

DIAGEO plc – Results of COVID-secure risk assessment

This is a summary of the results of Diageo plc's return to work, or "COVID-secure" Risk Assessments and is current as at June 2020.

The risk assessments and this summary apply to all Diageo sites and offices in the UK.

As this is a published summary, in accordance with UK Government expectations, it will not necessarily be updated whenever underlying risk assessments are reviewed. However material changes in risk or control measures will be reflected in this document¹ once signed off and implemented.

The summary of control measures set out below is prepared in accordance with published UK Government guidance:

- Working safely during coronavirus
- 5 steps to working safely
 - Factories, plants and warehouses
 - Offices and contact centres

Diageo colleagues who are able to do so, and who wish to do so, continue to work from home. Colleagues who fall into the UK Government categories of clinically vulnerable or clinically extremely vulnerable are working from home where roles permit.

These are unprecedented times with many new challenges but Diageo is committed to ensuring the safety of colleagues and those third parties with whom we necessarily interact in order to operate. A global pandemic is a public health issue first and foremost and a workplace issue secondarily. Its risks (being a virus) cannot be eradicated but to the extent that we can contribute to minimising the risks, through our adopted control measures we aim to achieve that.

June 2020

¹ "on this page" if referring to web publication

Hazard	Risk	Control Measures
<p>COVID19</p>	<p>The symptoms can be mild (similar to a cold) or more severe (similar to those associated with flu or pneumonia or respiratory or kidney failure). In rare cases, infection can lead to death.</p> <p>People most at risk of complications are those with a weakened immune system or a chronic disease, older and pregnant people.</p>	<p>General</p> <p>A hierarchy of control measures has been introduced by the company, which is summarised below. More detail is set out in the full risk assessment which is kept under regular review. Any material changes will be updated in this document.</p> <p>Safe Working Arrangements</p> <ul style="list-style-type: none"> • We are providing communication and raising awareness about COVID-19 symptoms and working arrangements in place to all employees. This includes ensuring that any language difficulties and disabilities are catered for so that all employees have a full understanding of our revised working arrangements and their role in keeping themselves and colleagues safe. • Any employee within the listed shielded category will work from home assuming they are well enough to work. Employees in this category have been identified and have completed a High Risk Declaration Form. • Employees within clinically vulnerable groups but not within the shielded category (or those with clinically extremely vulnerable or clinically vulnerable people in their households) are working from home, if this is possible for their role. Where this is not possible, they will be treated in line with our Diageo COVID-19 Global Pay principles. • Those who can work from home are doing so and are using work equipment from desks (such as monitors / mouse / etc) which is needed to work safely at home. A protocol is in place for ordering additional equipment if required. Regular calls are taking place with WFH groups to ensure they still engaged, feel supported and have everything they need to work safely. For workers needing to be on site, shift rotations have already been put in place. Shorter working days have been considered. Employees should work in a fixed team where possible so that any unavoidable contact is between the same group. • There is a centralised reporting system for COVID-19 confirmed cases, quarantine and self-isolation amongst employees. • We have sufficient first aiders at every site. • We have senior management present on site, particularly to address the situation where those physically attending a work location are junior or inexperienced. <p>Cleaning & Hygiene Measures</p> <ul style="list-style-type: none"> • Information has been provided to employees on good hygiene and social distancing practices. Any language difficulties and disabilities have been catered for. • A stringent and regular cleaning regime has been implemented in all areas. Additional enhanced cleaning measures have been introduced in communal areas and for high touchpoints including keyboards, mouse, light switches, door handles, stair handrails, lift buttons, telephones. Given our hot desk set up; every employee is responsible for keeping the work station they use, sanitised and in particular this should be done at the beginning and end of every shift. Hand sanitiser and wipes to be provided to avoid the cleaning process itself exposing employees to risk.

	<ul style="list-style-type: none"> • An instructional poster campaign was launched and posters placed in prominent areas to raise awareness and highlight the requirement for social distancing and good hygiene practices with anti-bacterial soap, hand sanitiser and paper towels introduced and provided in multiple locations. Employees have been regularly advised to practice good respiratory hygiene by covering mouth and nose with a tissue or sleeve when coughing or sneezing and disposing of tissues properly. Waste facilities and frequency of waste disposal in accordance with the guidance (paper towels disposed of as compostable material as per BCP). • Where possible, secure storage for employee personal belongings has already been provided to reduce the risk from contamination. Where not possible, workspaces to be cleared and all personal items removed from the work area at the end of a shift. • Sanitisation stations are located throughout the buildings with personal hygiene and cleaning products at each location and evidence of checks taking place for replenishment of these products i.e. sanitiser, wipes and soap. <p>Access to Sites Restricted</p> <p>Reduced access to site for visitors. Non-essential work/visits/visitors postponed or cancelled. Only strictly necessary and pre-arranged visits to site are permitted and the Diageo host (who will be given guidance as appropriate) retains responsibility for ensuring the essential contractor / visitor is carefully managed during any visit. Site guidance on good hygiene and social distancing to be explained to visitors. All permanent contractors included in all site briefings to ensure adherence within this group also. Process around visitors will be reviewed, and re-risk assessed in event of any relaxation of measures to consider the implications of additional numbers of people on site.</p> <p>Temperature Checking</p> <ul style="list-style-type: none"> • All employees and visitors entering a production site are temperature checked using a non-contact thermometer or from their own personal temperature reading, for those sites who have issued thermometers, to prevent anyone with a temperature above 37.8C accessing a Diageo Site. • Temperature checking process with thermal camera or manually via checking stations with appropriate protection and PPE via checking stations or self-checking. Employees aware of how to self-check their temperature also if required and report if necessary. <p>Social Distancing</p> <ul style="list-style-type: none"> • Social distancing (at least 2m) is to be maintained wherever possible, across all parts of the business. Where social distancing cannot be achieved, we consider whether that activity needs to continue for the business to operate. Where it does, all possible mitigating actions are taken. <p>Adherence to best practice</p> <ul style="list-style-type: none"> • Senior management keep up to date with current government guidance with a view to implementing any measures required.
--	---

		<ul style="list-style-type: none">• There is regular engagement with all teams, including union representatives, about measures taken, including the content of the main risk assessments, particularly if they involve a change in risks or control measures.• We are sharing best practice with key suppliers and contractors
--	--	--