

**General Risk Assessment Document**

Risk Assessment No	COVID -1	Assessment Reason	COVID 19 – Clinically Extremely Vulnerable		
Site	All Sites	Department	Whole Company	Assessor(s)	HR Manager

**Commentary:** Due to the nature of the COVID 19 pandemic it has been determined that it not possible to eliminate the risk of the virus within any environment of the company. The risk of not taking any measure would be considered extremely high. Risks have been reduced throughout the business due to the adoption of new and increased procedures to protect all site users and empowering site users to protect themselves against risk of transmission by regular communication and reminders including training and use of changing government guidance and advise without delay. However Risk Assessment should not permit the reader to consider that no risk remains and that all site users stay alert both at work and within private lives to protect themselves against the virus and save lives.

When completing the risk assessment all columns must be completed and an action number given to each action required. Add new rows as required for each risk assessment completed.

When an action has been identified to eliminate or reduce risk of arm or hazard, ensure that the action is assigning immediately to an owner, ensure any action has been agreed by all parties and that the owner of the action understands and agrees the actions required, the due date and the responsibility to complete the action.

Ensure that all action owners receive a copy of the risk assessment along with the Department Manager at the point the risk/hazard is identified and action assigned

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Direction from government for all Clinically Extremely Vulnerable Employees	COVID	All Clinically vulnerable employees	HR76 COVID Guidance gov.uk	5	5	25	H	All employees able to work from within this category to do so where able.	1  2

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to shield at home for 12 weeks from			NHS/GP Letter					Employees not able to work from home to shield at home and placed on sickness leave, Bradford suspended to prevent discrimination	3
								Furlough of all staff who would have been at risk of redundancy where applicable	4
								Return to be planned in accordance with government advise	

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR MGR	All employees able to work from within this category to do so where able	25 <sup>th</sup> March 2020	24 <sup>th</sup> March 2020	Signed in QPulse	10
2	HR MGR	Employees not able to work from home to shield at home and placed on sickness leave, Bradford suspended to prevent discrimination	25 <sup>th</sup> March 2020	24 <sup>th</sup> March 2020	Signed in QPulse	10
3	HR MGR	Furlough of all staff who would have been at risk of redundancy where applicable	25 <sup>th</sup> April 2020	1 <sup>st</sup> April 2020	Signed in QPulse	NA
4	HR MGR	Return to work in line with government advise – 22 <sup>nd</sup> June government announced pause of Shielding from 1 <sup>st</sup> August, Employees given guidance to permit employees to return where compliant with COVID 19 Secure Workplace works to meet this have completed during Week Commencing 22 <sup>nd</sup> June 2020. See COVID Risk Assessment	1 <sup>st</sup> August 2020	22 <sup>nd</sup> June 2020	Signed in QPulse	10

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Risk Assessment No	COVID 2	Assessment Reason	COVID 19 Secure Guidelines – Clinically vulnerable		
Site	Washington	Department	All Sites	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Clinically Vulnerable staff to be considered for home working where practicable if not possible to be allocated safest possible work.	COVID 19	Clinically Vulnerable Persons	POL 73 SOP0300 SOP0301 COVID Action Plan	5	5	25	H	Communication of all Clinically Vulnerable groups Consider all affected employees for home working Offer safest roles which enable employees to maintain 2 metre social distancing Educate/train for social distancing in the workplace Where 2 metres may be breached to provide appropriate PPE & Training	1 2 3 4 5

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR MGR	Communication of Clinically Vulnerable Groups to all Line Managers	14/5/2020	13/5/2020	Signed in QPulse	NA
2	HR MGR	Consider all affected employees for home working – All those able to work from home are now working from home irrespective of clinical vulnerability	16/3/2020	16/3/2020	Signed in QPulse	10
3	Prd MGR/HR	Due to nature of works carried out not always possible to maintain social distancing. Additional measures considered and implemented. Updated for COVID Secure guidance during site shutdown	16/5/2020	Reviewed 22 <sup>nd</sup> June 2020	Signed in QPulse	15

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4	HR/QC	Educate/train for social distancing in the workplace – COVID 19 Secure Training created 15 <sup>th</sup> July 2020. All production based staff trained COVID Secure 19 Workplace during week commencing 15 <sup>th</sup> with rollout across other areas and home workers from week commencing 29 <sup>th</sup> June 2020 as return to work takes place	1 <sup>st</sup> July 2020	15 <sup>th</sup> June 2020	Signed in QPulse	15
5	HR	Where 2 metres may be breached to provide appropriate PPE & Training	20/5/2020	15 <sup>th</sup> June 2020	Signed in QPulse	15

Risk Assessment No	COVID 3	Assessment Reason	COVID 19 Secure Guidelines – Handwashing			
Site	Washington	Department	All	Assessor(s)	HR Manager	

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Control of Spread of COVID Handwashing	COVID	All Site Users	SOP0301 SOP0300	5	5	25	H	Creation of Policy to be displayed on all entrance points and When to wash your hands display to ensure handwashing/sanitations takes place on arrival and at appropriate times throughout the day Hand sanitisers at all entrance/Exit Points Hand sanitisers in all meeting rooms	1 2 3

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Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	QC	Creation of POL 73 complete and version controlled within Qpulse	23rd March 2020	19 <sup>th</sup> March 2020	Signed in QPulse	10
2	QC	Hand sanitisers at all entry and entrance points, control of limited supply to ensure that maintains available at all times.	23rd March 2020	19 <sup>th</sup> March 2020	Signed in QPulse	10
3	QC	Hand Sanitiser bottles placed in all meeting room locations	23rd March 2020	19 <sup>th</sup> March 2020	Signed in QPulse	10
4	HR	Visual aids to ensure correct handwashing in all facilities, training presentation communicated to all Rocket Medical staff globally during COVID 19 Response communications Visual guide – Video on how to wash your hands correctly displayed on Screen within Communal canteen area Implemented from 19 <sup>th</sup> March 2020	Ongoing	Ongoing	Signed in Qpulse	10
5	HR	Control of Essential site visitor hygiene – Refer to COVID 9	Ongoing	Ongoing	Signed in Qpulse	10
6	HR	Review of controls detailed above as result of COVID 19 Secure workplace guidance – Deemed remains fit for continued use and compliant with guidance	26th June 2020	22 <sup>nd</sup> June 2020	Signed in Qpulse	NA

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Risk Assessment No	COVID 4	Assessment Reason	COVID 19 Secure Guidelines – Social Distancing Measures (SDM)		
Site	Washington	Department	All Department	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action  In all actions COVID Secure 19 Workplace guidance to maintain employee safety during pandemic	Action No
Staff mixing from different shift patterns at end of shift/beginning of new shift  Potential for infected persons to enter site without challenge	Transmission of COVID	Washington Site Staff		5	5	25	H	Create holding area for incoming shifts in Production and Warehousing, Temperature checking Manage flow into and out of factory and queue at Clock in machine by designating door to employees Provide process for entry into Factory/Break Arrangements to allow for entry and exit without cross over Control entry to and from clean room to allow for social distancing	1 2 3 4
Office Personnel Control of entry and Exit	Transmission of COIV	Washington Site Staff		5	5	25	H	Provide process for entry into Factory Remove non-essential staff from site by implementing home working	5 6
Clinically Extremely Vulnerable Staff	Transmission of COVID	Washington Site Staff		-	-	-	-	Refer to COVID 1 Risk Assessment	NA
Clinically Vulnerable Staff	Transmission of COVID	Washington Site Staff		-	-	-	-	Refer to Covid 2 Risk Assessment	NA

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Provide guidance to site users on how to manoeuvre around site to reduce or maintain social contact within SDM	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Marking of flow routes/floor Signage at Washington Site, including one way systems where appropriate Update – COVID 19 Secure Guidance provide guidance to all staff priority for on site staff rolling out to home workers and other site locations	7
Staff using rooms/offices not maintaining SDM	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Room SDM Signage, Marking Office/Conference Room areas for SDM Removal of all possible staff to homeworking environments. Removal of desks for offices with personnel beyond maximum capacity	8
Use of Printing area in Reception not complying with SDM	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Printer location change to outside of Reception desk area to remove users from coming into contact with Reception users. Implement new printers into site as soon as possible	9
Review of Clean Room Layout	Transmission of COVID	Washington Site Staff, Visitors and Site Users		-	-	-	-	See COVID 8 Risk Assessment	NA
Finished Goods Computers not 2m Apart	Transmission of COVID	Washington Site Staff, Visitors and Site Users		-	-	-	-	See COVID Finished Goods Warehouse Risk Assessment	NA
Two person Manual handling	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	See COVID 5 &6 Assign employee to work in fixed pairs where unavoidable and use appropriate PPE	10
On site Meetings	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Refer to Covid 9 – Visitors Remove face to Face meetings and use remote meetings – Zoom/Teams etc	11

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								See action 7 max occupancy	
Hot Desking	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Eliminate where possible, cleaning procedure at end of shift for all workstation users	12
Toilet Areas – manage for social distancing	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Mark SDM and Max occupancy for comfort facilities Appropriate hand washing signage in place Review against COVID secure guidance.	13
Lack of Availability of PPE as a result of social distancing measures	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Ensure existing availability for Masks/Gloves remains in place for all staff to access	14
Areas where 2 m social distancing cannot be observed	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Risk of employees and site users coming into contact or less than 2 metres from other site users	15
Transfer of items between departments	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Items passed with contact between staff	16
Travel to and from other locations, customer locations	Transmission of COVID	All Rocket Medical Staff		5	5	25	High	Risk of exposure to or transmission of COVID 19 to employees. Legal requirement to prohibit travel.	17
Employees or Visitors attending site with high temperature	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Implement temperature testing of all staff & Visitors at arrival to site. Restriction of non-essential visitors and creation of Visitor process	18
Employee or Visitor attending site with COVID	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Creation of Visitor process Education of staff to understand how to identify symptoms of COVID and what action to take if	19

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								they are symptomatic or live in a household where a member has symptoms of COVID	
Lack of Training or Education may result in failure to follow rules	Transmission of COVID	Washington Site Staff, Visitors and Site Users		5	5	25	High	Regular Communication with all staff COVID 19 Team minutes Email/Display Screen updated whenever change is required due to governmental legislation or directive Visitor procedure – See COVID 9 Training of COVID Secure Guidelines to all site users Creation of COVID 19 Secure Guideline	20

Risk Assessment No	COVID 5	Assessment Reason	COVID 19 Secure Guidelines – Finished Goods Warehouse			
Site	Washington	Department	Finished Goods Warehouse	Assessor(s)	HR Manager	

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Workstations <2 metres apart Warehouse Table use by staff	Social Distancing	Employees	COVID 19 Secure workplace comms	5	5	25	H	Measure workstations, where less than 2m apart consider moving, where not possible put in barriers to provide appropriate separation Mark Floor ways/Tables for guidance	1
Failure to maintain social distancing on site	Social Distancing	Employee and Site Users	Refer to COVID 4	-	-	-	-	Ensure site is COVID 19 Secure Ensure Staff appropriately trained and educated for risks of Virus transmission	NA

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Manual handling – Filling of Containers – Social Distancing	Social Distancing	Employees	COVID 19 Secure workplace comms COVID 19 Secure workplace comms	5	5	25	H	Implement working in pairs for dual manual handling/container handling	2
Provision of PPE for clinically vulnerable/dual manual handling	Social Distancing	Employees	COVID 19 Secure workplace comms	5	5	25	H	Provide face masks and training on increased handwashing Also refer to COVID 4 – Social Distancing additional measures	3
Drivers/Visitor access to facility	Social Distancing	Employees Visitors to Site	COVID 19 Secure workplace comms	-	-	-	-	Implementation of Visitor policy, Guidance for delivery drivers using comfort facilities, consider driver control process during delivery (stay in cab or similar) Refer to COVID – Visitor Risk Assessment	4
Goods Inwards	Social Distancing	Employees Visitors to Site	COVID 19 Secure workplace comms	5	5	25	H	Ensure all employees receiving goods do so whilst ensuring non-contact	5
Levels of Stocks increased due to impact of COVID	Housekeeping	Employees Visitors to Site	Warehouse Management HSE Team Site Audit	3	3	9	M	Increase in stock levels are creating significant strain on the department. As area becomes more compacted likelihood of accident due to lower levels of housekeeping, access and egress are increased Reduction of production and movement of goods review required to reduce stock levels Consider changes to layout within Warehouse to assist in managing stock levels	6 7

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								Consider container use to store items outside of area	8
								Consider offsite storage to move stock	9

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR	Plastic screens to be installed on workstations, issues around ability to obtain plastics has delayed plastics company began installations on 24 <sup>th</sup> June 2020, additional measures including Clinically vulnerable not sharing equipment, anti bac wipes, additional cleaning and access to PPE in place before during and after works as robust additional measure	29 <sup>th</sup> June 2020	7 <sup>th</sup> July 2020	Signed in Qpulse	10
2	CSD	Employees instructed to carry out dual tasks in partnership pairings Use of machinery provided to eliminated manual handling where possible Contactless delivery and despatch in place wherever possible	23 March 2020	19 <sup>th</sup> March 2020	Signed in Qpulse	10
3	HR	PPE in place and available for use Refer to COVID 4	23 <sup>rd</sup> March 2020	19 <sup>th</sup> March 2020	Signed in Qpulse	10
3	HR	Site Guidance COVID 19 Secure distributed and training roll out from 15 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	Signed in Qpulse	10
4	HR	See action 2 – Refer to COVID 9 - Visitors	-	-		NA
5	HR	Activities reviewed on site all deliveries are non-contact, majority are also palletised and use fork lift to bring into and out of despatch area.	23 <sup>rd</sup> March 2020	19 <sup>th</sup> March 2020	Signed in Qpulse	10
6	PRD/QC	Production stock levels reviewed and action taken to address across business by Production manager and Director. Remains under weekly review	22 <sup>nd</sup> June 2020	8 <sup>th</sup> June 2020	Signed in Qpulse	10
7, 8, 9	CSD/DIR	Unable to utilise on site shipping containers due to need for crane can only be located and filled whilst on vehicle.	6 <sup>th</sup> July 2020	Closed	Closed	Closed

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	Options for storage and changes to layout to reduce impact on storage levels under review. NB@ due to restrictions in place for COVID delays to movement of goods unavoidable				
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Risk Assessment No	COVID 6	Assessment Reason	COVID 19 Secure Guidelines – RAW Materials Goods Inward		
Site	Washington	Department	Raw Materials - Washington	Assessor(s)	HR Manager

When completing the risk assessment all columns must be completed and an action number given to each action required. Add new rows as required for each risk assessment completed.

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Workstation location adjacent to warehouse shutter door	Social Distancing	Employees	COVID 19 Secure workplace comms	5	5	25	H	Mark Social distancing floor space, consider moving, where not possible put in barriers to provide appropriate separation Mark Floor ways/Tables for guidance	1
Manual handling	Social Distancing	Employees	COVID 19 Secure workplace comms COVID 19 Secure workplace comms	5	5	25	H	Implement working in pairs for dual manual handling/container handling	2

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Passing items to controlled environments	Social Distancing	Employees	COVID 19 Secure workplace comms COVID 19 Secure workplace comms	5	5	25	H	Restrict access to passing area to meet social distancing rules Non-contact between staff and Staff and Delivery personnel	3
Provision of PPE for clinically vulnerable/dual manual handling	Social Distancing	Employees	COVID 19 Secure workplace comms	5	5	25	H	Provide face masks and training on COVID and focus on increasing hand hygiene	4
Drivers/Visitor access to facility	Social Distancing	Employees Visitors to Site	COVID 19 Secure workplace comms	5	5	25	H	Implementation of Visitor policy, Guidance for delivery drivers using comfort facilities, consider driver control process during delivery (stay in cab or similar)	5
Receipt of Goods inwards	Social distancing	Employees Visitors to site	COVID 19 Secure workplace comms	5	5	25	H	Educate all staff/process in place for contactless receipt of goods, One person receipt where possible, unloading using plant vehicles where possible Assigned working pairs for dual handling needs	6 7
Social Distancing Signage required in warehouse	Social Distancing	Employees and all Site Users	COVID 19 Secure workplace comms	5	5	25	H	Complete review of COVID 19 Secure workplace and plan layout of employee movement around warehouse providing decal/signage across area	8

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
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1	HR	Relocation of Warehouse Staff IT location to position next to carousel within Unit 5 which allows for social Distancing	23 <sup>rd</sup> March 2020	23 <sup>rd</sup> March 2020	Signed in QPulse	10
2	LOG	Informed staff that dual manual handling should be avoided wherever possible, to use machine based lifting as alternative where possible, where not possible to nominate pairs working and additional PPE for robust protection	23 <sup>rd</sup> March 2020	23 <sup>rd</sup> March 2020	Signed in QPulse	10
3	HR	Limited pass in areas to two staff, Passing room one, 2 metre marking In place additional hand Gel, passing room two, unable to maintain 2 metres, >1.5 is possible addition of plastic screen, hand gel use required by warehouse and all staff accessing the areas, signage in plae	22 <sup>nd</sup> June 2020	22 <sup>nd</sup> June 2020	Signed in Qpulse	10
4	HR	No clinical or extremely clinical staff employed in area, all clinically vulnerable staff have been provided with additional training and additional PPE (Visor/Masks) for use in addition to social distancing measures in place	15 <sup>th</sup> June 2020	15 <sup>th</sup> June 2020	Signed in QPulse	10
5	HR	Please refer to Visitor Risk Assessment (COVID 9)	-	-	-	-
6	HR	All staff assigned to working pairs, all staff advised to maintain contactless delivery and use of forklift wherever possible to remove manual handling	15 <sup>th</sup> June 2020	15 <sup>th</sup> June 2020	Signed in QPulse	10
7	HR	See action 6	-	-	-	-
8	HR	Social distancing signage in place implemented during site closure at Washington from 22 <sup>nd</sup> June for 5 days. COVID 19 Secure workplace training competed from 15 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	Signed in QPulse	10

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Risk Assessment No	COVID 7	Assessment Reason	COVID 19 Secure Guidelines – Multi User Vehicles		
Site	Washington	Department	All Department	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Company Van	Social distancing	Employees		5	5	25	H	Reduce use of vehicle to driver only, no passengers permitted Implement cleaning procedure for driver to enact following use and immediately before return of vehicle	1 2
Company Cars	Social Distancing	Employees		5	5	25	H	Limit use of company vehicles to those living within the same household only where passing to another staff member for use to be cleaned to ensure virus is not transmitted within the company vehicle	3

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR	HR Communication to all staff dated 18 <sup>th</sup> May 2020	25/5/2020	25/05/2020	Signed in Qpulse	10
2	HR	Cleaning protocol released for use by Driver for Washington based van, cleaning materials supplied controlled by Reception/HR issuing Key to driver	25/5/2020	25/05/2020	Signed in Qpulse	10
3	HR	Limit use of company car to those within same household, to be cleaned when passed from one employee to another	25/5/2020	25/05/2020	Signed in Qpulse	10

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Risk Assessment No	COVID 8	Assessment Reason	COVID 19 Secure Guidelines – Clean Room Measures		
Site	Washington	Department	All Department	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Activities carried out where social distancing cannot be observed and which are essential to business/customer need	Social Distancing	Washington Site Staff/Contractors & Essential Visitors	SOP0301 SOP 0300	5 Due to virus affect	2 Due to control measures	10	Med	Review of Clean Room Layout and subsequent consideration of elimination of activity and where not possible implementation of additional measures to further safeguard staff from the impact of potential transmission of COVID 19, including consideration of barrier/screens and/or Determination of appropriate PPE within the area and/or employee positions	1
Marking of floor/desk surfaces to increase observance of Social distancing measures	Social Distancing	Washington Site Staff/Contractors & Essential Visitors	SOP0301 SOP 0300	5 Due to virus affect	2 Due to control measures	10	Med	Addition of floor/surface markings in addition to control measures to increase observance of social distancing measures	2
Cleaning of Clean Room including work stations	COVID 19	Washington Site Staff/Contractors & Essential Visitors	SOP0301 SOP 0300	5 Due to virus affect	2 Due to control measures	10	Med	Increase cleaning within clean room environment and removal of waste to prevent transmission of virus End of shift cleaning procedures for operatives	3 4
Shift Cross over	Transmission of COVID	Washington Site Staff	SOP0301 SOP 0300	5	5	25	H	Refer to COVID 4 – Social Distancing Measures	5

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Clinically Extremely Vulnerable Staff		Washington Site Staff/Contractors & Essential Visitors						Refer to COVID 1 Risk Assessment	6
Clinically Vulnerable Staff		Washington Site Staff/Contractors & Essential Visitors						Refer to COVID 2 Risk Assessment	7
Passing of Items into and out of the clean Room environment	Transmission of COVID	Washington Site Staff/Contractors & Essential Visitors	SOP0301 SOP 0300	5 Due to virus affect	2 Due to control measures	10	Med	Explore possibility of movement of goods into and out of the clean room in a contactless manner	8
Communication Portholes	Transmission of COVID	Washington Site Staff/Contractors & Essential Visitors		5	5	25	High	Review of all portholes to ensure that filters are in place and undamaged	9
Employee Hygiene Measures including Handwashing	Transmission of COVID	Washington Site Staff/Contractors & Essential Visitors	SOP0301 SOP 0300	5 Due to virus affect	2 Due to control measures	10	Med	Review of Hand Hygiene across site	10
Air Handling – Ensure Operational & change of filters at regular intervals	Transmission	Washington Site Staff/Contractors & Essential Visitors						Review maintenance plan and change filters at regular intervals	
Review of Clean Room following guidance released by Government (COVID Secure 19 Workplace)	Transmission of COVID	Washington Site Staff/Contractors & Essential Visitors		5 Due to virus affect	2 Due to control measures	10	Med	Review of Line Layout and changes following new machinery placed within clean room on 22 <sup>nd</sup> June 2020 – Owner DJ	11
									12

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Deep clean of clean room facility during holiday shutdown – Owner DJ/LH
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Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	PRD/HR	SOP0300 provides additional measures which are carried out within the clean room wash area, in additional cleaning measures from cleaning team, cleaning at beginning of work and end of shift by operatives, workstation position side by side, provision of masks with mandatory instruction to wear Mask/face Visor within clean room when working at less than 2m to staff, Individual employee docket to contain PPE equipment, segregation of shift patterns using holding area within warehouse and vigilance of those working across shift patterns such as Admin/maintenance personnel.	26 <sup>th</sup> June 2020	23 <sup>rd</sup> June 2020	Signed in QPulse	10
2	PRD/HR	Marking of Washington site using social distancing signage at 2m intervals considering government guidance contained within COVID 19 Secure guidelines including Clean Room Wash facilities. Due to the restrictions within the Clean room floor decals are not suitable for use. See Action 1.	26 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	Signed in QPulse	
3	QC	Cleaning of workstations and high traffic areas increased by Cleaning Team schedule set out by QC Manager	19 <sup>th</sup> March 2020	19 <sup>th</sup> March 2020	Signed in QPulse	10
4	PRD	Cleaning of workstations and environment by operatives at shift End	19 <sup>th</sup> March 2020	19 <sup>th</sup> March 2020	Signed in Qpulse	10
5	HR/PRD/QC	Creation of holding area and process for staff to enter and access clean room without contact with the incoming/outgoing shift pattern	19 <sup>th</sup> March 2020	19 <sup>th</sup> March 2020	Signed in Qpulse	10
6	HR	Please refer to COVID 1	NA	NA	NA	NA
7	HR	Please refer to COVID 2	NA	NA	NA	NA

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8	PRD/QC	<p>Implementation of plastic curtain to provide additional protective measure within the passing rooms between personnel unable to socially distance within the pass in area.</p> <p>Wherever possible items to be passed without contact.</p> <p>Additional cleaning of containers used to pass items in and hand sanitiser location outside of the passing areas.</p> <p>Purchase of mobile handwashing units (Including sinks and hand sanitiser) in addition to existing toilet facilities and fixed hand sanitising stations at all entrance/exit points</p> <p>New procedure POL 73 and when to wash hands guidance and how to correctly wash hand communications in all facilities and on Display screen television to offer visual reminder of need to maintain good hygiene</p>	26 <sup>th</sup> June 2020	26 <sup>th</sup> June 2020	Signed in Qpulse	10
9	HR	<p>Maintenance operatives checked all portholes and removed any damaged filter and replaced with new filters</p>	23 <sup>rd</sup> June 2020	23 <sup>rd</sup> June 2020	Signed in Qpulse	10
10	QC	<p>Risk remains at Medium as company has reduced risk as far as possible with implementation of procedure and control measures however it remains reliant on compliance by all employees, visitors and site users to protect against the transmission of virus. Risk remains at the lowest level within controlled environments and higher in delivery points which is further reduced by non-contact deliveries.</p> <p>Additional robust measures also include, COVID 19 approved wipes for all electronic/telephone equipment. Installation of hand sanitiser within the clean room to maintain higher levels of hand hygiene in addition to entry and exit control measures already in place.</p>	19 <sup>th</sup> March 2020	19 <sup>th</sup> March 2020	Signed in QPulse	10
11	PRD	<p>Line Layout changed considering social distancing measures as a result of new machinery entering clean room environment movement of CD/IR lines.</p> <p>Removed equipment from the clean room which is not being used regularly which as been placed into storage and will be cleaned as required and instated into clean room as usage is required.</p>	26 <sup>th</sup> June 2020	23 <sup>rd</sup> June 2020	Signed in QPulse	10

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12	<p>Waste bins have been reduced and changed to a three-tier bin stacking system to further reduce risk of waste handling.</p> <p>Removal of non-essential paperwork to reduce handling</p> <p>Deep clean of clean room area carried out during site holiday shut down by cleaning team and shift leaders. Change of filters within air conditioning units and servicing of compressor completed.</p>				
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Risk Assessment No	COVID 9	Assessment Reason	COVID 19 Secure Guidelines – Visitor Policy		
Site	All Sites	Department	All Department	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Visitors visiting site potentially transmitting COVID 19	COVID 19	Employees Visitors to Site	SOP 0301 SOP 0300	5	5	25	High	<p>Implement control measures to prevent a visitor attending site whilst infected by COVID.</p> <p>Eliminate non-essential visitors to site.</p> <p>Permit Drivers transporting goods to and from Washington site to access comfort facilities without impacting upon safety.</p> <p>Separation of Drivers from site staff during loading/unloading safely.</p>	1 2 3 4

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								Facilitate the safe access for essential site visitors for example calibration engineers without on the safety of employees or product.	5
								Provide facilities such as meeting room/remote meeting to facilitate meetings between visitors and staff without impacting safety.	6

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR	Review and update of Visitor/Contractor policy for both Washington and Watford and communication of any update to all staff	3 <sup>rd</sup> April 2020	3 <sup>rd</sup> April 2020	Signed in Qpulse	10
2	HR	Eliminate non-essential visitors to site – communication to all staff, control of visitors into site via electronic door controls	30 <sup>th</sup> March 2020	16 <sup>th</sup> March 2020	Signed in Qpulse	0
3	HR	Educate all staff on Visitor procedure Electronic visitor control lined to Tensor agreed and ability in place at both Watford and Washington	25 <sup>th</sup> May 2020	25 <sup>th</sup> May 2020	Signed in Qpulse	10
4	HR	Signs on all entrance points Directing Visitors to Reception & Procedure to follow	25 <sup>th</sup> May 2020	20 <sup>th</sup> March 2020	Signed in Qpulse	10
5	HR	Design and implement advance email to visitors planned to attend site	25 <sup>th</sup> May 2020	25 <sup>th</sup> May 2020	Signed in Qpulse	10
6	DIR	Set up Zoom account for Washington Staff	18 <sup>th</sup> May 2020	11 <sup>th</sup> May 2020	Signed in Qpulse	0

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Risk Assessment No	COVID	Assessment Reason	COVID 19 Secure Guidelines - Cleaning		
Site	Washington	Department	All Department	Assessor(s)	HR Manager

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Cleaning of Factory Site	COVID 19	Employees Visitors	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	Increase cleaning all areas Frequent removal of waste	1 2
Increase cleaning of high contact areas	COVID 19	Employees Visitors	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	Add cleaning of all door handles, entrance/exit points, rails and other similar high contact areas to reduce risk of COVID transmission	3
Cleaning of Workstations, PC, Printers, Phones and Electronic Equipment	COVID 19	Employees Visitors	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	See Social Distancing COVID 4 – Hot Desk Control Implement cleaning procedure for cleaning of desks and electronic items to be conducted daily	NA 4
Cleaning of Plant equipment and tools	COVID 19	Employees Service Personnel	None	5	5	10	High	Set up cleaning procedure for plant equipment and tools and provide cleaning equipment	5
Workstations – Operatives uncleaned for next shift	COVID 19	Employees Visitors	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	Increase weekly cleaning to daily at end of each shift pattern by the operators Update cleaning procedures	6 7
Reusable boxes	COVID 19	Employees Visitors						Review reusable boxes, colour code where applicable and implement cleaning procedure	8

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Inability for cleaning team to maintain schedule due to the increase work as a result of COVID and cover absence	COVID 19 Contamination	Employees Visitors Production Environments	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	Consider additional cleaning head to be based within clean room environment to reduce impact on cleaning team and meet addition needs during absence	9
Site Closure – Resite of line/machinery for SDM – failure to implement appropriate Cleaning	COVID 19 Contamination	Employees Visitors Production Environments	SOP 0300 SOP 0301 SOP 1100	5	5	25	High	QC Manager to implement controlled protection and cleaning protocol	10
Watford – inappropriate cleaning standards to meet COVID 19	COVID 19 Contamination	Employees Visitors	General office cleaning schedule	5	5	25	High	Provision of wipes & hand gel to all office and meeting areas Handwashing process for arrival to site Increase cleaning of high volume and contact areas	11

When an action has been identified to eliminate or reduce risk of arm or hazard, ensure that the action is assigning immediately to an owner, ensure any action has been agreed by all parties and that the owner of the action understands and agrees the actions required, the due date and the responsibility to complete the action.

Ensure that all action owners receive a copy of the risk assessment along with the Department Manager at the point the risk/hazard is identified and action assigned

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1/2	QC	Increase cleaning all areas multiple times daily and increased waste removal	16 <sup>th</sup> March 2020	16 <sup>th</sup> March 2020	Signed in Qpulse	10
3	QC	Schedule in place for cleaning of high volume areas and contact points	16 <sup>th</sup> March 2020	16 <sup>th</sup> March 2020	Signed in Qpulse	10

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3	QC	Added cleaning of all door handles, entrance/exit points, rails and other similar high contact areas to reduce risk of COVID transmission	16 <sup>th</sup> March 2020	16 <sup>th</sup> March 2020	Signed in Qpulse	10
4	QC	Implement cleaning procedure for cleaning of desks and electronic items to be conducted daily	16 <sup>th</sup> March 2020	16 <sup>th</sup> March 2020	Signed in Qpulse	10
5	QC	Set up cleaning procedure for plant equipment and tools and provided cleaning equipment	23 <sup>rd</sup> March 2020	23 <sup>rd</sup> March 2020	Signed in Qpulse	10
6	QC	Supplied cleaning equipment and communicated need to clean at the end of each shift for all production/warehouse workstation areas	23 <sup>rd</sup> March 2020	23 <sup>rd</sup> March 2020	Signed in Qpulse	10
7	QC	Update Cleaning procedures to reflect increase in cleaning standards	25 <sup>th</sup> May 2020	25 <sup>th</sup> May 2020	Signed in Qpulse	10
8	QC	Reviewed reusable boxes and implemented additional cleaning procedure	25 <sup>th</sup> May 2020	25 <sup>th</sup> May 2020	Signed in Qpulse	10
9	DIR	Deep clean carried out 22 <sup>nd</sup> June to 25 <sup>th</sup> June 2020 across whole site	1 <sup>st</sup> July 2020	1 <sup>st</sup> July 2020	Signed in Qpulse	0
10	QC	Creation of site protocol for closure and cleaning procedure	22 <sup>nd</sup> June 2020	19 <sup>th</sup> June 2020	Signed in Qpulse	10
11	HRA	Provision of hand gel to Watford in preparation for returning home workers	7 <sup>th</sup> August 2020	7 <sup>th</sup> August 2020	Signed in Qpulse	10
12	HRA	Anti Bacterial wipes for desks and electronic equipment ordered for delivery to Watford in preparation of returning home workers	14 <sup>th</sup> August 2020	14 <sup>th</sup> August 2020		

Risk Assessment No	COVID 11	Assessment Reason	COVID 19 Secure Guidelines -Handwashing			
Site	Washington & Watford	Department	All Department	Assessor(s)	HR Manager	

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When completing the risk assessment all columns must be completed and an action number given to each action required. Add new rows as required for each risk assessment completed.

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Risk of hands not being washed correctly	COVID 19	Employees Visitors	SOP 0301 SOP 0300	5	5	25	High	Educate and Train on how to wash hands to be sent to all employees including signage in all wash areas Educate on frequency and when to wash hands	1 2
Consider use of paper towels over hand dryers	COVID 19	Employees Visitors	SOP 0301 SOP 0300	5	2	10	Med	Consider use of paper towel instead of dryers considering supply and availability of paper	3
Hand Sanitiser in all rooms/Offices	COVID 19	Employees Visitors		5	5	10	Med	To complement hand washing to further reduce risk of COVID transmission	4
Possibility of compliance to carry out correct handwashing	COVID 19	Employees Visitors	SOP 0301 SOP 0300	5	5	25	High	Signage in all wash areas and Policy in place for entry to the Washington factory Regular electronic reminders via email and display screen TV	1

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1 & 2	HR	Communications sent out regularly with reminders, training given to all site staff. Focus on handwashing to be contained within all COVID training. Signage across all facilities Mobile sink unit purchased	16 <sup>th</sup> March 2020	16 <sup>th</sup> March	Signed in Qpulse	10

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		When to wash hands signage on all entrance doorways hand gel in place in all entrances and meeting rooms				
3	DIR	Existing dryers in place any damaged have been changed. Paper towels also available	16 <sup>th</sup> March 2020	16 <sup>th</sup> March	Signed in Qpulse	10
4	HR	Complete in all meeting rooms/offices/entrance and exits across sites. Alternative supply to DEB located by logistics due to DEB focus on NHS only stock levels reviewed and monitored by Logistics and production manager	16 <sup>th</sup> March 2020	16 <sup>th</sup> March	Signed in Qpulse	10
5	HR	Creation of poster for Watford to advise staff on handwashing procedure Hand Gel provision to Watford Signage on how to wash hands for Wash room areas supplied to JJ Home workers to return to site at Watford once all actions above completed	14 <sup>th</sup> August 2020	14 <sup>th</sup> August 2020	Signed in Qpulse	10

Risk Assessment No	COVID 12	Assessment Reason	COVID 19 Secure Guidelines – New Staff or Staff returning to site after home working or prolonged period of absence (> 3weeks)			
Site	Watford & Washington	Department	All Department	Assessor(s)	HR Manager	


Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Employee not aware of rules/procedures in place to safeguard employee in the	COVID 19	Employees	Induction Procedure	5	5	25	High	Creation of a COVID site induction procedure	1

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workplace due to COVID Outbreak									
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Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1		Creation of COVID induction procedure for all new and returning staff	25 <sup>th</sup> May 2020	25 <sup>th</sup> May 2020		10

Risk Assessment No	COVID	Assessment Reason	Canteen – Outside Coffee Tables			
Site	Washington	Department	All Department	Assessor(s)	HR Manager	

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action	Action No
Coffee Tables – Social Distancing and location nearer to Canteen	Social Distancing	Employees		5	5	25	High	Reduce use of Coffee tables <2m distancing by marking tables with >2m marking spaces	1
Location of Coffee Tables within Motorcycle parking area	Segregation of pedestrian from	Employees	NA	3	4	12	Med/High	Motorcycle users will have to use other areas of the car park Potential for loads being carried by fork lift if dropped harming employees	2

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vehicle movements							Employees not safely segregated from vehicles within Car park area	
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Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	HR	COVID 19 Secure workplace marking for Outside Canteen Tables	16 <sup>th</sup> March	16 <sup>th</sup> March	Signed in Qpulse	10
2	HR/DIR	Decision to keep outside tables in existing place	1 <sup>st</sup> April	30 <sup>th</sup> March	Signed in QPulse	2

Risk Assessment No	COVID 14	Assessment Reason	COVID 19 Secure Workplace - Homeworking			
Site	All Sites	Department	All Departments	Assessor(s)	HR Manager	

Hazard Unsafe acts and or conditions	Hazard Type	Persons at Risk By role By Task	Existing controls Training PPE, SOP etc	Severity (S) 1 to 5 See key below	Likelihood (L) 1 to 5 See key below	Potential for Harm Score Use Matrix	Risk High (H) Medium (M) Low (L)	Action Required or justification for no action
COVID 19 Direction to work at home where practicable	Pandemic	All Staff	Homeworking IT Policy/DSE Assessment/Flexible Working Policy	5	5	25	H	Government direction to work at home for all employees wherever possible in response to COVID 19 Outbreak within UK Shelter at home or Lockdown directions given internationally  Creation of Homeworking Policy Creation of Homeworking Questionnaire Update of Accident at Work Policy

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Too many individuals working on site at same time/exceed office Space	Pandemic	All Staff/Visitors	None	5	5	25	H	Maintain home working where needed within the business to maintain COVID 19 workplace safety Creation of working in office rota where applicable
Office/Room users not aware of max capacity of room	Pandemic	All Staff and Visitors	None	5	5	25	H	Clearly mark all entrance doors to offices and rooms with maximum occupancy guidance
Returning to working onsite following home working without understanding of COVID Guidelines	Pandemic	All Staff	None	5	5	25	H	Creation of COVID Secure workplace guidance training for all returning employees

Action No	Owner	Action Carried out	Action Due date	Completed Date	Signature	Residual Risk Assess using Risk Assessment Matrix
1	COVID Team	Identify all roles which can be worked from home without impact on HSE or essential business activities as result of company designation as essential activity as set out on 16 <sup>th</sup> March 2020	16 <sup>th</sup> March	19 <sup>th</sup> March	Signed in QPulse	10
2	HR	Update of Accident at work policy, creation of Homeworking Policy and homeworker questionnaire as result of release of COVID 19 Secure guidelines on 12 <sup>th</sup> May 2020	12 <sup>th</sup> May 2020	13 <sup>th</sup> May 2020	Signed in Qpulse	10
3	DIR	Creation of working in office rota, gathering information from all managers and ensuring all departments adhere to maximum occupancy rules and requirement to restrict working on site to min/no more than once a week. Non-essential site staff to remain at home working for time being max occupancy to be maintained, Rota to be created should policy change	29 <sup>th</sup> June 2020	Held	Signed in QPulse	10

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4	HR	Mark all rooms and offices with max occupancy guidance	22 <sup>nd</sup> June 2020	22 <sup>nd</sup> June 2020	Signed in QPulse	10
5	HR	Creation of COVID 19 Secure workplace awareness training	15 <sup>th</sup> June 2020	12 <sup>th</sup> June 2020	Signed in Qpulse	10

**Additional commentary:**

*Internal HSE Minutes updated regarding the correct procedures for all first aiders to follow communicated during May 2020 HSE minutes for attention of all first aiders. Advise remains unchanged and in place to date*

**Raising concerns or awareness:**

Health and Safety at work during COVID remains the role of each and every person who comes into contact with Rocket Medical sites, personnel or visitors. If you see anything of concern or have ideas on how to improve safety in the workplace, do not hesitate to raise in confidence to a Member of the HSE committee, HR Manager or Director at the earliest opportunity, by continuing to work in partnership we will stay alert, control the virus and save lives.

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