

Smurfit Kappa Recycling UK Covid – 19 Risk Assessment

Site/ Location:	Smurfit Kappa Recycling UK – All locations	Assessor(s) name:	Mark Montgomery
Document number:	SKRCO1901		
Issue:	02		
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Activity:	Working safely during COVID-19 in offices, factories, plants, warehouses and vehicles	Authorisation:	Lucy Russell
Interested parties:	Employees, contractors, visitors, public		

Our COVID-19 Priorities

Our priority is the welfare of our people, customers, suppliers their families and the communities in which we operate. Our values of safety, loyalty, integrity and respect have never been more relevant for us as an organisation and we see them being demonstrated by our colleagues right across the business, at every level. We are working together to protect each other, to help our communities by playing our part in containing the COVID-19 virus where possible, to adapt our ways of working and find the best ways to succeed against this pandemic.

This risk assessment has been completed based on the HM Government Guidance for employers, employees and the self-employed dated 24th June 2020 (details below) To assess and manage the risks of COVID-19 to protect colleagues, contractors and visitors from risk to their health and safety.

1. Working safely during COVID-19 in factories, plants and warehouses
2. Working safely during COVID-19 in offices and contact centres
3. Working safely during COVID-19 in or from a vehicle

The scope of this risk assessment includes all Smurfit Kappa Recycling UK operations.

Activity/ Location	Hazard & Risk Rating	Existing/ Required Control Measures
1. Commuting	Risk of infection	<ul style="list-style-type: none"> • Single mode transport when possible e.g. Car, pushbike • Avoid car share with colleagues/ taxi. If cannot be avoided social distance as much as possible in vehicle and use mask/ face covering. Avoid face to face and increase ventilation (open window) • Clean shared vehicle on arrival and follow hand washing advice • Avoid public transport when possible. If cannot be avoided wear mask or face covering, maintain social distance when possible • Key worker letter issued
2. Office locations and activities	Increased risk of infection due to interaction and environment	<ul style="list-style-type: none"> • Stagger arrival, departure times and break times • Alternative entry/ exit methods to touch pads where possible • Phased return to offices when possible controlling numbers • Parking and facility controls that enable social distancing • Personal storage for bags coats etc. (personal space) • Provide products and encourage/advise increased frequency and length of hand washing • Personal hand sanitiser • Provide surface cleaning products and increase cleaning frequency • Implement 'clean as you go' policy for shared equipment • Increased cleaning of workstation and equipment – minimum x 3 per day (start, middle and end of shift) • Social distancing methods and equipment (floor markings, signage, clear instruction)

		<ul style="list-style-type: none"> • Screens and/or barriers for separation where distancing cannot be achieved • Avoid direct face to face working • Reduce contact through fixed/ reduced teams • Provide face masks/ covering and gloves for comfort on request • Signage and floor markings (maintain 2m) • One way system entry, exit and office flow where possible • Increase phone usage between areas (not personal visit) and remote meeting software • Reduce use and occupancy of lifts. Encourage use of stairs with controls • Controls to implement social distancing in breakrooms, canteens and similar settings • Reduce movement between departments/ building areas • Dedicated workspace/ workstation (avoid hot desks cleaning between users where not possible) • Review and amend layouts to increase distances between workers • No personal deliveries to work location • Meeting rooms to have identified maximum number of people maintaining social distance (to be kept to minimum at all times) • Meeting room to be well ventilated and have sanitiser available (open windows) • No sharing of stationery and other products • Individuals to make own drinks and food preparation only • Training and information – awareness and precautions • Cleaning to be completed before reopening departments/ buildings • Opening and closing of windows to encourage ventilation • Daily waste disposal – individuals to place in central closed waste container • Clear desk policy at end of shift and remove personal items • No direct passing of items including stationary. Remove direct contact • Provide links and information for wellbeing and confidential support services • Minimise contact and maintain social distance on deliveries i.e. Post • Review environment and individual circumstances before people return to work • Temperature check available for all that may develop possible symptoms while on site.
<p>3. Production locations and activities</p>	<p>Risk of infection</p>	<ul style="list-style-type: none"> • Appropriate risk mitigation in place where task must be done but 2m distancing is not viable i.e. maintenance and repair (business critical, short time periods only) • Training and information – awareness and precautions • Provide links and information for wellbeing and confidential support services • Machinery and equipment control panels to be cleaned minimum 3 x per working shift (start, middle and end of shift) • Provide hand sanitizer • Where portable toilets are provided cleaning frequency agreed with external cleaning company • Temperature check available for all that may develop possible symptoms while on site • Provide face masks/ covering and gloves for comfort on request

4. Vehicles, mobile plant, and activities	<p>Increased risk of being introduced to and infection of COVID-19 from external sources</p> <p>Increased risk of introducing COVID-19 to SK site and individuals</p>	<ul style="list-style-type: none"> • Vehicles/ mobile plant to be cleaned at start and end of shift as minimum using items provided (external handles and equipment, internal cab items and touch panels) • Vehicles/ mobile plant to be cleaned immediately after use by another person if single operator cannot be achieved • Disposable gloves to be worn by collection delivery drivers • Face mask/ covering to be supplied for comfort on request • Minimise contact at customers site (maintaining social distance) • Present on customers site for minimum time • No sharing of items • Training and information – awareness and precautions • Engagement with colleagues on unforeseen changes and possible impacts • Provide links and information for wellbeing and confidential support services • Encourage drivers to remain in cabs as much as possible • Provide hand sanitiser • Temperature check available for all that may develop possible symptoms while on site.
5. Home/ Offsite working	Loss of social interaction, wellbeing and equipment/ software functionality	<ul style="list-style-type: none"> • Regular contact and discussions including wellbeing, fitness and possible/available support • Provide equipment and systems required to function efficiently from home • Provide links and information for wellbeing and confidential support services • Review personal circumstances, requirements and provide support where possible • Minimise business travel in line with Smurfit Kappa guidelines • No hotel/ away visits / overnight stays (business critical day travel only) • No shared company vehicles
6. Clinically Extremely/ Clinically vulnerable people	More likely to catch COVID-19 due to current vulnerabilities and risk of transmitting	<ul style="list-style-type: none"> • Provide support and advice • Provide information on social distancing • Review roles and location if social distancing cannot be achieved • Enforce and enable home working when government guidance dictates • Regular contact and discussions including wellbeing and possible/available support • Provide links and information for wellbeing and confidential support services • Case by case consideration in line with Government guidelines • Self-isolation and testing procedures in line with Government guidelines
7. Visitors and contractors	Increased risk of introducing COVID-19 to SK site and individuals	<ul style="list-style-type: none"> • Business critical, maintenance and servicing only • Non-essential/ critical training cancelled. Remote training where required • Remote meeting software to be used when possible at all times • Information and Instructions to be given to all attending site on arrival • No more than one contractor/ visitor (company) on site at any time (excluding material/ delivery collection vehicles) • Maintain list of visitors where possible • Encourage use of own items for signing in and completion of paperwork • Remove shared (stationary) items where possible • FFP2/ KN95 masks required where social distancing cannot be maintained i.e. maintenance and repair (business critical, short time periods only) • Information and guidance to maintain safety • Minimal contact following all social distancing controls and guidelines within this document • Screening questionnaire • Temperature check available for all that may develop possible symptoms while on site

		<ul style="list-style-type: none"> • Material collection and delivery drivers subject to access controls • Access to limited welfare facilities
8. Welfare facilities/ canteens/ kitchens/ and rest areas Changing/ locker rooms	Risk of infection and spread of COVID-19	<ul style="list-style-type: none"> • Staggered break times • Identify through signage maximum number of people permitted to maintain social distancing (all areas including toilets) • No sharing of food, plates or cutlery etc. • Items to be placed in dishwasher immediately after use • Dishwasher to be set at maximum temperature • Hand sanitizer to be used before and after emptying dishwasher • Kitchen cupboard handles to be cleaned before replacing clean items from dishwasher • Clean as you go policy to be implemented • Cleaning products to be provided • Encourage use of outside areas where available maintaining social distance and hygiene • Eating to take place at desk, recognised break areas with strict social distancing enforced • Encourage use of personal food/ drink storage • Encourage pre preparation of food to be brought on site (time reduction in on site facilities) • Stagger arrival and departure times to reduce people in changing and facility areas • Personal and work related issued items to be maintained in locker/locked draws when available at all times • Paper towels to be encouraged instead of hand dryer • Wash hands and sanitise as soon as possible after entry to site • Suitable disposal points for waste • Wear uniform to and from home to ease possible congestion in changing areas
9. Accidents, Incidents and security	Failure to follow procedures and assist possible injured parties where required	<ul style="list-style-type: none"> • Reporting and testing to continue as normal for business critical services • First aid to be administered following information and guidance provided • Reporting and treatment to be administered as normal with addition of FFP2/ KN95 mask for treatment where social distancing cannot be maintained

* Document to be reviewed on a regular (monthly) basis or when change in Government guidance dictates.

** Document to be communicated to all employees and provided for all other interested parties on request.