



# COVID-19 Summary Risk Assessment

Risks and mitigating actions  
for BMS Offices globally

25 May 2020



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### DISCLAIMER

All information contained herein of a non-public, confidential or proprietary nature is to be treated as confidential, and may not be disclosed to any other person not entitled to receive it without the prior consent of BMS, except as may be required by law or regulatory authority.

## 1. Introduction

As part of BMS's preparations for returning to its offices globally, we have conducted a risk assessment to identify the key risks and the associated mitigating actions that are in place, or need to be put into place to ensure that we continue to manage the risk of spreading COVID-19 and enable us to work safely during the pandemic.

This document summarises the results of this risk assessment.

## 2. Key Risks and Mitigating Action

The risk assessment has identified a number of risks, which can be categorised into the following two areas:

- risk of staff COVID-19 infection
- working conditions within BMS offices risk spreading COVID-19

For each of the above risk areas, BMS has implemented all reasonably practicable measures to mitigate the risks from occurring.

### 2.1. Risk of Staff COVID-19 Infection

This section summarises the measures that BMS has implemented to minimise the risk of staff COVID-19 infection.

- BMS's position is that the preferred working practice is that staff work from home to minimise the potential exposure to COVID-19 and has provided the tools and technology, including remote access to the systems to continue to support this way of operating.
- Whilst BMS considers its offices appropriate to manage the risk of COVID-19 infection, BMS does not require or insist that any member of staff to travel to the office, as it recognises that there is increased risk of infection if staff use public transport.
- Where a member of staff chooses to frequent any BMS office, BMS is encouraging them to avoid using public transport where possible. BMS is encouraging staff wishing to return to:
  - use other forms of transport, such as private vehicles or bicycles. BMS parking facilities vary from office to office. Employees are encouraged to work with local leaders regarding transportation options. BMS has secure bike storage in many locations.
  - Where public transport is used, stagger commuting times to avoid rush hour
- In the event that a member of staff, or a member of their household, displays symptoms of, or tests positive for, COVID-19, they are required to stay at home and self-isolate in accordance with specific Government guidelines. The member of staff is not permitted to enter any BMS office until their period of self-isolation is completed.
- BMS has considered the increased risk to staff who are deemed especially vulnerable to COVID-19 infection. BMS has communicated that these members of staff should not travel into the office, but should remain at home and continue to follow specific government guidelines.

### 2.2. Working Conditions within BMS Offices Risk Spreading COVID-19

BMS has considered its office spaces and working environments and has implemented the following measures to ensure that its offices considered COVID-19 safe office environments.

- BMS jurisdictions are phasing returning to the workplace in accordance with local regulations, protocols and guidelines and office readiness.

- BMS has reviewed the configuration and capacity of each office. BMS has implemented a staff capacity limits for offices, where necessary, to enable social distancing to be maintained. Each office's capacity limits are different and can be obtained from the local Head of Operations.
- All BMS staff have received the relevant Returning to the Workplace e-book which details the office protocols that must be adhered to.
- Where necessary, monitoring regimes for office occupancy are in place, to ensure that capacity limits and social distancing are adhered to.
- Some jurisdictions have implemented shifts for staff returning to the workplace; oversight of the shifts is the responsibility of local leadership.
- BMS has installed appropriate social distancing signage.
- Where BMS is unable to physically separate the office desks by 2m; staff are required to sit at their own desks and where this is not possible a clear desk will be found for them. All staff will sit no closer than a 2m radius of another colleague, in accordance with social distancing rules. Additional cleaning products have been provided for staff to clean their desk space.
- Enhanced cleaning regimes for BMS offices have been agreed.
- Additional hand sanitiser is available and, where appropriate, additional hygiene signage has been installed.
- Meeting rooms have capacity limits and have been configured to maintain social distancing. Hand sanitiser and cleaning materials are available for meeting rooms.
- In some jurisdictions, kitchens and other communal spaces remain closed.
- Some BMS dedicated kitchen spaces are available for use; these have capacity limits, appropriate social distancing signage and additional hand sanitiser stations which staff are required to use before touching shared facilities such as water coolers and coffee machines.
- For BMS locations which share kitchen and toilet facilities with other building occupants, these spaces are operated by the building landlords, who may have modified access to comply with local regulations. BMS staff are required to maintain social distancing in these shared spaces and adhere to landlord restrictions.
- BMS dedicated toilet facilities have capacity limits, social distancing signage and paper hand towels; hand dryers, which are not touchless, are out of action to avoid contamination.
- Lifts to BMS offices are operated by building landlords who may have introduced reduced capacity to maintain social distancing. BMS staff have been advised to adhere to all landlord restrictions.
- Where social distancing is not possible (such as in shared lifts), BMS staff have been advised to position themselves with their backs to other people, or side to side. Staff have been advised to avoid positioning themselves face to face with others.
- Each jurisdiction is considering the appropriate timing to host visitors in accordance with local regulations and protocols. Visitors to the BMS offices are being discouraged; where this is a commercial imperative, visitors are restricted to small groups. Jurisdiction specific visitor guidance regarding the office protocols has been developed and will be issued to every visitor, either prior to, or upon entry into the BMS office reception.
- BMS recognises the limited effectiveness of Personal Protective Equipment (PPE), but has supplies including sanitiser wet wipes for workstations and meeting rooms. Where local regulations require it, BMS is providing staff with face masks and other PPE. Where this is not required by local regulation, BMS has stocks of face masks which are available for staff on request.