



COVID 19 Risk Assessment Summary

Please find a summary of the risks that have been assessed for people accessing the building.

- Hand sanitizer is available around the building and people should use it on entry
- It is recommended that tenants, staff & visitors wear a face covering when entering the building and when using communal areas
- A Perspex screen is in place at reception
- Visitors are to speak to reception staff through the screen
- Tenants are responsible for their own register – this will also be used as a fire register
- Staff departments are responsible for their own register – this will be used as a fire register
- Where possible ventilation is provided around the building
- Visitors will be required to sanitize the equipment after using the computers and gym
- There are toilets available to the general public and sanitizing equipment provided
- Staff and tenants are to use their allocated toilet only and to adhere to the maximum amount of people in the room
- There is a contactless machine for payments to Centre4 available
- Visitors are asked to be respectful to staff at all times and will be asked to leave if their behaviour is not acceptable
- Rooms for hire are thoroughly cleaned after each use as is the waiting area
- Social distancing encouraged in communal areas

Organisations within Centre4 will have their own risk assessment in place, therefore please contact them directly if you wish to see it before visiting them.

If you have any further questions please contact 01472 236688