and maximum occupancy signage installed. Lunch and Rest areas re-arranged to ensure social distancing, times being re-arranged to eliminate congregation, and take away services introduced where possible. Locker room traffic reduced where needed by changing work-wear rules where possible and managing shift times. First Aid protocols, including supplemental PPE issued for managing a colleague with suspected Covid-19 symptoms.
<p>4. Managing your customers, visitors and contractors</p> <p>4.1 Manage contacts - To minimise the number of unnecessary visits</p> <p>4.2 Providing and explaining available guidance</p>	<ul style="list-style-type: none"> All non-essential visitors, contractors and customers have been prohibited from sites. This has been communicated. All other visitors are only authorised following a review of their business need, ensuring minimisation of contact. Visitors are recorded and provided information about our Covid-19 controls. All are required to give contact details and are requested to inform site if they become symptomatic after their visit. SK host ensures that the visitor complies with all instructions and controls whilst on site.

CONTROLLED DOCUMENT

<p>5. Cleaning the workplace</p> <p>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:</p> <p>5.2 Keeping the workplace clean -To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>5.3 Hygiene – handwashing, sanitation, facilities and toilets</p> <p>5.4 Changing rooms and showers – To minimise the risk of transmission in changing rooms and showers.</p> <p>5.5 Handling goods, merchandise and other materials, and onsite vehicles</p>	<p>As Smurfit Kappa is a critical supplier, all operational sites remain open.</p> <ul style="list-style-type: none"> • A comprehensive cleaning programme is in place using appropriate cleaners, detergent and disinfectants. • Workspaces, toilets, washrooms and showers, common areas and high touch areas are repeatedly cleaned and disinfected throughout all shifts. • Site-wide communications emphasise the importance of keeping the workplace clean and everyone’s personal contribution to prevent transmission of COVID 19. Comprising: training, guidance documents, toolbox talks and posters • Handwashing and sanitisation areas and guidance in place in all areas. Washing areas, showers and toilets have appropriate distancing and hygiene and cleaning guidance in place. • Commonly used and shared equipment, including vehicles and hand-operated trucks included in clearing regime and cleaned at the start and end of each shift. • Package delivery is controlled, to reduce virus transfer risk.
<p>6. Personal Protective Equipment (PPE) and face coverings.</p> <p>6.1 Face coverings</p>	<ul style="list-style-type: none"> • Hygiene, cleaning and social distancing are the predominant means of colleague protection. Risk Assessments have been carried out, resulting in task redesign whenever a social distancing risk is identified where possible. • Where a social distance of 2m cannot be maintained, or 1m plus mitigations such as screen or side to side working, and task is operationally vital, supplementary protections: Masks or Visors, are issued per local risk assessments. • Guidance documents, briefings and toolbox talks identify the effective control measures in places including protective equipment. • Face coverings at work in general settings are not encouraged as this is a low risk of transmission environment, however they are available on request.
<p>7. Workforce management</p> <p>7.1 Shift patterns and working groups</p> <p>7.2.1 Work related travel (Cars, accommodation and visits)</p> <p>7.2.2 Work related travel (Deliveries to other sites)</p> <p>7.3 Communications and Training</p> <p>7.3.1. Returning to Work</p> <p>7.3.2. Ongoing communication and signage</p>	<ul style="list-style-type: none"> • Shift times have been staggered where appropriate and whenever possible teams, access routes and breaks arranged to minimise contact with other teams and shifts. • Business travel and staying away from home, except in specific business critical circumstances, remains prohibited. • Delivery activities have been re-arranged in accordance with social distance and hygiene rules. Delivery POD requirements removed. • A central communications programme with local site leads has been implemented to show the COVID 19 risk and the control measures in place within the company. • Our Mental Health and Wellbeing programme includes support colleagues with the impact of Covid-19 changes. • Guidance in place for any colleagues returning to work, including, social distancing and infection/self-isolation rules. • Use and provision of signage identifying controls, best practice and effective implementation of recommendations. • Return to work for teams that have been off site for some time is being planned and managed to explain and agree changes in work arrangements.
<p>8 Inbound and outbound goods</p> <p>Maintain social distancing and avoid surface transmission when goods enter /leave site.</p>	<ul style="list-style-type: none"> • Guidance in place for all visitors / contractors including delivery drivers.

CONTROLLED DOCUMENT