



Premises Risk Assessment – Preventing Coronavirus (COVID-19)

Company Office Address: T Rowe Price International Ltd 60 Queen Victoria Street, London, EC4N 4TZ	Office Manager: Corporate Real Estate and Workplace Services Contact Number: 0207 651 8200	Landlord Agent: JLL (Emma Swann – Facilities Manager) Contact Number: 0207 236 4641
Hazard: Spread of Coronavirus at the Workplace	Date reviewed: 22/09/2021	Date of next review: 14/01/2022

Activity/affected areas/who might be harmed	Controls Measures Required	Additional Controls/Required by whom	Actions Completed & Confirmed (Y/N/NA)	Date Completed
Travel to/from work Associates, staff and visitors may be infected on public transport or in passenger lifts.	As of 13 September 2021, Associates have returned to the office with the flexibility of working from home on some days of the week. Maintain social distancing wherever possible during your journey. Where it is not possible to maintain a gap on the trains, underground and buses, wear a face covering.	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.	Y Y Y	Ongoing

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	The Building Management have displayed signs in the lifts requiring passengers to wear masks in the lift.			
<p>Moving around the office</p> <p>Shared Access Routes</p> <p>Associate, staff and visitors.</p>	<p>Maintain social distancing.</p> <p>Door handles and push pads will be cleaned and sanitised 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>Frequent checks will be carried out to ensure these measures are being adhered to by Managers/CREWS/Building Managers/Reception.</p> <p>Temperature checks will be carried out at the Main Reception - Building Management.</p>	<p>Y</p> <p>Y</p>	<p>Ongoing</p>
<p>Designated Access Routes</p>	<p>The Yellow and Green escape routes have been designated as one-way 'down only' routes. The Red staircase is designated for going up and down – Building Management.</p>	<p>Regular monitoring of the system will be required - CREWS & Building Management.</p>	<p>Y</p>	<p>Ongoing</p>
<p>Vulnerable Groups</p> <p>Associates who are pregnant, who have disabilities and those who have underlying health conditions.</p>	<p>Associates are encouraged to follow the current NHS guidance for everyone: maintain social distance, wear face covering if unable to keep the distance, wash hands frequently.</p>	<p>The government advice is for everyone within the designated age groups to get vaccinated.</p> <p>Assign "Buddy's" to support vulnerable Associates in event of an emergency. CREWS.</p>	<p>Y</p>	<p>Ongoing</p>

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<p>Entrance and sign-in process</p> <p>Visitors, Associates and staff.</p>	<p>Display notices to keep those signing in at reception apart when Associates returning 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.</p>	<p>Y</p>	<p>Ongoing</p>
<p>Tea points/kitchens & Welfare Areas</p> <p>Associates, staff and visitors.</p>	<p>Surfaces 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>Hand sanitisers are to be provided at tea points to enable Associates to sanitise or wash their hands before touching surfaces.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Toilets</p> <p>Associates, staff and visitors.</p>	<p>Surfaces and objects will be cleaned and disinfected regularly using appropriate cleaning substances.</p>	<p>Ensure social distancing is maintained in the toilets. Working urinals will be reduced (where possible) – Building Management.</p>	<p>Y</p>	<p>Ongoing</p>

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	<p>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.</p> <p>Increase the frequency of waste removal.</p>	<p>Provide hand sanitisers in the toilets as well as in several locations around the workplace – Building Management, CREWS</p>	<p>Y</p> <p>Y</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Shower room/Lockers & Changing Rooms</p> <p>Associates and staff.</p>	<p>A strict cleaning regime will be implemented.</p> <p>Clear signs have been displayed in these facilities to ensure personal effects are not left behind. Social distancing must be implemented.</p> <p>Posters and signs have been displayed to increase awareness.</p> <p>Increase the frequency of waste removal.</p>	<p>Adequate and appropriate hand cleaning substances and hand sanitisers provided - CREWS</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Computer Workstations</p> <p>Associates.</p>	<p>The keyboards, monitors, computers, desks, phones, headphone stands, mouse are thoroughly cleaned regularly.</p> <p>Perspex screens have been installed between desks (workstations) to ensure adequate</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 sanitiser</p>	<p>Y</p> <p>Y</p>	<p>Ongoing</p> <p>Ongoing</p>

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	<p>protection (face-face & side-side) at seated positions.</p> <p>Associates must wash their hands regularly or use hand sanitisers.</p>	<p>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>	Y	Ongoing
<p>Meeting Rooms/ Conference Rooms</p> <p>Associates, staff & 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. Seating in meeting rooms will be adequately spaced to maintain social distancing – CREWS/Associates.</p>	Y Y	Ongoing Ongoing
<p>Flexi-Offices/Hot desks</p>	<p>The surfaces, chairs and phones will be cleaned and disinfected regularly using appropriate cleaning substances.</p>	<p>Hand sanitisers will be provided for use by all which will be located around the workplace – CREWS.</p>	Y	Ongoing
<p>Wellness Rooms/First Aid Area</p> <p>Associates & staff.</p>	<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>This procedure must be carefully monitored – CREWS.</p>	Y	Ongoing

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	<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"> 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. 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. 	Hand sanitisers and anti-viral wipes must be provided to clean surfaces in between use – CREWS.		
<p>Emergency Evacuation</p> <p>Associates, staff & visitors.</p>	<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 disperse and not assemble at the designated assembly point.</p> <p>Associates, staff & visitors are advised to wash their hands or use hand sanitiser before returning to their workstations.</p>	Associates will be contacted by mobile phone/email when it is safe to return to the building.	Y	Ongoing

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<p>First Aiders/First Aid Assistance</p> <p>Associates/Staff/Visitors.</p>	<p>CREWS will ensure that adequate number of First Aiders will be in the office daily.</p> <p>First Aiders have been informed of the new COVID-19 advice provided by St John's Ambulance.</p>	<p>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.</p>	<p>Y</p>	<p>Ongoing</p>
<p>Mailroom & package delivery/collection</p>	<p>Cleaning procedures for goods and merchandise entering the site will be implemented.</p> <p>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.</p>	<p>TRP will provide disposable gloves and bins for disposal of used gloves. This process should be monitored regularly – CREWS.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, individual workers should load or unload vehicles.</p>	<p>Y</p>	<p>Ongoing</p>
<p>Heating and Ventilation</p>	<p>Air condition and air handling systems will be serviced and maintained in line with current country specific requirements guidance to ensure its effectiveness.</p>	<p>Ensure appropriate servicing or adjustment in the ventilation systems, to make sure the system does not automatically reduce ventilation levels to lower than normal occupancy levels – CREWS FM/Building Management.</p>	<p>Y</p>	<p>Ongoing</p>

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Spreading information and consultation with Associates.	T Rowe Price Return to Office (RTO) briefings and consultations containing detailed arrangements have been held with all Associates.	Elected Safety Representatives have been consulted and all updated information will be placed on the company intranet for ease of access by all Associates.	Y	Ongoing

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