

Centre 404

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4th June 2020

Dear Colleague

Covid-19 Risk Assessment Information

Preserving and protecting the health, safety and wellbeing of staff and volunteers, and keeping them well is critical for Centre 404 as we respond to the coronavirus outbreak (COVID-19).

It is essential that every effort is taken to support the physical and mental wellbeing of our people to enable them to stay healthy and protect themselves, colleagues, the people we support and their families as we continue to deliver services through this challenging period.

As the UK Government continue to put additional measures in place to delay the spread of COVID-19 and our staff and volunteers continue to provide front line services, with staff who cannot work from home returning to the workplace we have undertaken detailed risk assessments to inform the health and safety of our people and detail the steps we have taken to reduce risk and support you to stay well.

Please ensure you read and understand Centre 404's risk assessment and the guidance contained within this. If there is anything you are unsure of you should bring this to the attention of your Line Manager. Where you may have any concerns or recommendations you should contact your Head of Service or Tracy Seymour Head of People and Resources so that all concerns and recommendations can be considered and responded to.

We continue to regard this as a rapidly evolving situation and therefore we continue to introduce control measures to avoid or reduce risk.. These will be monitored by managers and Heads of Service to ensure the health, safety and wellbeing of all.

Many thanks

Kind Regards



Tracy Seymour

Head of People and Resources

Patrons Sir Anthony Sher, Jeremy Corbyn MP, Lord Smith of Finsbury**Registered Charity Number** 299889 **Company Limited by Guarantee Number** 2270299

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