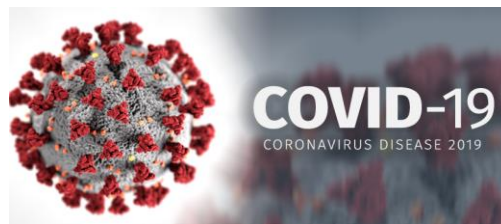


Reynolds COVID 19 Management Plan



Introduction

Reynolds prides itself on being a family company, every team member contributes to the continued success and as such Reynolds ensure as much care is taken of our colleagues as do our customers. The management plan and therefore the management system includes both elements.

This document has been prepared as a result of the COVID 19 pandemic, it captures all the headline actions taken to ensure the health and safety of the team and our customers and can be termed the controlling document associated with the Reynolds Covid Management plan. This document and the plan are underpinned by formal risk assessments and procedures, training, monitoring and regular review details of which are referenced in section 3.

The business has continued to operate as an “essential business” during the lockdown period supplying fresh food to e.g. Care homes. As a food business Reynolds already operates customer and occupational biological safety controls as routine. During the Covid 19 pandemic these management systems including procedures and practices have been tailored to exceed best practice guidance. Reynolds remains agile and responsive to official guidance updates and as such Reynolds Covid Management Plan (CMP) is version controlled.

For clarity Reynolds regularly review and comply with PHE guidance for employers and businesses on coronavirus (COVID-19), Social Distancing BRC Recommended implementation practices for Warehouses and Distribution, NHS.uk associated guidance and the FSA guidance for food businesses on coronavirus (COVID-19)

The scope of this plan is limited to Health & Safety of employees, vehicles, deliveries, and operated premises only, it excludes other HR and L&D initiatives e.g. Wellbeing.

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1) Product & People Hazard Analysis and Risk Assessment

Reason for review: scope increased to include Covid 19 Pandemic

Examine each process step in turn and consider the risk of COVID 19 presence, introduction, survival, and transmission for and from products and people. Risk assessment LOW indicates effective controls in place (following Covid management roll out)

Process Step header	NEW Hazard summary	Key Controls	Residual Risk Assessment
Goods Receipt	Product - NONE - Virus highly unlikely to be present on product / unlikely to survive during transit	Existing supplier and product approval checks on intake	LOW
	People – Employee introduction – Site Biosecurity	Return to work health protocols updated – NO access without pre-screening (AREC04), cascaded, audited. Management commitment to people safety clearly understood. (Video Pre-Induction) Hygiene schedules, flow and procedures reviewed in all areas	LOW
	People - Delivery driver introduces virus to site.	Biosecurity review carried out Feb 2020 physical barriers introduced – NO DRIVER CONTACT key sanitised, Visitor restrictions & screening introduced – food, non-food & FM Services. See Risk Assessments	LOW
Storage	Product - NONE - Virus highly unlikely to survive in storage	Existing good practices	LOW
	People – Introduction and transmission on site	Distancing and disinfection procedure review and re-brief (Pre-Screening, Pre-Induction, Site Training)	LOW
Picking	Product - contamination of product with live virus from staff	Gloved hand, hygiene procedures. Virus unlikely to survive distribution to customer, all exposed product must be e.g. washed, peeled, prior to use	LOW
	People – cross infection with staff	Function specific distancing and disinfection procedures	LOW

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Process Step header	NEW Hazard summary	Key Controls	Residual Risk Assessment
Palletisation	Cross contaminating product packaging with live virus	Stored product unlikely to support virus survival	LOW
	People – cross infection with staff	Function specific distancing and disinfection procedures	LOW
Loading	Cross contaminating product packaging with live virus	Stored product unlikely to support virus survival	LOW
	People – Vehicle as a carrier, Handovers	Function specific distancing and disinfection procedures	LOW
Distribution	No NEW	Good hygiene/sanitising	LOW
Customer Delivery	People - Driver infection	Distribution procedures – Bespoke PPE Kit (sanitiser gel and wipes, mask, and gloves)	LOW
Returned Crates	Carrier of infection to site	Time delay from collection to delivery likely to kill any residual virus. Soiled trays cleaned on receipt	LOW

Current Status - Low likelihood of COVID 19 survival or transmission via food product. Person to person transmission likelihood LOW based on correct application of control procedures and practices. See reference list for details associated.

2) COVID 19 Prerequisite Summary

Actions taken by Reynolds to manage, minimise and control the prevalence and spread of Covid 19 have been categorised into 10 sections listed below. Each section contains only high-level detail so this document can be shared internally with managers and staff and externally with customers. Each “category” is further supported by procedures, policy and guidance as listed in section 3.

- 1) Vulnerable staff have been engaged and appropriate support mechanisms have been introduced. Cases will be reviewed when appropriate and maintaining colleague safety is the priority. Referencing NHS.uk guidance.
- 2) Flexible working is encouraged and supported (MS Office 365 roll out) including working from home where practical. Staggering of staff to encourage safe distancing and cohorting in operation.
- 3) Occupational Health (prevention of job related transmission/illness – (also see “People and Place”); If a colleague develops symptoms as defined in the NHS guidance they are to report it immediately to their line manager and H&S who will assess each instance on a case by case basis and use thermal imaging, forehead temperature probes and rapid Covid 19 test kits as required. The facilities team have guidance on cleaning and disinfecting associated areas if required. Colleagues with symptoms are advised to self-isolate in accordance with Public Health England (PHE) guidance i.e. 14 days. All colleagues who self-isolate should be tested for Covid 19. The NHS led Test and Trace scheme is endorsed by RCS and has been pushed to company owned smartphones. Comprehensive thermal image scanning and forehead temperature monitoring program in situ for all staff at start of shift and routinely during shift.
- 4) Return to work (Absence, holiday, furlough) colleagues to complete the pre-screening health check and induction training before entering site (doc ref: AREC04 Return to work). Once on-site department specific training undertaken which including site tour, distancing rules and hygiene procedures.
- 5) People and Place - sanitising and safe distance in the workplace. Sanitising primary contact surfaces site wide initiative has been introduced by Facilities, the number of hand sanitising points has increased, all colleagues are engaged on workplace sanitising responsibilities including operational disinfection of handheld devices and MHE. Safe distancing risk assessments have been carried out in all areas and employees have been relocated to ensure a 2m distance from each other. Floor and wall signage have been introduced, one way and right of way traffic flows rolled out. Reynolds operate a 2m social distancing rule. Communal break areas density restrictions have been put in place. Contactless face scanning “in/out” now operational. The Facilities team have a process to deep clean any areas suspected of becoming contaminated with COVID 19. Hand sanitisers, gloves, masks issued

and available to all colleagues with supporting guidance. Site safety bubbles have been developed to reduce the likelihood of spread in the event of an outbreak, these are Office, Warehouse 10, Warehouse 12, New Ford Road, Distribution, Fujitsu Building. In the event of an employee testing positive for Covid 19 the “Covid safety in the event of an employee positive test” guidance should be referred to.

- 6) Notices – Government notices issued by PHE and the NHS are displayed on noticeboards and throughout the site. This has been further supported by pop up signage at staff entry points and social distancing reminders located throughout premises.
- 7) Meetings (including social gatherings) must be carefully managed, where meetings cannot occur using conference call facilities meeting rooms must be of adequate size to enable social distancing rules to be observed, desks should be wiped post meeting with the alcohol wipes allocated to the meeting room. Teams and Zoom in regular use. A single large meeting room has been adapted to ensure social distance, good flows and hygiene rules are maintained, this meeting room is used only when in person meetings cannot be averted.
- 8) Visitors are permitted on site but only following pre-screening and with prior authorisation of senior management. All hosts must accompany visitors, all visitors must wear face coverings in accordance with RCS guidance. Pre-existing visitor questionnaires and hygiene rules have been revised; compliance is mandatory.
- 9) Travel to customers or travel associated with business activities is discouraged, where required RCS face covering policy must be observed and authorised by senior management
- 10) Site compliance to the contents of COVID 19 Management Plan is monitored by the Covid Marshall who reports directly to the Technical Director and Head of Health & Safety. The Covid Marshall role (introduced in September with supporting communication) is responsible for auditing compliance to company and government guidance, engaging staff and coaching where appropriate.

Reynolds COVID 19 Management Plan



3) Documents and procedures relating to the Covid Management Plan

Title	Owner
AREC04 Return to Work	Sarah Renshaw
Re-induction video	Meeta Khatani
Warehouse Risk Assessment	David Anderson
Distribution Risk Assessment	Grant Jardine
Facilities Risk Assessment	Phil Robinson
Warehouse Hygiene Procedure	David Anderson
Distribution Hygiene Procedure	Grant Jardine
Office Hygiene Procedure	Phil Robinson
Covid 19 Management Plan on EXCEL - Master	David Jones
Visitor Form Post Covid 19	David Jones
Visitor Hygiene Rules	David Jones
Forehead Temperature Monitoring	David Jones
Test & Trace guidance	David Jones
Reynolds approach to face covering in the workplace	David Jones
Covid safety in the event of an employee positive test	Sarah Renshaw
Deep clean instructions	Phil Robinson
Reynolds Site Safety Bubbles	Meeta Khatani
Covid Marshall duties	David Jones / Phil Robinson
HSEF Report on Social Distancing	Phil Robinson
Covid safety in the event of an employee positive test	Phil Robinson
Eagle Eye Thermal Camera – Temperature Monitoring Procedure	David Jones / Phil Robinson
Reynolds Guide to Temporary Homeworking	Sarah Renshaw
Reynolds Internal Track and Trace Coronavirus Process – Employees V1	Sarah Renshaw
Employee Covid Absence Track and Trace Procedure	Sarah Renshaw
Government NHS Covid-19 Mobile App	Sarah Renshaw

100% of the Reynolds Covid Management Plan and associated documents held in electronic and multimedia storage U: Covid-19 accessible by all senior managers

4) Covid Management Plan - Amendment log

Version	Reason
May V2	Review following procedure and process development
June V3	Addition of 1) “test and trace” support 2) Reynolds colleague body temperature monitoring 3) Visitor screening & Hygiene rules. Minor amends to text.
Sep V4	Update in NHS/FSA guidance - Working safely during Coronavirus (COVID-19) - Issued 24 th September 2020 Update to include application of bubble strategy, thermal imaging cameras, internal rapid Covid test kits, homeworking guide, track and trace APP, updated signage, Covid safe meeting room, face covering guidance, Covid and environmental swabbing plan, new world induction suite, introduction of Covid Marshall