



**Premises Risk Assessment – Preventing Coronavirus (COVID-19)**

<b>Company Office Address:</b> T Rowe Price International Ltd 60 Queen Victoria Street, London, EC4N 4TZ	<b>Office Manager:</b> Corporate Real Estate and Workplace Services  <b>Contact Number:</b> 0207 651 8200	<b>Landlord Agent:</b> JLL (Emma Swann – Facilities Manager)  <b>Contact Number:</b> 0207 236 4641
<b>Hazard:</b> Spread of Coronavirus at the Workplace	<b>Date reviewed:</b> 07/05/2021	<b>Date of next review:</b> 08/08/2021

Activity/affected areas/who might be harmed	Controls Measures Required	Additional Controls/Required by whom	Actions Completed & Confirmed (Y/N/NA)	Date Completed
<b>Travel to/from work</b>  Associates, staff and visitors may be infected on public transport or in passenger lifts.	As of 15/4/2021, only 6% of associates are attending the office. The majority are now working from home with limited physical access to the office.  Only the essential workers are permitted to work in the office.  Maintain 2m social distancing wherever possible during your journey.	Provide additional parking or facilities such as bike racks to encourage associates to cycle, or walk/run, to work where possible. – Building Management, TRPI Management.  Reduce lift passenger numbers and encourage associates to use stairs where possible. Landlord to display revised lift passenger numbers on Lifts.	Y  Y  Y	February 2021 & Ongoing  10 <sup>th</sup> June 2020  10 <sup>th</sup> June 2020

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	Where it is not possible to maintain a 2m gap on the trains, underground and buses, wear a face			
<p><b>Moving around the office</b></p> <p><b>Shared Access Routes</b></p> <p>Associate, staff and visitors.</p>	<p>Maintain social distancing (2m apart or 1 metre with extra precautions in place).</p> <p>Door handles and push pads will be cleaned and sanitized frequently.</p> <p>Sanitise hands /wash hands with soap frequently.</p> <p>Display of posters, leaflets and other relevant information on COVID-19 safety measures, around the office.</p> <p>The number of associates in the office has been limited to essential workers only.</p>	<p>Frequent checks will be carried out to ensure these measures are being adhered to by Managers/CREWS/Building Managers/Reception.</p> <p>Introduce a one-way flow around the office and display directional signs for guidance. – CREWS</p> <p>Temperature checks will be carried out at the Main Reception. – Building Management.</p> <p>Reduce maximum occupancy for lifts, display notices to indicate revised passenger numbers and encourage associates to use the stairs. – CREWS &amp; Building Management.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Continuous</p> <p>10<sup>th</sup> June 2020</p> <p>February 2021 &amp; Continuous</p>
<p><b>Designated Access Routes</b></p>	<p>A one-way flow system is to be implemented at the main access/egress points, and appropriate signs displayed to direct users.</p>	<p>Regular monitoring of the system will be required. -CREWS &amp; Building Management.</p>	<p>Y</p>	<p>10<sup>th</sup> June 2020</p>

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<p><b>Vulnerable Groups</b></p> <p>Associates who are pregnant, who have disabilities and those who have underlying health conditions.</p>	<p>Associates are encouraged to continue to work from home if they are vulnerable.</p>	<p>Remind associates to adhere to the Public Health advice to wash hands with soap and running water frequently and to maintain 2m social distance between them and others when out.</p> <p>Assign “Buddy’s” to support vulnerable associates in event of an emergency. CREWS.</p>	<p>Y</p>	<p>10<sup>th</sup> June 2020</p>
<p><b>Entrance and sign-in process</b></p>	<p>Display notices and floor markings to keep those signing in at reception 2 meters apart when Associates return to the office.</p>	<p>When Associates return to the office, visitors will be spaced-out in the seated reception area as soon as they report at reception. Associates are encouraged to minimise the need for clients to visit the office. Where necessary numbers in any visiting group are to be reduced to 4 or less.</p>	<p>Y</p>	<p>Continuous</p>
<p><b>Tea points/kitchens &amp; Welfare Areas</b></p> <p>Associates, staff and visitors</p>	<p>Surfaces and objects will be cleaned and disinfected regularly using appropriate cleaning substances.</p> <p>Cleaners must wear appropriate PPE – gloves.</p> <p>Adhere to social distancing requirements when using these facilities.</p> <p>Increase the frequency of waste removal.</p>	<p>Other areas that are frequently touched (such as reception counters, door handles, light switches, taps, push buttons on coffee/tea machines) will also be cleaned and disinfected frequently with the appropriate substances.</p> <p>Cleaners are to display cleaning charts and schedules indicating frequency of the enhanced cleaning regimes. – CREWS/Building Management/Cleaners.</p>	<p>Y</p> <p>Y</p>	<p>10<sup>th</sup> June 2020</p> <p>10<sup>th</sup> June 2020</p>

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		Hand sanitizers are to be provided at tea points to enable associates to sanitize or wash their hands before touching surfaces.	Y	10 <sup>th</sup> June 2020
<b>Toilets</b>  Associates, staff and visitors	Surfaces and objects will be cleaned and disinfected regularly using appropriate cleaning substances.  COVID-19 hygiene posters and information will be displayed to remind users to practice good hygiene such as washing of hands frequently with soap following the Public Health advice.  Increase the frequency of waste removal.	Ensure social distancing is maintained in the toilets. Working urinals and toilet numbers will be reduced (where possible). – Building Management.  Provide hand sanitisers in the toilets as well as in several locations around the workplace. – Building Management, CREWS	Y  Y  Y	10 <sup>th</sup> June 2020  10 <sup>th</sup> June 2020  10 <sup>th</sup> June 2020
<b>Shower room/Lockers &amp; Changing Rooms</b>  Associates and staff.	A strict cleaning regime will be implemented.  Clear guidance will be set for the use of these facilities to ensure personal effects are not left behind. Social distancing must be implemented.  Posters and signs will be displayed to increase awareness.  Increase the frequency of waste removal.	Adequate and appropriate hand cleaning substances and hand sanitisers must be provided. - CREWS	Y  Y  Y	10 <sup>th</sup> June 2020  10 <sup>th</sup> June 2020  10 <sup>th</sup> June 2020

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<p><b>Computer Workstations</b></p> <p>Associates.</p>	<p>The keyboards, monitors, computers, desks, phones, headphone stands, mouse will all be thoroughly cleaned regularly.</p> <p>Perspex screens have been installed between desks (workstations) to ensure adequate protection (face-face &amp; side-side) at seated positions.</p> <p>Associates must wash their hands regularly or use hand sanitisers.</p>	<p>Users will be provided with disinfectant wipes to use during the working day to clean the surfaces of the equipment they use and the work surfaces.</p> <p>IT personnel and those who use multiple keyboards are to sanitise their hands before and after use. Provide hand sanitizer stations adjacent to keyboards or at end rows of workstations.</p> <p>The Cleaners will clean at the end of the working day. – CREWS/IT/DSE Users</p> <p>Face Masks will be provided for Associates with instructions on how to correctly wear them. – CREWS</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>10<sup>th</sup> June 2020</p> <p>Continuous</p> <p>10<sup>th</sup> June 2020</p>
<p><b>Meeting Rooms/ Conference Rooms</b></p> <p>Associates, staff &amp; visitors.</p>	<p>The surfaces and chairs will be cleaned and disinfected regularly after each meeting using appropriate cleaning substances.</p>	<p>Hand sanitisers will be provided for use by all meeting attendees before and after meetings. - CREWS</p> <p>Numbers of meeting attendees will be significantly reduced to 4 or less and face to face contact time will be no more than 15 minutes. Seating in meeting rooms will be spaced at 2 meters apart to enable social distancing. – CREWS/Associates</p>	<p>Y</p> <p>Y</p>	<p>10<sup>th</sup> June 2020</p> <p>10<sup>th</sup> June 2020</p>

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<b>Flexi-Offices</b>	The surfaces, chairs and phones will be cleaned and disinfected regularly using appropriate cleaning substances.	Hand sanitisers will be provided for use by all which will be located around the workplace. – CREWS.	Y	10 <sup>th</sup> June 2020
<b>Wellness Rooms/First Aid Area</b>  Associates & staff.	<p>FFP2 or FFP3 Face Masks and Plastic Disposable Overalls will be provided next to the first aid boxes in the wellness rooms and on all floors.</p> <p>The wellness rooms will be thoroughly cleaned daily. All surfaces will be cleaned with appropriate substances.</p> <p>When cleaning after a known or suspected case of COVID-19 then do the following:</p> <ol style="list-style-type: none"> <li>1. cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>2. wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> </ol>	<p>This procedure must be carefully monitored. – CREWS</p> <p>Hand sanitisers and anti-viral wipes must be provided to clean surfaces in between use. – CREWS</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>10<sup>th</sup> June 2020</p> <p>10<sup>th</sup> June 2020</p> <p>Continuous</p>
<b>Emergency Evacuation</b>  Associates, staff & visitors.	<p>On hearing the alarm all associates, staff and visitors must make their way to the escape routes and exit the building.</p> <p>Associates have been advised to dispersed and not assemble at the designated assembly point.</p>	Associates will be contacted by mobile phone/email when it is safe to return to the building.	Y	Continuous

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	Associates, staff & visitors are advised to wash their hands or use hand sanitiser before returning to their workstations.			
<b>First Aiders/First Aid Assistance</b>  Associates/Staff/Visitors	Adequate number of First Aiders will be in the office. First Aiders have been informed of the new COVID-19 advice provided by St John's Ambulance.	FFP2 or FFP3 face masks and disposable plastic aprons will be provided next to first aid boxes and in Wellness Rooms for use by First Aiders. - CREWS	Y	Continuous
<b>Mailroom &amp; package delivery/collection</b>	Cleaning procedures for goods and merchandise entering the site will be implemented.  Associates handling goods and merchandise will have to wear gloves, wash their hands frequently or use hand sanitiser where hand washing facilities are not close by.	TRPI will provide disposable gloves and bins for disposal of used gloves. This process should be monitored regularly. – CREWS Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles.	Y	Continuous
<b>Heating and Ventilation</b>	Air condition and air handling systems will be serviced and maintained in line with current country specific requirements guidance to ensure its effectiveness.	Check with Integral to ensure appropriate servicing or adjustment in the ventilation systems, to ensure the system does not automatically reduce ventilation levels to lower than normal occupancy levels.	Y	10 <sup>th</sup> June 2020

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<p><b>Spreading information and consultation with Associates.</b></p>	<p>T Rowe Price Return to Office (RTO) Plan and Playbook containing detailed arrangements have been shared with all associates. Several Townhall Company-wide meetings and briefings have been held with associates to keep them informed of RTO arrangements.</p>	<p>The COVID-19 risk assessment and COVID Secure Poster will be displayed on the company website.</p> <p>Elected Safety Representatives have been consulted and all updated information will be placed on the company intranet for ease of access by all associates.</p>	<p>Y</p>	<p>10<sup>th</sup> June 2020</p>

**Assessment completed by:** GEP Safety Consultants Ltd on behalf of T Rowe Price International