

# HEALTH AND SAFETY

## COVID-19 Risk Assessment Statement

At KP Snacks our first priority is ensuring the health, safety and welfare for all our colleagues, contractors and visitors whilst at any of our sites.

In developing our approach to COVID-19, KP Snacks has had regard to all government, HSE, and Public Health guidance available to ensure our colleagues are protected and we continue to maintain a safe working environment.

Our starting point is that all colleagues who can work from home are doing so and are supported to do this safely. However, given the nature of our business this is a limited number of roles.

To support our colleagues not able to work at home, all of our sites have completed risk assessments for COVID-19 in conjunction with the union or employee representatives and the full assessments and actions are available at each site.

Those risk assessments have applied a range of control measures following the general principles of prevention, which include, but are not limited to:

- ❖ Any colleagues isolating with symptoms or having members of their household with symptoms are not attending work and will continue to be supported until they recover
- ❖ All extremely vulnerable and vulnerable colleagues have been identified and appropriate measures implemented to shield and protect them. This includes those living with someone vulnerable
- ❖ Implementing strict two metre social distancing for those at work on site
- ❖ Enhancing our, already stringent, cleaning and hygiene standards, especially in high touch point areas
- ❖ Increased hand hygiene and additional hand sanitizing locations
- ❖ For colleagues, agency workers and third parties working on site we are providing information and instructions on these measures as well as changes to existing processes
- ❖ We are regularly communicating health and wellbeing information and signposting colleagues to available support where required using signage at sites and daily communications via our KP4ME intranet platform, covering COVID-19 related issues
- ❖ Collaboration and involvement of colleagues in controlling risk
- ❖ Only permitting critical contractors and visitors to visit sites and enforcing local COVID-19 rules on arrival

Where distancing is not possible under our existing operating model we have introduced a range of measures to reduce risk, including:

- ❖ Introduction of segregation processes such as physical partitions
- ❖ Introduced measures for deliveries at site including driver instruction and declaration on arrival, drop off / pick up points to reduce contact with our colleagues
- ❖ Staggered shift start, finish and break times where needed to reduce impact of people attending and leaving site
- ❖ Reducing machine speeds, where required, to allow fewer people to operate the line and allow for social distancing
- ❖ Reducing the products being produced to reduce the number of colleagues required during activities

All the measures we have implemented are regularly monitored and reviewed to identify any opportunities for further improvement.

Our colleagues and other interested parties are provided with regular updates in relation to the control measures in place and we regularly seek feedback for further ways in which we can make improvements to the workplace.

Finally, we confirm we have complied with the government's guidance on managing the risk of COVID-19 and are displaying a Staying COVID-19 Secure in 2020 poster at our sites.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)