

BURBERRY – COVID-19 SECURE RISK ASSESSMENT

Internal Reference HS170-13

Burberry's priority is ensuring appropriate measures are in place to provide a safe and healthy environment for employees, customers and visitors attending Burberry's premises. This risk assessment refers to the health and safety organisation and arrangements for all global Burberry managed locations in response to Covid-19 and, where applicable, aligns with WHO and local Government guidance.

Key information:

Background – Various national governments are easing COVID-19 restrictions and whilst we welcome the additional freedom this brings; it is crucial that we continue to protect the safety and wellbeing of our colleagues. With this in mind, Burberry will keep some Covid-19 safety measures in place until further notice.

Scope: This risk assessment applies globally for all Burberry operated locations, including corporate offices, Internal Manufacturing, Distribution and Retail locations and covers the minimum standards required. In some locations, dependant on the risk profile, there may be additional control measures implemented or an adaptation to the requirements of the host location or landlord (i.e., Concessions, Mall or Outlet stores).

Additional Documentation:

Internally, this risk assessment should be reviewed in conjunction with the following:

- Local Government and public health direction and guidance
- Host Store or Mall Management Health and Safety Guidelines
- Infection Control and Management Covid-19 Guidance documents: Health and Safety Minimum Standards, Post Incident Controls

HAZARD AREA	WHO MIGHT BE HARMED	EXISTING CONTROLS	RISK REMAINING	FURTHER ACTION REQUIRED	ACTION OWNER	ACTION COMPLETION
Safety Behaviours: <i>Risk of transmission or contracting the virus due to poor safety behaviours and practices</i>	Employees, Contractors, Visitors and Customers	All location managers are required to read, understand and implement the Burberry Covid-19 H&S Minimum Standards.	LOW	Further Burberry guidance is available on Burberry World and the Coronavirus support page for location managers & employees to read and implement	Senior Location Manager	Ongoing
		All location managers must adhere to local Government advice relating to Covid-19 safety behaviours and control measures	LOW	Coronavirus support page is available on Burberry World, for additional tools and resources	Senior Location Manager	Ongoing
		Location manager to ensure employees are regularly briefed, and adhere to the control measures put in place by local Government, Burberry and Host / Mall / Landlord	LOW	All safety control measures implemented and communicated during briefings	Senior Location Manager	Ongoing
		Ensure customers, contractors and visitors adhere to our strict CV19 secure control measures, including Host / Mall / Landlord requirements	LOW	Location manager to ensure only essential contractors undertake work at our sites during the pandemic	Senior Location Manager	Ongoing
		Where it is necessary for a location to close, it must adhere to principles of the relevant reopening strategy in conjunction with the H&S team	LOW	Where applicable, the preopening checklist must be completed on Sphera	Senior Location Manager	Ongoing

		Where applicable, proactive COVID-19 compliance audits will be undertaken by internal H&S team and external safety consultants to measure compliance against internal standards / policy and any local regulatory guidance where applicable	LOW	Where applicable proactive audits will be facilitated and supported by the respective Location Management	Senior Location Manager	As scheduled and where applicable
Health Surveillance: <i>Employees, Contractors, Visitors and customers:</i> <i>becoming unwell or diagnosed with COVID19 in our locations</i> <i>and/or;</i> <i>worried about COVID19 or being affected through their work</i>	Employees, Contractors, Visitors and Customers	Burberry has an appointed Chief Medical Officer (CMO) for ongoing clinical advice, support and guidance for all occupational health requirements	LOW	Location managers should always escalate any occupational health concerns to their Operations, WPS or HR Business Partner	Senior Location Manager	Ongoing
		Employees that have underlying medical conditions have access to an occupational health review and HR support	LOW	Location managers should proactively work with employees and connect with their HR business partner	Senior Location Manager	Ongoing
		All employees must follow CMO, Company and Government Covid-19 advice and refrain from coming to work if they have any flu-like symptoms, no matter how mild.	LOW	Any Covid-19 queries can be emailed through to the coronavirus.support@burberry.com for further advice and support	Senior Location Manager	Ongoing
		Location manager to ensure employees are regularly briefed and adhere to the control measures put in place, including reporting procedures if feeling unwell.	LOW	Ensure employee contact and emergency contact details are up to date	Senior Location Manager	Ongoing
		Employees should immediately connect with their line manager if they have any health concerns, complaints or queries	LOW	Line Managers to follow Covid-19 Incident Response Process set out in HS170.11 standard or connect with their HRBP and coronavirus.support@burberry.com for further advice and support	Senior Location Manager	Ongoing

		Location managers to plan and pre-prepare their environments for any eventuality of Covid-19, including local arrangements for calling urgent medical assistance or manage isolating individuals who become ill at work	LOW	Further guidance available on Burberry World or via HRBP, Operations or coronavirus.support@burberry.com	Senior Location Manager	Ongoing
		Where permitted and as applicable, testing programme availability for business-critical locations. This allows for proactive and reactive employee / contractor testing, in order to minimise business impacts and protect the wider workforce from the spread of Covid-19	LOW	Where possible this initiative will be implemented at key business locations and be overseen by the Location Management to ensure all testing and reporting requirements are implemented	Senior Location Manager	Ongoing
Social Distancing: <i>Transmission risk of coming into close contact with other people;</i> <i>and/or</i> <i>Lack of instruction on social distancing requirements</i> <i>and/or</i> <i>Permitted and out of bounds areas not clearly signed / demarcated</i>	Employees, Contractors, Visitors and Customers	All locations must adhere to company requirements (or local government requirements) on social distancing rules – and maintain social distancing where possible	LOW	Where possible and in Burberry managed locations, use notices and signage to help enforce measures	Senior Location Manager	Ongoing
		Where applicable, ensure effective queue management is in place and monitored	LOW	Location Manager to coordinate a queueing system, where applicable i.e., poles/ropes/manual people counter	Senior Location Manager	Ongoing
		Where applicable, locations will maintain perspex protection screens to further enhance social distancing provisions.	LOW	Location Manager to coordinate where applicable i.e., transaction points, reception areas and between office desks	Senior Location Manager	Ongoing
		Observe local restrictions and limitations on lift / elevator capacity use and encourage employees to use stairs	LOW	Lift / elevator signage displayed to help enforce social distancing measures	Senior Location Manager	Ongoing

Personal Protective Equipment (PPE): <i>Risk of transmission due to lack of PPE availability</i> <i>and/or</i> <i>PPE not being worn correctly</i> <i>and/or</i> <i>Insufficient training on use and donning of PPE</i>	Employees, Contractors, Visitors and Customers	Workplace services (Corporate and Supply Chain) and Retail Operations Team to ensure masks and other PPE are ordered for their site from central allocation and in place for employee, visitor and customer use at their discretion.	LOW	Locations must carry our regular stock checks to ensure they do not run low on supplies	Senior Location Manager	Ongoing
		All locations, where applicable, must have sufficient quantities for all employees (and for contractors, customers & visitors if needed) and ensure the availability of the following PPE: <ul style="list-style-type: none"> • Three Ply Surgical Masks • Gloves • Face Shields (i.e., for close proximity works) 	LOW	Locations to monitor supplies of PPE and connect with relevant support to ensure PPE availability	Senior Location Manager	Ongoing
		HS170.11 Health and Safety Minimum standards in Global Locations must be applied globally across the business	LOW	All locations to ensure the minimum standards are implemented, any measures that cannot be applied should be raised to the Health & Safety Director and HRBP	Senior Location Manager	Ongoing
Hand Sanitisation: <i>Lack of provisions to support good hygiene practices / hand cleansing</i>	Employees, Contractors, Visitors and Customers	All locations should have plentiful supplies of hand sanitiser in key traffic routes in both front and back of house areas	LOW	Ensure employees follow personal hygiene standards, including regularly washing or sanitising their hands	Senior Location Manager	Ongoing
		Awareness and good practice guidance to be clearly communicated	LOW	Instruction posters to be placed in key locations throughout the premises e.g., canteens / toilets / site entrance etc.	Senior Location Manager	Ongoing with any updated advice

Cleaning Programmes: <i>Risk of transmission due to insufficient or inadequate cleaning products</i> <i>and/or</i> <i>Difficulties procuring cleaning / hygiene products and equipment</i> <i>and/or</i> <i>Available resources to undertake cleaning</i>	Employees, Contractors, Visitors and Customers	Contracted cleaning is in place to provide locations with regular ongoing cleaning regimes	LOW	Location Manager to liaise with incumbent maintenance / service providers to ensure resources and are retained to support regular cleaning	Senior Location Manager	Ongoing
		All locations to continue daily (before or end of shift) and enhanced (hourly / between shifts) cleaning for all operational days	LOW	Location Manager to liaise with incumbent maintenance / service providers to ensure suitable supplies and quantities of stock are procured and retained to support continued cleaning	Senior Location Manager	Ongoing
		A process is in place for targeted cleaning to be invoked upon a confirmed positive case.	LOW	Further information on Burberry cleaning and decontamination standards are set out in HS170.12 Cleaning and Decontamination standard	Senior Location Manager	Ongoing
		Anti-bacterial wipes should be retained as additional cleaning source	LOW	Location manager to ensure availability	Senior Location Manager	Ongoing
Travel: <i>Travel Restrictions, limiting inbound</i>	Employees, Contractors and Freelancers	All work-related business travel is advised to be booked and managed via our business travel provider BCD and remains subject to Exco Approval.	LOW	Travel Risk team to ensure travel policy and restrictions requirements are being followed for all business travel	Travel Risk Team	Ongoing

<p><i>/ outbound work travel</i></p> <p><i>and/or</i></p> <p><i>Self-isolation quarantine restrictions in place</i></p>		<p>Local restrictions which may impact travel, where there is a statutory requirement to self-quarantine for a minimum period before returning to work are closely monitored by the business and where necessary, reasonable resources will be made available to support travel being permitted</p>	<p>MEDIUM</p>	<p>Line managers must consult with the Travel Risk team to pre-identify any travel which may be impacted by travel restrictions</p>	<p>Line Management</p>	<p>Prior to travel being approved</p>
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MATRIX		SEVERITY				
LIKELIHOOD		Negligible Problem easily handled by normal day to day processes, minor injury/ ill health, insignificant damage	Minor Some disruption, non-reportable injury/ ill health, slight damage to property	Moderate Significant time/resources needed, major injury/ near miss/ ill health	Significant Operations severely disrupted, reportable (major) injury/ near miss/ ill health	Severe Serious disruption to business, multiple injuries/ ill health, major near miss
	VERY LIKELY (>90%)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	LIKELY (50-89%)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	POSSIBLE (10-49%)	LOW	LOW	MEDIUM	HIGH	HIGH
	UNLIKELY (3-9%)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	VERY UNLIKELY (<3%)	LOW	LOW	MEDIUM	MEDIUM	HIGH