

Risk Assessment (Covid Specific) updated 08/09/21

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 ● Encouraging wearing of face coverings/masks when indoors at the CBC ● 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 during events) ● 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 to clear the air ● Rooms in constant use by more than one person (i.e. office) purge ventilated at regular intervals to stop build-up of stale air (open back doors and windows for 5 minutes every hour) ● 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 ● Wearing masks when chanting/doing call and response or asking participants to respond/chant with minimal volume (i.e. in quiet speaking voice)
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

Main points:

We encourage masks/face coverings to be worn in indoors areas of the CBC as there is evidence this can contribute to minimising transmission of the virus.

Ensure the space in use has good ventilation and an adequate supply of fresh air – open external fire exit doors off theatre, top Gods' window is left open for through draft, internal theatre doors (x4) can be left open during the event. Where not practicable to leave doors open during event, air the room before and after event (and at intervals during if it is a longer event). 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.

Please be aware of 'pinch-points' in the building (i.e. stairways, entrance and exits, when removing shoes) and be aware of other people moving about the building

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 (supporting mask-wearing (see above re: chanting), hand sanitiser, limiting numbers, good ventilation)
- Open windows/doors before class and during breaks to increase ventilation, keep open as far as possible during the event and use the extractor fans in the shrine rooms. We have 2 HEPA filters – keep these on (auto setting) throughout the class
- Prop open the doors before and after the class to ease flow and reduce people needing to touch the door handle. Ensure internal fire doors are closed during the class
- 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 and we have hot water flasks to put out to minimise crowding at tea breaks
- If you have any concerns around safe building use – please let the centre team know