



COVID-19 RISK ASSESSMENT

Rosemont Pharmaceuticals Ltd has adopted the following control strategy in response to the COVID-19 Virus. This strategy follows the guidance of the UK Government.

This assessment has been updated to reflect the changes made by the UK Government on 19th July 2021 following the implementation of “Step 4” of the roadmap to lifting lockdown (COVID-19 Response_ Summer 2021 - GOV.UK).

Strategies incorporated outline the expectations Rosemont sites were required to adopt to minimise the risks associated with continuing to work “on site” during and after the COVID -19 pandemic.

Additional considerations are needed when increasing the daily “on site” head count by bringing some of those working from home back into the workplace.

The principle control strategies applied previously remain to some extent, however the overall requirement made by Government to social distance where possible has now changed to be based upon risk.

Under Step 4 social distancing requirements are removed for the general population which places pressure on internal distancing controls i.e. *the business cannot control activities of its employees outside of work and therefore the risk of a virus outbreak within the business is increased!*

Where assessed to be required, social distancing controls will remain in place wherever possible.

This strategy applies to all Rosemont Pharmaceuticals Ltd facilities at the time this update is published.

Further controls include, encouraging personal hygiene with increased hand washing/sanitising opportunities and enhancing facility cleaning regimes at contact points.

For activities where these controls are still not deemed sufficient, physical barriers and/or Respiratory Protective Equipment (RPE) will be provided (RPE provides only a limited level of protection), and ultimately if this is still not adequate the process is stopped or modified to meet the requirements above.

In addition, consideration is provided with regards to employee mental health and the ability to keep everyone informed and consulted, recognising the additional pressure and constraints of both working from home or the necessity of working on site.

Controls identified in this assessment are based on risk and government guidance (<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>).

Area	Control
Control of Entry - Reception	All visitors/contractors will be screened for symptoms and contacts who have, or are suspected of having had Covid-19.
	<p>Screening requirements are based on the following:-</p> <ul style="list-style-type: none"> • they are symptom free • have a temperature below 37.3°C • Have not been in contact with anyone having Covid-19 in the previous 48hrs • have not been in contact with anyone having Covid-19 symptoms in the previous 48hrs <p>Controls are also in place with respect to employees/visitors with children in school or in college</p>
	Deliveries and collections take place outside of Reception
Control of Entry - Main Gate	<p>All Rosemont personnel attending site are screened before being allowed to enter any building. They must meet the requirements of the screening process before being allowed entry. This process applies to all employees arriving by vehicle, bicycle or on foot.</p> <p>All employees have been supplied with digital thermometers to check their own temperatures before coming to work.</p>
	Any employee not meeting the requirements is denied access and will be sent home to self-isolate and follow HR absence processes.
	Non-contact thermometers to be used if any uncertainty of temperatures ahead of entry.
Office Staff	All personnel deemed non-essential to site activities are working from home. Return to site is controlled by a Covid-19 team who grant or refuse approval to return to site.
Reduction of Contact Points	Where practical, shared contact points have been removed. Where not practical to do so, surface contact cleaning and PPE have been introduced.
	Post and required paperwork is collected from agreed points, or is transferred electronically.
Meetings	<p>Face to face meetings are allowed, but not encouraged.</p> <p>Increased use of electronic meeting technology such as WebEx, Zoom, Microsoft Teams is in place</p>
	Reduced required attendance, smaller groups at briefings, etc.
	Cleaning materials are made available for meeting rooms
	Meeting room occupancies are limited
Laboratories	Managers/Team Leaders work different shift patterns/alternating days etc.
	<p>Sinks/Hand sanitising stations, PPE are in place and social distancing is encouraged and monitored</p> <p>Additional cleaning activities in general and with respect to multi-contact surfaces/equipment is increased.</p> <p>Electronic signatures are utilised where possible to reduce physical document movement</p>
Reduction of Contact Points	Increased use of hand sanitisers and screen/keyboard sanitisation between shifts and personnel. PPE are used frequently

Area	Control
Face Coverings	Face coverings are actively supported, and Type IIR face masks are available to all “on site” employees or visitors should the wish to use them. Personnel can also utilise their own face coverings Face shields are also supplied to those wishing to use them
Warehouse	Deliveries/Collections are infrequent and proportionate to requirements
	Drivers remain in vehicles wherever possible. Operators communicate at distance and outside buildings. Gloves are used when handling materials
	Drivers denied entry to buildings and any required paperwork for outgoing materials is completed at the dispatch desk. In coming materials work on a document “hand over” requiring minimal interaction
	FLT’s and shared handling equipment is cleaned at least once per day.
Operations (Production)	Staggered shifts start/finish to reduce occupancies and to reduce congestion at clock in/out points. Staggered breaks to reduce occupancies in locker rooms and canteen
	Signage to encourage social distancing is in place
	Group gatherings reduced in Clean/End of line areas
	PPE (Gloves/FFP2 masks) is provided for activities where close contact cannot be avoided)
	Reduction of shared paperwork and electronic signatures on procedures where possible.
	Hygiene/sanitising materials present at entrance points to clean areas and End of line areas
Canteen	Canteen reorganised – number of tables reduced and only one person per table.
	Alteration in break times avoid crowding Staggering of large department breaks
	Additional rooms provided as additional eating spaces with social distancing and cleaning measures in place.
	Contactless only payments at vending machines. Additional cleaning in place
Smoking Shed	Smoking shelter is external and social distancing is encouraged
Reception	Traffic routes set to avoid entry into Reception unless absolutely necessary
	Screening of deliveries and contractors takes place via intercom outside the entrance.
	Contractor temperature checks in place via disposable thermometers
	Clear screen barrier between receptionist and visitors
Hand hygiene	Increase of hand sanitisers (wall mounted, free standing and desk based). Skin moisturiser is available to site-based employees should they request it, to combat the increased use of sanitiser and drying skin.
Cleaning	Cleaning activities expanded into all areas. Personnel actively encouraged to clean their own workstations on a daily basis. Cleaning regime in place for multi-contact surfaces e.g. handles, printer/copiers, shared PC’s.

Area	Control
Mental Health	Guidance for working from home, workstation layout and daily planning provided via electronic means
	Mental Health Awareness posters and Line Manager discussions encouraged
	Support services shared with staff for Financial and Health advice
	Managers COVID-19 guidance and support policies and forms available via Assure EHS Database
Communication and Consultation	Site COVID-19 Team coordinate communication with EHS to ensure consistency of messaging
	Where appropriate, COVID 19 updates and changes to activities communicated using Email, Teams and hard copy
	General site bulletin published monthly
	EHS Safety committee meets monthly and other updates provided on an "Ad-hoc" basis.

Additional building-specific risk assessments have been created and are available on the sites.

This document will be updated as required i.e. where significant change is identified, and other controls are added.

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