



Business Centre



November 2021



Don't forget to change your clocks/watches on Sunday 31st October at the clocks go back!  
With the evening drawing in please inform reception of any office lights out and we will ensure these get replaced.

**Meet the Team**

**Fiona Bryan**  
Business Centre Manager

**Sian Warner**  
Marketing Assistant / Customer Service Representative

**Kathrine-Anne Douglas**  
Meeting Room Coordinator / Customer Service Representative

**David Taylor**  
Estates Manager

**Bob Sampson**  
Head of IT

**All the Ghost have been captured!**

We hope you all enjoyed your spooky treats and had a great time ghost hunting around the centre.

Hope you all had a Happy Halloween!

**Welcome back Aspire!**

It is lovely to see them using the training room again! We hope your trainees enjoy the facilities for the next 3 weeks!

If you are looking for a training room, get in touch on 01753 910 900!

Regal Court Business Centre

REGAL COURT BUSINESS CENTRE  
**LEVEL 2 REDEVELOPMENT IS UNDERWAY!**  
Flexible | Personal | Workspace

## Winter Weather

With the weather getting colder, there will be a chance of snow and ice. It is important all persons adhere to common sense protocols and accept they have a responsibility for personal safety by following simple rules:

- Snow and ice present health and safety risks, as the potential for slips, trips and falls increases significantly.
- Walk, don't run.
- Wear appropriate footwear with a non-slip sole.
- Try where possible to keep your hands free of objects in order to aid balance and minimise the effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping while walking, particularly when using ramps and steps.
- If driving be mindful of skidding when leaving car parks as they may not have been gritted.



Why not head to level 3 for a game of Ping Pong!

Grab the bat and ball from reception and remember to return them when your done!

Only available from reception from  
9am—5pm

## Kitchens

With the redevelopment project underway on level 2 and our new kitchen and breakout are now open on level 3!

It is important we work together to ensure that these areas are kept at a high standard.

Please take notice of the sign on the kitchen trays, which provide direction on what to do with your cups/cutlery.

Thank you in advance for your corporation!

## Coronavirus

At Regal Court Business Centre we feel that it is important that we ensure everyone feels safe and comfortable to return to the office.

We ask that you continue to keep a record of all visitors as a precautionary measure moving forward.

We encourage everyone to work with us and to acknowledge that everyone is at different stages .



## Reception

If you are entering or exiting the building out of reception hours please do not let in anyone you don't know into the building.

Additionally please do not accept any post or parcels on behalf of the building as they may not actually be a client to the centre.



These policies are in place for the safety of all our clients and the centre.

**Out of hours line: 01753 910 909**

If you have any questions or queries please let us know.

## **SECURITY NOTICE**

## Car Park

When entering and exiting the car park, please ensure the car park shutter closes. This shutter should never be propped open.

If this shutter is not closing please contact the team on the out of hours number to report the problem.

