

Risk Assessment (Covid Specific) updated 10/12/21

These are the steps in place to minimise risks of Covid to all centre users including the staff team and volunteers.

What are the hazards?	Persons at risk?	Actions taken
Virus transmission through the air within the CBC	All Centre users	<ul style="list-style-type: none"> ● Mitigated through good ventilation and limiting numbers of people at the Centre at any one time ● Good signage in place around safe use of centre: key message of not attending CBC if you are unwell ● Wearing a face coverings/masks indoors at the CBC is now mandatory (unless medically exempt, or whilst exercising or whilst eating or drinking) ● Events organisers briefed on updated risk assessment. Importance of adequate fresh air ventilation emphasized (windows and doors open as appropriate, use of extractor fans in shrine rooms, use of HEPA air filters) ● seating in rooms set up spaced 1m apart – numbers are limited based on room capacity at 1m – see below. Some events will be pre-booked only to manage this. ● Minimising time spent indoors in larger numbers – plan events to reflect this ● Ventilating rooms in between use and during breaks to clear the air ● Rooms in constant use by more than one person (i.e. office) blast ventilated at regular intervals to stop build-up of stale air (open external doors and windows for 5 minutes) ● Limiting time in close contact with others, phased return to office use by team, options around home working ● Minimising ‘pinch-points’ where people gather – i.e. tea bar (use hot water flasks to set up alternative tea stations) ● Encouraging use of outdoor areas for breaks/meetings/socialising ● Those not wearing masks are requested to avoid chanting/doing call and response or to respond/chant with minimal volume (i.e. in quiet speaking voice) to limit aerosol distribution
Virus transmission through surfaces	All Centre Users	<ul style="list-style-type: none"> ● Signage to remind people to use wash hands / use hand sanitiser ● Hand sanitiser, soap, paper hand towels in place in reception, toilets, tea bar ● Centre cleaned at the end of the event with particular attention to high touch areas

Maximum numbers @1m spacing:

Theatre: 47 (32 in pit, 15 in inner circle (including 1 tech person). Use of stage for larger events if needed: extra 12 people)

Lower Shrine Room: 28 (total)

Upper Shrine Room: 17 (16 plus leader at front)

1st Floor Study: 10

Bodywork Studio: 11 (10 in class plus 1 teacher at front)

2nd Floor Study 1: 8

2nd Floor Study 2: 5

Tara Shrine Room: 10

Foyer: 24

Ensure the space in use has good ventilation

Masks/face coverings are to be worn in indoors areas of the CBC (From 10th December 2021 this is now the law) as there is evidence this can contribute to minimising transmission of the virus. Consider that increasing the occupancy of the space increases the probability of airborne transmission, particularly if individuals are in the same room together for an extended period of time. With the colder weather, the heating is now on and we need to balance thermal comfort with adequate ventilation.

Shrine rooms: Use extractor fans whilst room in use. Blast ventilate the room during breaks for 5 minutes (open external doors to change air).

Theatre: Internal theatre doors can be left open during the event (closed before use to minimise heating loss). HEPA filters in use during events. Blast ventilate for 5 minutes during breaks (open external fire exit door off theatre into courtyard).

Meeting rooms/offices: Keep sash windows open a crack for trickle ventilation whilst room is in use. Blast ventilate for 5 minutes during breaks.

For classes and events:

- Team leaders are responsible for briefing the team on the current CBC risk assessment and briefing participants at events/making necessary announcements relevant to the event
- Team members can help Centre users to understand the measures we have in place to help minimise the risk of Covid-19 to Centre users and encourage considerate action (mask-wearing (see above re: chanting), hand sanitiser, limiting numbers, good ventilation)
- We have 2 HEPA filters – keep these on (auto setting) throughout the class where available
- Current room capacity has been calculated with seating spaced at 1m distance between mats. This is not a legal requirement but it means that rooms will not be over-crowded
- The tea bar can be used, but to avoid queuing during breaks we have hot water flasks and tea trays to be put out on tables to minimise crowding at the tea bar
- If you have any concerns around safe building use – please let the centre team know