

Risk assessment for Covid-19

Company name: MEBC

Assessment carried out by: Ian Plant

Date of next review: September 2020. Date assessment was carried out: 7 July 2020

At the MEBC we are continuing web based meetings for the foreseeable future.

Controlled opening of the Centre may be considered from September 2020. Probable 'hybrid' meetings to be organised. The number of people allowed in centre is to conform with social distancing as described below – note: initial investigations show we can only have approximately 8-10 people at the centre with these measures - other attendees can attend remotely via a web meeting.

All recommendations described below in this assessment must be implemented prior to any opening of the centre. This to be approved / confirmed by the MEBC trustees and the health & safety manager (Ian Plant)

Participants will be required to book to attend the centre for an event and to be sent a confirmation email with attendance guidelines, including the importance of staying away if they develop Covid symptoms, the importance of social distancing (SD) and hygiene at the Centre.

Information to be added to the MEBC website / regular emails re phased re-opening

The risk assessment below is only applicable according to the government guidelines as published on 4/July/2020. Any further updates will be revised accordingly upon receipt

For extra information:

Government guidance on re-opening of places of worship is available here: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july>

Important note:

Participation at the centre is only possible at your own risk, the Centre cannot assume any responsibility for any illnesses if the guidelines are observed. Vulnerable people, or those with possible Covid-19 symptoms, or where individuals are self-isolating due to a possible or confirmed case of COVID-19 in the household, or because they have been requested to do so by NHS Test & Trace, should participate remotely.

Risk assessment for Covid-19

Company name: MEBC

Assessment carried out by: Ian Plant

Date of next review: September 2020. Date assessment was carried out: 7 July 2020

Summary of MEBC Risk Assessment (Covid Specific)

What are the hazards?	Actions
Distance	<ol style="list-style-type: none"> 1. Clearly indicate social distance (SD) of 2 metres using signs and markings: <ol style="list-style-type: none"> a. Outside the Centre b. As people walk through to the shrine room (indicate a route, e.g. with stripes on the floor, with distance stripes at bottle necks, etc) c. In the shrine room (mark the places where you can sit by placing mats, cushions, blankets at the required distance, keep a few chairs in reserve). 2. Enter and leave the shrine room in phases (e.g. those nearer the stairs leave first, etc) and in silence (it ensures you pay more attention to the environment). 3. Greetings and farewells only verbally with the correct SD, avoiding touch in any way. 4. The leader of the class should be at least 2 metres from the first row of attendees (facing people increases the chance of transmission). 5. Area past the kitchen and to the back toilet to be cordoned off as space is restricted.
Hygiene	<ol style="list-style-type: none"> 1. In front of the entrance to the Centre, a table should be placed with hand disinfectant to be used before and after the visit. 2. Before and after the session, spray door handles and any touched surfaces with disinfectant. 3. Bring your own drink and snacks, only a minimal break while sitting is recommended. 4. Advise use the toilet to be as little as possible. Make sure there are enough disinfectants in the toilet and advise via signage that every visitor should disinfect the toilet after use. Place visual instructions in the toilet to indicate which contact surfaces to disinfect: toilet seat, flush, soap pump, sink, taps and door handles. Provide paper towels and large waste bins without a lid for the used towels. 5. The Centre should have an in-depth clean using disinfectant once a week. Clear instructions to be given to volunteers who clean the Centre. 6. Open windows before the class and during breaks to increase ventilation. 7. Prop open front door as people enter and leave to ease flow and also during breaks to reduce touchpoint on door handles.

Risk assessment for Covid-19

Company name: MEBC

Assessment carried out by: Ian Plant

Date of next review: September 2020. Date assessment was carried out: 7 July 2020

	<ol style="list-style-type: none"> 8. Disinfect all audio equipment, microphones, computers, keyboards and mouse after every meeting. 9. Any volunteer / management member who visits the centre for any reason outside of organised meetings should follow the same guidelines to clean all surfaces they have used /touched.
<p>Protection</p>	<ol style="list-style-type: none"> 1. You must wear a mask: <ol style="list-style-type: none"> a. When you arrive and leave the Centre and in other restricted spaces (e.g. stairs). b. When greeting the shrine, chanting, making offerings to the shrine, reciting Puja. Better to use recorded mantra chanting. c. Teachers should use a Plexiglas screen or mask. 2. Cushions, mats and blankets hold the virus for 48 hours, so the use of these should be rotated in a systematic way. 3. If sneezing or coughing, always do this in the elbow. If in doubt about a cold, go home right away. If any visitor has a persistent cough/ sneezing attack during a meeting they will be asked to leave 4. The Centre should provide paper tissues.
<p>Enforcement</p>	<ol style="list-style-type: none"> 1. A booking system must be in place to limit numbers. Government guidance requires us to collect contact information for all who attend classes, so that contact tracing can be followed up in the event of a local outbreak. Anyone who considers themselves vulnerable should also identify this on the booking form so the team are aware. 2. A sign must be placed on the front door indicating that entrance to the premises is by booking only. A similar message should be included on our website. 3. At least 3 people should be tasked to enforce the Covid-19 guidelines, a badge could be worn to indicate that responsibility and all to wear masks: <ol style="list-style-type: none"> a. A team member needs to manage the main entrance, ask people to use hand sanitiser as they enter and leave and advise to proceed to the cloak area b. Another to advise where to hang coats and shoes and leave them in the appropriate space and then go straight to the meditation room. Enforce SD, particularly using the stairs, Also manage usage of the toilet before and after the class and during the break. c. Another team member needs to manage the flow in and out of the meditation/shrine room 4. On the website and on the front door notice, advise people not to attend the class if they are sick.