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1.0 Introduction

Welcome to the 90 High Holborn Occupier Handbook,

Aim of this handbook

This handbook intends to help you and your organisation to settle into the property as smoothly as possible.

Additionally, the aim of this Guide is to provide you with easy-to-understand information with regards to the building's features, operation and the prevailing Health & Safety framework that fits around your business operational needs.

Furthermore, this handbook intends to help you familiarise yourself with all building amenities, maximise building efficiency and promote the safe use of the building.

It is suggested that you acquaint your employees with the information therein and keep the handbook in your demise as a reference.

If there are any sections of this handbook which you or your employees do not understand please do not hesitate to contact the Building Manager.

2.0 The Management Team

Colliers are the Managing Agent for 90 High Holborn and are dedicated to ensuring a smooth running of the building.



Jair de Freitas
CX Building Manager
jair.defreitas@colliers.com

020 7242 4033
078 5865 8410



Will Hayler
Head of Facilities Management
will.hayler@colliers.com

020 7487 1715
075 5717 1924



James Cheeseman
Associate Director
james.Cheeseman@colliers.com

020 7344 6882
078 6018 0809

3.0 Building Location & Visitor Information

Location & Postcode

Postal Address & Postcode:

90 High Holborn
London
WC1V 6LJ

90 High Holborn building hours

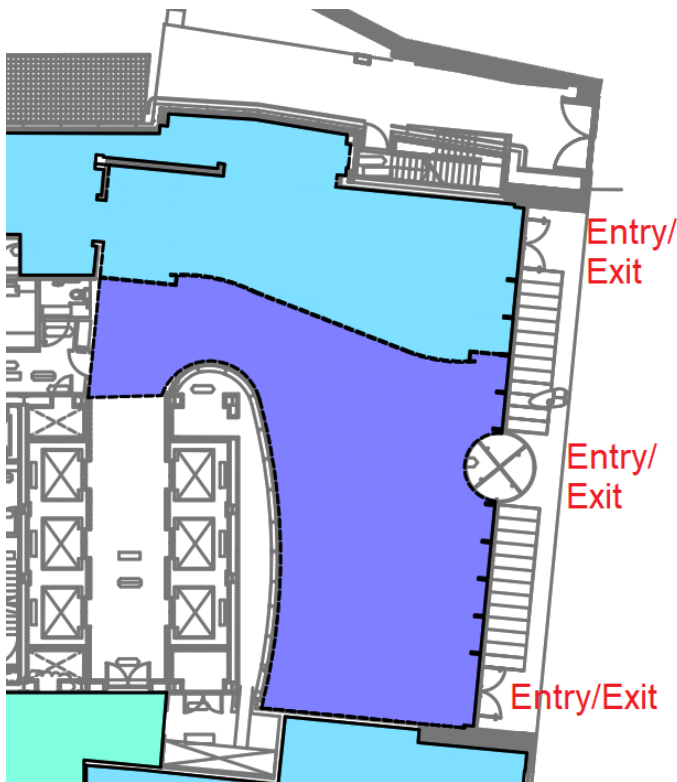
- Working Hours: 08:00 – 18:00
- Out of Hours: 18:00 – 08:00

The property is manned by Security 24 hours a day Monday – Sunday, including Bank Holidays.

Visitors

On arrival at the property, you will be greeted by our Front of House team, and you would either have an access pass which will give you access to the lift lobby as well as the office floor or you will be given access to the building by the Front of House team provided that you give the required information.

Visitors may take a seat in the lobby whilst they wait for their host.



Floor Plan with building entry and exit routes

3.1 Transport Links

Local Tube

Holborn – 0.1 miles

- Central Line
- Piccadilly Line

Chancery Lane – 0.3miles

- Central Line

Covent Garden – 0.4miles

- Piccadilly Line

Farringdon – 0.6miles

- Circle Line
- Hammersmith & City Line
- Metropolitan Line
- Thameslink Service

4.0 Building Design & Onsite Facilities

90 High Holborn Campus comprises of nine floors of wonderfully designed interiors and features a range of workspaces, event space and meeting rooms.

Located in the heart of London, this property offers the perfect location to work while having easy access to exploring one of the most vibrant cities in the world.

Onsite Facilities & Services include:

- Air Conditioning
- Wi-Fi
- Lift Access
- Reception
- Shared lounge & Co working space
- Disabled Access
- Gym facilities
- Washroom facilities/showers
- Security System
- Event Space
- 24hr Access
- Cleaning
- 24hr Security
- Cycle parking
- Car park

4.1 Disabled Access

The Equality Act

Equality law recognises that equality for disabled people may mean changing the way in which services are delivered, providing extra equipment and/or the removal of physical barriers.

- The first requirement involves changing the way things are done.
- The second requirement involves making changes to overcome barriers created by the physical features of the premises if these are open to the public or a section of the public.

The 90 High Holborn property adheres fully to the provisions of the Equality Act 2010, which places duty upon service providers to provide adequate access for disabled people, and to make reasonable adjustments to allow them to access all services, premises, and resources. One of the adjustments made by the property was the installation of two automatic doors, a sliding door located at the main entrance of the building, and an automatic swing door located by the lift lobby.

Additionally, the 90 High Holborn property undertakes DDA audits regularly to ensure recommendations are promptly adopted to facilitate the needs of all visitors.

In addition to the automatic doors, our brilliant Front of House Team is ready to offer their immediate assistance once the visitor rings the buzzer at the entrance of the building which is connected to the reception desk.

Access Facilities in Place	Location
Separate main entrance automated door to complement revolving door	Main entrance
Car parking on site	Basement
Passenger lifts with section screen with audible read out and scanning selection and fireman's lifts	All Levels
Safe refuge areas	All Levels
Accessible W/C provision	All Levels above basement

4.2 Gym Facilities

Colliers, on behalf of the landlord, is responsible for the management, maintenance, and preservation of the Gym, which is located on the lower ground floor and can be accessed by all tenants.

Relevant information:

- The gym has a limit capacity of 8 people at any one time
- Gym passes can be requested/collected with Security at reception
- Gym equipment is regularly maintained by Technogym, a company specialized in gym equipment maintenance
- The gym can be accessed 24/7

5.0 Onsite Service Providers

To ensure building operates efficiently, the 90 High Holborn building has the following onsite service providers overseen by Colliers:

Customer Experience Building Manager

Jair de Freitas

Front of House Services

Reception is open from 8am to 17:00 Mon-Fri.

Covered by 1 receptionist.

Contact: 020 7242 4252

Housekeeping Services

Service from 6am to 18:00 Mon-Fri

1 full time cleaning operative and 2 part time cleaning operatives

Security Services

24hr service

2 security officers per shift covering Loading Bay and Reception.

Mechanical & Engineering Services

Service from 7:00am to 18:00 Mon-Fri

Covered by 2 engineers in alternating shifts.

6.0 Building Services & Maintenance

Colliers, on behalf of the landlord, is responsible for the management, maintenance, and preservation of the following areas:

- Reception Services
- Security Services
- Maintenance of Landlord Plant and Equipment
- Cleaning of Building Communal Areas
- Waste Management within Communal Areas
- Car Park & Bike Rack

6.1 Reception Information & Services

- Reception Services are covered by one receptionist within between 8:00 – 17:00, Mon-Fri.
- Between 18:00 and 08:00, Mon-Fri the reception is manned by the Security team.
- On weekends and Bank Holidays reception is manned by Security.
- When accessing the building, all visitors must be issued a visitor pass.
- For the visitor's safety, the visitor should not be left alone in the premises and the occupier collecting the visitor is responsible for the visitor while in the premises.
- The visitor pass must be returned to reception on departure.
- To ensure a smooth check-in the occupier should e-mail visitor's information at least 24h in advance to reception@90hh.co.uk.

6.2 Security Services

- Security Services are managed by Premium Security Services who are fully committed to understanding the building and occupiers' needs to deliver a seamless level of security service combined with first class customer service.
- Access to the property is controlled via intercom system or programmed access cards for all occupiers and authorised visitors.
- Access cards can be requested at Reception. Please note requests should be sent by an Occupier designated person and requests should be done 24h in advance.
- Lost access cards must be reported immediately to the Security Control on 020 7242 4252.
- The security team is supported by a closed-circuit CCTV linked to a digital recording equipment as well as a fire and smoke detection system in place.
- External Contractors who are working in the building should show to Security a Permit to Work form signed by the Building Manager to allow works within the premises.
- In the event of an emergency, contact Security Control on 020 7242 4252.

6.3 Parking Facilities

- Car parking spaces are accessed through Eagle Street via the Loading Bay where there is a car lift which takes you to the basement car park.
- Spaces are allocated to occupiers either under their lease or by separate licence.
- All enquiries should be directed to the Building Management team.

- Vehicles may use the car parking spaces overnight, however for security reasons notification should be given to Building Management in advance.
- Security cameras from security control room monitor the car park entrance and exit area. It should be noted that all vehicles and their contents are left at the owners' risk.
- Visitors and contractors are not allowed to use the car park unless by special arrangement with the Building Management Team.
- There are bicycle racks within the car park, with 56 spaces available for use by any personnel working within 90 High Holborn. Please note bicycle spaces are on a first come first serve basis.
- Visitors can use bicycle racks, however please contact security for assistance on arrival.
- Bikes are not permitted to be left anywhere other than the designated bays in the basement. Please note that anyone using the racking or parking facilities does so at their own risk.

6.4 Deliveries & Post

- All courier deliveries and collections are managed by Security and Reception team who are responsible for contacting the occupier to inform them of the delivery.
- Please note that the security and reception team does sign for parcels unless specifically requested by the occupier.
- The Loading Bay is open for deliveries from 7:00 to 18:00.
- Delivery vehicles will not be allowed to delay in the Loading Bay.
- To ensure quick response, we provide flexibility with small parcels which can be delivered through reception.
- Any occupier deliveries arriving out of hours will be accepted and signed for by the Security Team. Occupier will be advised by email or phone of the delivery.

6.5 Designated Smoking Area

- There are two designated smoking areas at the property: one located at high holborn in front of the building, and one located at the rear of the building in Eagle Street.
- It is not allowed to smoke anywhere else within the property.

6.6 Alcoholic Beverages

- Occupiers are not allowed to consume any alcoholic beverages within the property's common areas such as the coffee seating area, reception seating area, loading bay area and any of the lift lobby areas. We ask all occupiers to be mindful of their fellow occupiers within all common areas of the property.

7.0 Energy & Environment Features

Colliers International are committed to achieving and demonstrating a sound environmental performance by controlling the impact of our activities and services on the environment.

The overall aim of this statement is to:

- Endorse environmental protection and prevention of pollution in balance with socio-economic needs.
- To state a firm commitment to comply with relevant environmental legislation and regulations, and with all other environmental requirements to which we subscribe.

This policy statement solely addresses those environmental aspects which the Company can control and over which it can be expected to have an influence.

We recognise and acknowledge our environmental responsibilities in relation to the work practices of our workforce and any contractors or consultants which we may appoint. In joint operations the Company will, so far as it is practical, apply this policy where it controls the main activity. Where we do not, the Company will actively seek to influence our partners to follow an equivalent or more detailed environmental management criteria.

Energy Efficiency Tips

There are dozens of easy ways to save energy and improve environmental and sustainability performance at work, whether your company rents or owns your building, to look at how energy consumption can be reduced within your workplace, saving money, and reducing carbon emissions.

- Print documents only when necessary.
- Switch off your computer monitor if you are not going to use your PC for more than 15 minutes and shut-down your PC if you are not going to use it for more than 2 hours and ensure that it is not just left in standby mode.
- Switch off all lighting and other major equipment (photocopiers, printers, TVs in conference rooms etc.) that is not in use and ensure that they are not just left in standby mode.
- Switch small electronic equipment off at the mains (or unplug) when it is not in use, including mobile phone chargers.
- Place labels on light switches and plugs, to help you and your colleagues to switch off equipment which is not in use.
- Ensure that your desk lamp and bulb is kept clean, to keep lighting working at optimum capacity.
- Move any furniture away from in-front of heating and ventilation sources to ensure optimum performance.
- Reduce heating to the minimum to allow maintenance of a comfortable working environment (around 21oC on thermostats).
- Close all windows in air-conditioned spaces, unless necessary.
- If purchasing new electronic equipment, ensure that units carry energy efficiency certification (e.g., 'A' or 'A+' rated under the EU Energy Efficiency Labelling scheme, Energy Trust Recommended certification, and Energy Star certification etc.).
- Remove any unnecessary small appliances (unused small fridges etc.) and send them for re-use or appropriate recycling.
- Where possible, use stairs to move between floors instead of taking lifts.
- Avoid the use of personal electric heaters / desk fans wherever possible.

- Set kitchen fridges to around 4oC, to optimise performance whilst minimising energy consumption.
- Use kettles to boil only the water you need.

7.1 Water Use & Water Saving Tips

Water Saving Tips

There are many easy ways to save water within your building. In addition to helping reduce costs, decreasing water consumption can help your business comply with current and future environmental legislation, reduce its carbon footprint, and improve your company's environmental performance.

- Correctly use WC dual flush controls.
- Do not leave taps or showers running.
- Report any leaky or dripping communal taps / showers / WCs / urinals etc. to Building Management for repair.
- Ensure all dishwashers are full before using them.
- Use kettles to boil only the water you need.
- If purchasing new water-using equipment, ensure that units are water efficient.

7.2 Waste Management Systems

Colliers International operate a social and corporate environmental policy and endeavour to maintain facilities for high level recycling rates on all premises managed and both parties actively encourage occupiers to recycle wherever possible.

Our waste management Service Provider on 90 High Holborn site is:

iRecycle Waste Management Limited – 01279 505445

Please consider your suppliers packaging, reduction and or collection policies when investing in ways to reduce your business's environmental impact we would also encourage all occupiers to consider appointing ISO 14001 accredited services providers.

The types of waste collections that we will manage for you under the service charge agreement is limited to general office waste, please make separate arrangements for the collection of any confidential or hazardous waste items.

Recycling

iRecycle Waste Management Limited are committed to reducing waste to landfill by utilising processes such as: Material Recovery Facility (MRF) and Refuse Derived Fuel (RDF). However, to maximise the effectiveness of this waste separation at source it is essential to work closely with occupiers and cleaning service providers to ensure all waste facilities are used correctly to achieve 100% waste recycling.

The waste collection point is at the loading bay located at rear of the building, Eagle Street side. Please ensure all staff are aware of the location and what waste is acceptable and which containers are to be used.

8.0 Emergency Information

8.1 Fire Alarm & Fire Exits

90 High Holborn has a fully addressable fire alarm system providing comprehensive fire detection and alerting throughout the property. This means that if the fire alarm sounds it will sound everywhere simultaneously and everyone should act, unless stated otherwise.

- Fire alarms are tested weekly, currently this is undertaken at 11:30am on Friday.
- Fire evacuations are practiced twice per annum at 6 monthly intervals.

If you have any difficulty in hearing the alarms during the planned test, please notify the Building Manager immediately so this can be investigated.

Fire Exits

The 90 High Holborn property has 5 means of escape:

1. Two fire escape doors located at the main entrance lobby far left and far right sides.
2. The fire exit located in French Horn Yard.
4. The fire escape found to the rear of the ground floor, located in the loading bay.
5. The Eagle Street fire exit door, coming from Core 2 staircase.

All doors/ escapes are accessible via stairs found at the rear of all floors.

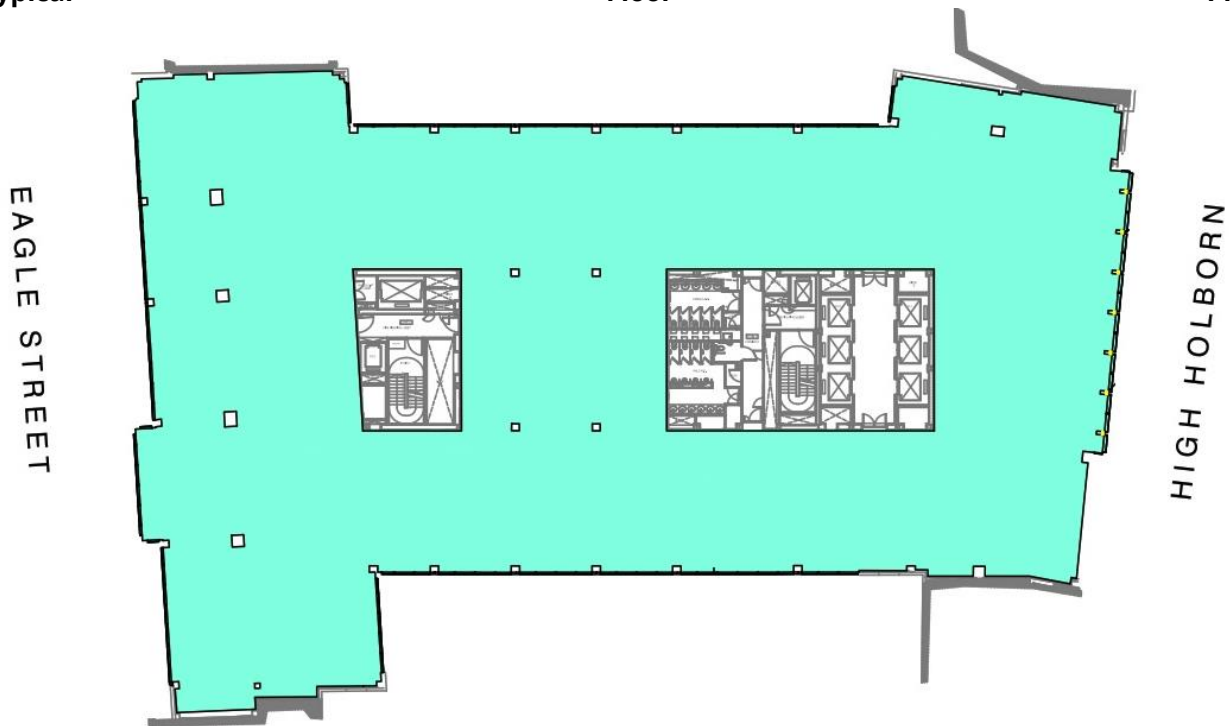
8.2 Building Background Information

- Maximum occupancy per upper floor: 382 persons
- Number of stairs: 2
- Size of stairs: 1.2m or 1200mm
- Size of exit at bottom of the stair: 0.95m
- Evacuation strategy: phased evacuation

Typical

Floor

Plan



8.3 Building Evacuation Strategy in case of Fire

Please note that you should not use any lifts during a building evacuation as all lifts automatically go to the ground floor. All occupiers should use the stairs to evacuate the building and use their nearest fire exit.

The building operates a phased evacuation strategy, and the evacuation philosophy is as follows:

- The fire floor and the floor immediately above; then
- In two floor stages until all the upper levels have been evacuated; then
- The floor below the fire floor in two floor stages.

8.4 Fire Evacuation Procedure

If you hear the fire alarm sound “alternating pitch siren” we would like to remind you of the basic principles, please ensure all staff and visitors are fully familiar with these:

- Leave the building calmly and quietly by the nearest available exit and make your way to the assembly point – located in Red Lion Square.
- Via main entrance – Turn right, then right again onto Procter Street and Red Lion Square would be on your right-hand side.
- Via French Horn Yard – Turn left and then left again onto Red Lion Street and the assembly point will be on your second left.
- Via Eagle Street Exit – turn right then left onto Dane Street then you will reach the Assembly point.
- In the event of a fire or fire alarm activation Do Not Use Lifts.
- Do not stop to pick up belongings.

- Proceed to the designated Master Points.

If you discover a fire raise the alarm immediately by activating the red fire alarm call point by each escape doorway.

Fire Fighting Systems

Fire extinguishers should be in each of the occupier's demise. Please do not attempt to extinguish a fire unless you have appropriate training, and it is safe to do so.

8.5 First Aid

First Aid Kits should be located within each of the occupier's demise.

9.0 Emergency Services

Local Police

Non-emergency Police - 101

Our Safer Neighbourhoods Metropolitan Police Team - 020 8649 2465

Local Hospital - Accident and Emergency Department

Tel: 020 3447 0083

St. Mary's
Praed Street
Paddington
London
W2 1NY

Local Fire Safety Enforcement

London Fire Brigade
169 Union St
London
SE1 0LL
020 8555 1200

Please always notify Building Management regarding utility failure however in the event of an emergency

Smell Gas

Gas Emergency Line: 0800 111 999

Power Failure

UK Power Networks: 0800 028 0247

Water Emergency

Thames Water: 0800 316 9800

Lift Trapping

Colliers 24Hr Help Desk: 01480 484352

9.1 Bomb Alerts & Threats

It is not considered that 90 High Holborn is a direct target for a terrorist attack, but more that the property is located within a potential area for such devices. A threat could take the form of a package/holdall bomb placed within the immediate vicinity of the building, or a vehicle bomb within the surrounding area.

Terrorists may (but not always) give telephone warnings of bomb explosions, such warnings may also come from hoaxers where there may be no real threat, but the aim is to cause disruption. Every telephone warning must be dealt with as if it were real.

The receipt of a telephone bomb threat is shocking and traumatic for most people. It is essential that the message is taken down as accurately as possible. The receiver should concentrate initially on gathering information from the caller. Other aspects can be considered afterwards. Even if it is planned that the message is recorded, it should be written down 'verbatim'. There is always the possibility that the recorder could break!

If you receive a bomb threat, keep the individual on the telephone if possible and get as much information from them as you can.

Keep calm and do not try to transfer the call. On completion of the call, whether you consider the threat to be credible, you should:

- Take down as many details as possible about the bomb.
- Telephone the police immediately.
- Telephone the Site Facilities Manager and or Security team immediately.
- Instigate the emergency plans within your own individual organisation.

10.0 Refit, Refurbish & Maintenance Arrangements

General

The terms of your lease will dictate what you can and cannot do with your demise and where you will need to seek the Landlord's consent for any changes.

10.1 Permit to Work Process

A permit to work will only be issued to Colliers approved contractors or for occupier's contractors requiring access to their own equipment via a common area. Signing in processes and site-specific induction must be completed prior to commence any works. Site specific RAMS must be approved by the Building Management in advance before a work permit is issued. All generic RAMS will be rejected as not being suitable or sufficient. It is recommended that a site visit is arranged to view any hazards before any works commence and for site specific RAMS to be produced. All Health & Safety must be managed by the contractors and follow all precautions stated in the RAMS and Permit to Work. The contractors must report to Security, check, clean the working area and sign off the permit to work before leaving site.

10.2 Minor Alterations

As a general point we would always recommend that when re-arranging any furniture and fixtures, staff should be aware of the impact that these changes could have on fixed grills/outlets etc. In general, care should be taken to avoid obstructing ventilation and heating apparatus. As a guide we have listed in the section below some helpful hints on office fit out, but if in doubt, please contact the Building Manager before making alterations.

10.3 Major Alterations

Before carrying out major works you are likely to need permission. Any structural alteration, extension or conversion of the building will have to comply with Building Regulations - in which case you will need formal permission from your local authority, planning permission may also be necessary.

Building Regulation and Planning Permission are different, so approval for one does not signify approval for the other.

The BRE Green Guide to Specification provides guidance for specifiers, designers, and their clients on the relative environmental impacts of over 250 elemental specifications for roofs, walls, floors etc. For further information, refer to www.bre.co.uk/greenguide.

10.4 Electrical

Work should be carried out by a professional electrician. The National Inspection Council for Electrical Installation Contracting (NICEIC) and the Electrical Contractors' Association (ECA) keep a register of approved firms.

10.5 Gas

Work on the gas installation in your building should only be undertaken by Gas Safe Register registered installer.

Office Layout Considerations

Careful consideration should be given to the impact of altering office layout on the energy efficiency and environmental performance of the building.

Office layout and the positioning of desks, furniture and various functional areas impacts on occupant comfort, appliance and building services efficiency, and ultimately sustainable building operation.

When undertaking a change in layout, whilst sustainability factors must be balanced with human resource factors, the following should be considered to ensure that the change does not detrimentally affect the efficiency and environmental performance of the building:

- Locate desks to maximise access to daylight, thereby reducing the need for artificial lighting.
- Located desks to maximise the provision of a 'view out' for occupants, contributing to a healthy working environment.
- Provide roller blinds to windows, to enable occupants to minimise glare as required. These must be to match building specification and adhere with any local planning regulations.

11.0 Health & Safety Information

The Health and Safety at Work Etc. Act 1974 places a duty on employers, employees, and self-employed persons to ensure the health and safety of all those who may be affected by their work activities.

The Management of Health and Safety at Work Regulations 1999 also require persons who share a work site to co-operate with each other in fulfilling their legal obligations, and to provide information where responsibilities overlap.

This document provides this information and reminds our occupiers of their obligations under health and safety legislation. It is not intended to prejudice the terms of your lease.

Information

Essential health and safety information concerning Colliers International operation on this site is attached entitled, Health and Safety Policy Statement.

Regular consultation and co-operation meetings will be held. Each occupier should nominate a responsible person to act as their health and safety co-ordinator. The name of this person should be notified to the relevant Facilities Management.

11.1 Your Obligations

Occupiers are expected to carry on their undertaking in a safe manner, in compliance with all relevant health and safety law.

Occupiers are required by law to carry out an assessment of the risks associated with their operation. They should take whatever steps are necessary to eliminate or control risk to themselves and their employees, to visitors and to others who may be affected by their operation.

Occupiers should be aware that poorly maintained equipment and systems within their units can lead to fire, damage to the site, and injury to others.

Occupiers have a responsibility to control the work of contractors acting on their behalf. They should ensure that contractors carry out their work safely. Occupiers must give the Colliers International site contact at least 7 days' notice of work by contractors which could affect the normal running of the site. Work that involves fitting out or structural alterations to the occupier's unit must not be carried out without written permission from the Colliers International site contact in accordance with the terms of the lease.

A copy of the "Code of Practice for Contractors" should be brought to the attention of each contractor working on your behalf.

Occupiers are responsible for managing the work of their employees and their contractors. No works are permitted to be carried out within common parts or other areas under Colliers International control without prior consent and safety documentation in the form of Risk Assessment, Method Statement and Liability Insurance. This will include written confirmation that, in the occupier's opinion, the employee / contractor is competent to carry out the work and has provided specific risk assessments and method statements for the work.

Occupiers are required to follow the conditions of use for all facilities provided within core areas, WCs are available for use for the provision of basic hygiene requirement within an office environment. Occupiers and their contractors carrying out work in common parts, or other areas under Colliers

International control, will be issued with a Permission to Work / Permit to Work as appropriate. They must comply with any conditions of the relevant Permission or Permit. Where occupiers or their contractors breach these conditions, they will be ordered to stop work and cannot resume until they can provide evidence that they can work safely.

Occupiers must give the relevant Colliers International site contact information about their activities, which pose a risk to the health and safety of Colliers International employees and contractors. This information will include an assessment of the risks and the measures required to control them.

Occupiers are responsible for controlling deliveries through common areas to their domain, all deliveries must be made through the main entrance. Occupiers must provide adequate supervision for all deliveries and contractors attendances whilst onsite. They must co-operate with the relevant Colliers International site contact to ensure the safety of pedestrians within service areas and follow instructions given, the site must be protected fully against damage whilst deliveries are made.

Where a customer collection service has been authorised by the relevant Colliers International site contact, the occupier is responsible for controlling this service within their domain. This includes giving written information to their customer, including the location of the customer collection point, and the procedure for uplifting goods. The occupier must co-operate with the relevant Colliers International site contact to ensure the safety of customers, e.g., working to agreed procedures and uplift times.

Occupiers are responsible for the daily office cleaning of their occupancy; this will include the monthly cleaning of the internal faces of external glazing.

Occupiers shall not affix any posters or signage to windows that will have an impact on the external aesthetics of the property.

Occupiers shall not affix any posters or signage to any walls or doors that will be visible for the core area of the building including door entry to suites and toilets.

11.2 The Law

The principal legal duty on employers is, so far as is reasonably practicable, to provide and maintain safe systems of work and to take all reasonably practicable precautions to ensure the health and safety of all workers and members of the public who might be affected.

These are requirements of the Health and Safety at Work etc. Act 1974.

There are also general duties under the Management of Health and Safety at Work Regulations 1992 to carry out risk assessments and have arrangements in place to effectively manage risks. The Health and Safety (Consultation with Employees) Regulations 1996 are also important for workplace transport safety. Additionally, there are several specific legal duties applicable to workplace transport activities. The regulations being:

- Workplace (Health, Safety and Welfare) Regulations 1992 which sets out duties in respect of organisation of traffic routes etc.
- Provision and Use of Work Equipment Regulations 1998 which sets out duties in respect of having suitable equipment (which includes vehicles).
- Health and Safety (Safety Signs and Signals) Regulations 1996; and the
- Noise at Work Regulations 1989.

We would like you to acknowledge that you have received and understood duties relating to Health & Safety.

11.3 Occupational Health & Safety Policy Statement – Colliers

This Policy Statement is intended to reflect the values and beliefs of Colliers International (the Company) in achieving the highest standards of occupational health and safety management.

The associated policy has been developed to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees of the Company and all subsidiary companies. It also addresses the safety and welfare of other persons who may be affected by the activities of the Company.

The Company recognises that occupational health and safety is an integral part of our business performance and reflects our commitment both in terms of our own occupied premises, as well as those properties that we manage and control.

Our aims are to:

- Achieve the highest level of occupational health and safety performance, with compliance to appropriate legal requirements as a minimum, and endeavour to achieve continual improvements in our overall safety management performance.
- Provide adequate and appropriate resources to implement this policy.
- Develop and communicate our occupational health and safety objectives to all appropriate parties.
- Place management of occupational health and safety as a prime responsibility of line management, from the most senior executives to first-line supervisory employees.
- Ensure that the policy and appropriate safety objectives are understood, implemented, and maintained at all levels throughout the Company.
- Actively encourage employee involvement and ensure regular consultation to gain commitment to this policy, safety objectives and their implementation.
- Ensure periodic reviews of this policy and our overall safety management system.
- Ensure procedures are reviewed and monitored to ensure the overall safety management system remains current and effective.
- Ensure employees at all levels receive appropriate information, instruction, training, and supervision and thereafter are competent to carry out their duties and responsibilities.

This Policy Statement should be viewed as an overview of the general concept of the occupational health and safety management systems currently in place.

This Policy will, at intervals that the Company determines, be reviewed to ensure its continuing suitability, adequacy, and effectiveness.

The Company's Responsibilities

In accordance with Section 2(2) of the Health & Safety at Work etc. Act 1974 and other associated legislation/statutory instruments, the Company will, so far as is reasonably practicable protect the health, safety, and welfare of its employees by:

- Providing safe plant, equipment, and systems of work, to include the safe handling, storage and transportation of goods and materials.
- Providing sufficient information, training, instruction, and supervision to enable all staff to avoid hazards and to contribute positively to their own health and safety at work.
- Providing a safe and healthy working environment.

- Continuing to monitor and review all systems of work to ensure compliance - as per Regulation 3 (Risk Assessment) of the Management of Health and Safety at Work Regulations 1999.

The Company further accepts its responsibilities to its employees as defined in Sections 2(3) – 2(7) of the Health & Safety at Work etc. Act 1974 and others as defined in Sections 3 and 4 of the same Act, namely:

Section 2(3) To maintain an up-to-date written Health and Safety Policy Statement, supported by information on the Company's organisation and arrangements for carrying out the Policy.

Section 2(4) & 2(6) To recognise any appointed Trade Union representatives and, where applicable, to consult with them on health and safety matters.

Section 2(7) To establish a safety committee, if requested to do so by two or more safety representatives.

Section 3 Not to expose any persons 'not in the Company's employment', including the self-employed, to any risk.

Section 4 To provide safe premises, plant, and equipment, etc. in any non-domestic premises occupied by any persons other than their employees, where Colliers International has control to any extent (i.e., as managing agents).

The Employees' Responsibilities

In accordance with Section 7 of the Health & Safety at Work etc. Act 1974, employees are expected:

- To take reasonable care of their own health and safety and that of other persons.
- To co-operate with their supervisors and managers as far as is necessary to carry out their own responsibilities successfully.
- Employees are also expected to comply with those additional duties imposed under the Management of Health and Safety at Work Regulations 1999, namely:
- To only use equipment, materials or substances provided to them in accordance with any training, information or instruction given.
- To inform their employer (via designated reporting lines) of any risks or shortcomings identified within the workplace.

11.4 Covid-19 Safety Measures

The Occupiers safety is our priority at 90 High Holborn, and we are constantly monitoring government guidelines with regards to COVID-19.

The 90 High Holborn property have undertaken a Covid-19 risk assessment of all communal areas, however, please note that all Occupier companies are responsible for undertaking a Covid-19 Risk Assessment within their own office areas to ensure the safety of its employees.

To ensure the safety of everyone in the building we have implemented the following measures:

- We have placed social distancing signage in key areas of the building such as building entrance, reception, and lift lobby areas.
- We have placed hand sanitisers in the reception and lift lobby areas.
- We have increased the cleaning schedule of the main building touch points (lifts, revolving door and doors within reception and lift lobbies), however every individual has the responsibility to use preventative measures and it is recommended that you wash your hands after using the lift;

- Please use the stairs for building access and egress when possible, instead of using lifts and apply common sense when social distancing while using the stairs.
- Contractors must include their Covid-19 risk assessment before undertaking any works in the building to ensure that social distancing measures and hygiene rules are in place to control transmission of infectious disease.
- Every occupier is responsible for conducting a Covid-19 risk assessment of their offices to ensure the safety of all its employees.

11.5 Covid-19 & Building Air Circulation

The building Air Flow system operates as follows:

- Fresh air is delivered to the office floors via Basement Air Handling Units (AHU's) 1 & 2. These units are fresh air only units, the Extract from the floors is provided by roof extract fans. These operate as per the original buildings design.
- There is no recirculation of air, therefore no mixing of air by design meaning you are always getting fresh air into the office space.
- Both AHUs are fully operational and the filtration system within is consistently changed, so all filters are clean. The AHUs both run between 6 am – 8 pm Monday to Friday, giving occupiers 2 hours of airflow before and after personnel start on the floors.
- The AHUs deliver the airflow via ductwork onto the floors, its local ductwork then terminates in the ceilings by each Fan coil unit, these Fan coil units bring the airflow through onto the office floors. The fan coil unit's airflow can be adjusted by fan speed control located on each unit.
- The extract air from the floors is removed via return air grills located on the ceilings, the void above the ceiling then operates as a large plenum which extracts the air via large bell mouths at 2 points on each floor, this air is then expelled onto the roof.
- The floor fan coil units provide airflow and comfort cooling / heating 7 am – 7 pm.

12.0 Links & References

Colliers International: <http://www.colliers.com/en-gb/uk>

Energy Efficiency & Environmental Performance Guidance

Further information and guidance regarding improving the environmental performance of your organisation is available at the following links:

The Carbon Trust: www.carbontrust.com

The Environment Agency: www.environment-agency.gov.uk

The Energy Saving Trust: www.energysavingtrust.org.uk

The UK Green Building Council: www.ukgbc.org

The Better Building Partnership: www.betterbuildingspartnership.co.uk

Sustrans (Sustainable Transport): www.sustrans.org.uk

Business in the Community: www.bitc.org.uk

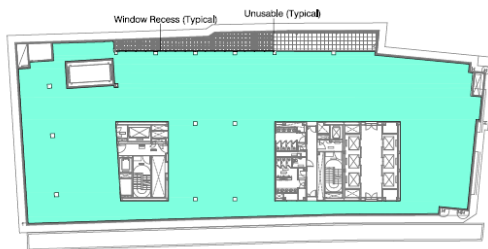
The Building Research Establishment: www.bre.co.uk

Appendices

Floor Plans

Lower Ground

EAGLE STREET



HIGH HOLBORN

AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Lower Ground Floor

Net Internal Area

OFFICE	1338.2 sq m	14404 sq ft
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TOTAL NIA: 1338.2 sq m 14404 sq ft

The following has been INCLUDED in the TOTAL NIA:

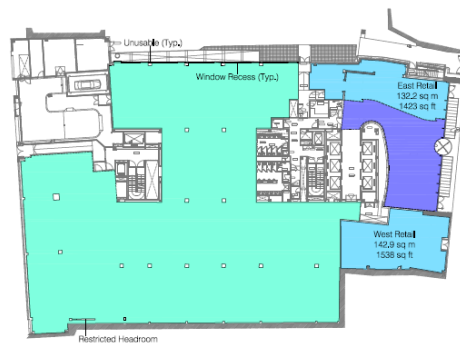
Window Recesses	3.4 sq m	37 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Unusable	0.3 sq m	3 sq ft
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Ground

EAGLE STREET



HIGH HOLBORN

AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Ground Floor

Net Internal Area

OFFICE	1604.5 sq m	17271 sq ft
RETAIL	275.1 sq m	2961 sq ft
RECEPTION	156.3 sq m	1704 sq ft

TOTAL NIA: 2037.9 sq m 21936 sq ft

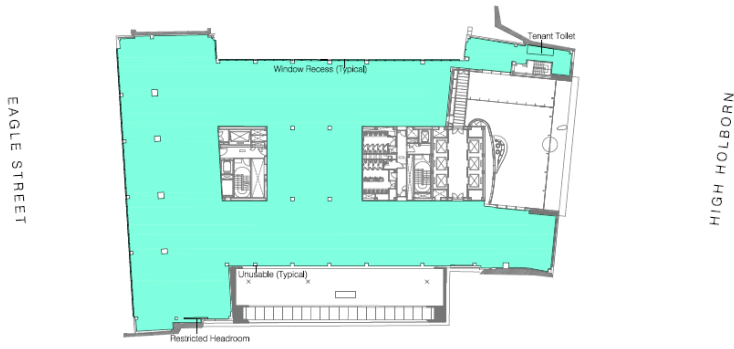
The following has been INCLUDED in the TOTAL NIA:

Window Recesses	3.9 sq m	42 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.5 sq m	5 sq ft
Unusable	0.3 sq m	13 sq ft

First



AREA PLAN

90 HIGH HOLBORN LONDON, WC1

First Floor

Net Internal Area

OFFICE	1910.5 sq m	20564 sq ft
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TOTAL NIA: 1910.5 sq m 20564 sq ft

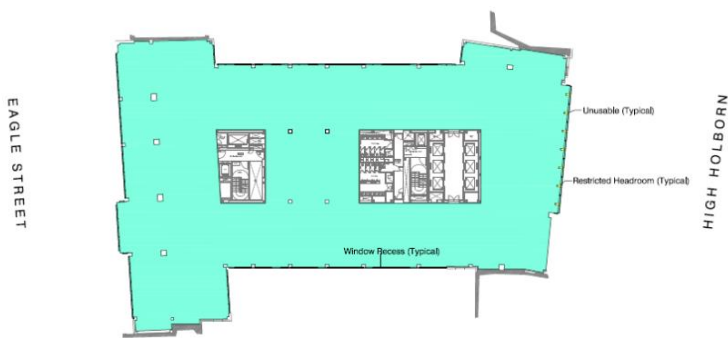
The following has been INCLUDED in the TOTAL NIA:

Tenant Toilet	5.3 sq m	57 sq ft
Window Recesses	11.4 sq m	123 sq ft

The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.8 sq m	9 sq ft
Unusable	0.7 sq m	8 sq ft

Second



AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Second Floor

Net Internal Area

OFFICE	2298.4 sq m	24739 sq ft
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TOTAL NIA: 2298.4 sq m 24739 sq ft

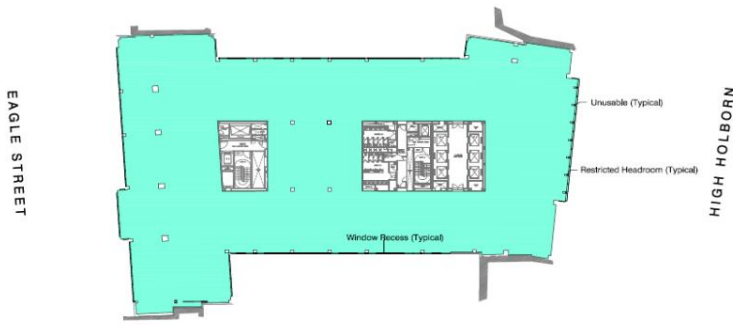
The following has been INCLUDED in the TOTAL NIA:

Window Recess	22.0 sq m	237 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.2 sq m	2 sq ft
Unusable	1.2 sq m	13 sq ft

Third



AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Third Floor

Net Internal Area

OFFICE	2311.1 sq m	24876 sq ft
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TOTAL NIA: 2311.1 sq m 24876 sq ft

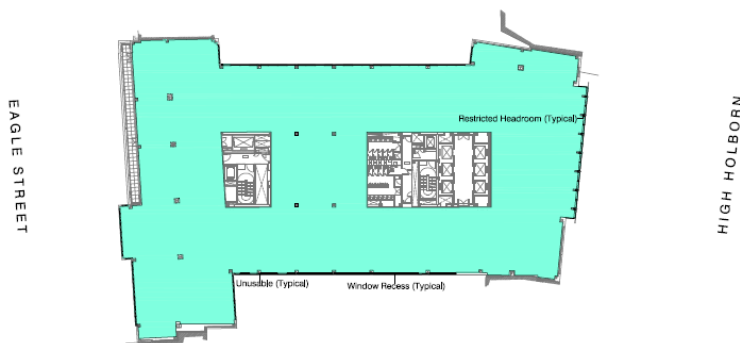
The following has been INCLUDED in the TOTAL NIA:

Window Recesses	22.2 sq m	239 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.5 sq m	5 sq ft
Unusable	1.4 sq m	15 sq ft

Fourth



AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Fourth Floor

Net Internal Area

OFFICE	2256.6 sq m	24292 sq ft
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TOTAL NIA: 2256.6 sq m 24292 sq ft

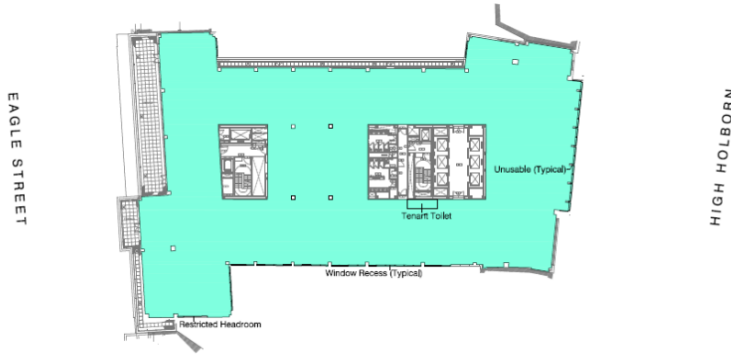
The following has been INCLUDED in the TOTAL NIA:

Window Recesses	18.8 sq m	202 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.1 sq m	1 sq ft
Unusable	1.2 sq m	13 sq ft

Fifth



AREA PLAN

90 HIGH HOLBORN
LONDON, WC1

Fifth Floor

Net Internal Area

OFFICE	2030.6 sq m	21857 sq ft
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TOTAL NIA: 2030.6 sq m 21857 sq ft

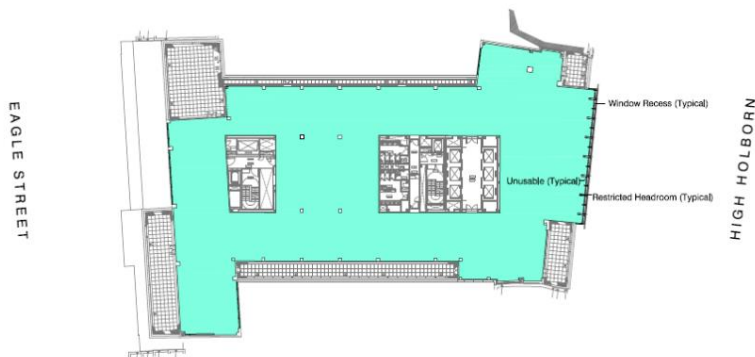
The following has been INCLUDED in the TOTAL NIA:

Tenant's Toilet	7.2 sq m	78 sq ft
Window Recesses	11.1 sq m	119 sq ft

The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	0.6 sq m	6 sq ft
Unusable	0.4 sq m	4 sq ft

Sixth



AREA PLAN

90 HIGH HOLBORN
LONDON, WC1

Sixth Floor

Net Internal Area

OFFICE	1581.9 sq m	17027 sq ft
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TOTAL NIA: 1581.9 sq m 17027 sq ft

The following has been INCLUDED in the TOTAL NIA:

Window Recesses	8.1 sq m	87 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	7.6 sq m	82 sq ft
Unusable	0.6 sq m	6 sq ft

Seventh

AREA PLAN

90 HIGH HOLBORN LONDON, WC1

Seventh Floor

Net Internal Area

	OFFICE	1317.4 sq m	14180 sq ft
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TOTAL NIA: 1317.4 sq m 14180 sq ft

The following has been INCLUDED in the TOTAL NIA:

Window Recesses	8.2 sq m	88 sq ft
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The following has been EXCLUDED from the TOTAL NIA:

Restricted Headroom	19.1 sq m	206 sq ft
Unusable	0.9 sq m	10 sq ft

