

Risk assessment template

Company name: SRI CHINMOY MEDITATION CENTRE Assessment carried out by: Garga Chamberlain

Date of next review: 31/7/2020

Date assessment was carried out: 4/7/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Infection passed between members of different households during bi-weekly centre meeting at Sri Chinmoy Centre, 1 Unity Street, BRISTOL	Attendees	N/A	Meetings from 4 July onwards will consist of members of only 1 or 2 households, not the full centre membership. Meetings will take place in the Centre Room (2 nd Floor) with each household group seated together and separated by 2 metres from other household groups at ALL TIMES. A rota will be	Rota to be drawn up and circulated by Garga Chamberlain.	4 July 2020	GC.4/7

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			circulated to all centre members stating when it is their turn to attend and they should not attend the centre at other times except when attending alone for private worship or cleaning/maintenance (see rota below).			
Infection spread by contact with other users of the building (ie. Bristol Festivals, Ground Floor and First Floor)	Attendees, other building occupants	N/A	Attendees to wash hands BEFORE/AFTER visiting the centre building and proceed directly to 2 nd Floor Centre Room on arrival / proceed directly to exit on departure. If stairs are in use attendees will	Attendees	4 July onwards	Communicated by GC 4.7

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			<p>wait for them to be clear before ascending/descending as they are too narrow for social distancing. Centre Meetings and individual visits will be held outside of business hours (ie. Not between 9am-5pm Mon-Fri) to prevent unnecessary encounters with other building users. This rule can be suspended if the other organisations within the building are not operating and at those times centre members may attend the centre in office</p>			

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			hours without risk of encountering staff from Bristol Festivals.			
Infection spread through singing/chanting	attendees	N/A	When 2 household groups are present singing/chanting will not be permitted. When a meeting includes only one individual or a single household group, singing/chanting will be permitted.	Attendees	4 July onwards	Communicated by GC 4.7

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<p>Infection spread through contact with shared objects (Prasad bowls, TV/DVD & remote, books, incense, lighter, cups/glasses, plates, etc.)</p>	<p>attendees</p>	<p>N/A</p>	<p>Prasad will only consist of wrapped items (e.g. cereal bars), cleansed with standard cleaning materials and laid out separately on prasad table so each person takes one item when leaving the meeting and has no contact with the others. Prasad only to be taken on Wednesday/Sunday centre meetings so fabric surface has 3 clear days to disinfect.</p> <p>TV/DVD/Remote to be cleaned with standard wipes before and after</p>	<p>GC to communicate to all attendees</p>	<p>4 July 2020</p>	<p>GC 4.7</p>

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			<p>use and only touched by one person during centre meeting.</p> <p>Centre library to remain closed for the time being – those wishing to read a spiritual book as part of centre meeting should bring their own. In addition there will be a selection of CLEANED BOOKS left out on 4 July for centre members to read during meetings – after reading a book it should be cleaned with disinfectant gel/wipe and returned to the CLEANED BOOKS area</p>			

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			<p>OR taken home to avoid use by other attendees (it may be returned, if appropriately cleaned, next time the reader attends the centre).</p> <p>Each household should bring their own candles, incense sticks, incense holder & lighter to use at centre meeting and remove these on departure. Alternatively the candles/incense stored in the centre may be used IF cleaned with disinfectant gel/wipe before and after use to avoid any chance of</p>			

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			infection being spread by contact with these items.			

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<p>Spread of infection through contact with surfaces – doors/handrails in shared areas of the building PLUS doors, chairs, cushions, light switches, kitchen taps/sink and all surfaces in toilet facilities.</p>	<p>Attendees and (in the case of stairs/toilet/vestibule) other building users.</p>		<p>All attendees to wash hands for 20 seconds with soap and water or cleanse hands with 70% alcohol gel and wipe down surfaces in any shared space (including toilets) after contact/use. Alcohol gel, wipes and other cleaning materials to be made available in centre kitchen and regularly restocked. All attendees to cleanse hands on arrival at 3rd floor “Centre” and on departure. Liquid handsoap and paper towels to be made</p>	<p>Garga Chamberlain to stock kitchen/toilet with cleaning materials, alcohol gel etc on 4 July. All attendees to notify GC of any low stock levels & need to replenish and either provide the stock themselves or arrange for GC to restock before next</p>	<p>4 July 2020</p>	<p>GC 4.7</p>

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			available in kitchen and toilet.	meeting. GC also to mark social distancing guidance on floor of centre room to make it clear where 2 separate household groups can sit while maintaining 2m separation, GC also to display handwashing posters at Centre entrance and		

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				at entrance to kitchen (handwash sink).		
Spread of infection through attendees using public transport or passing through high risk areas while travelling to centre.	Attendees	N/A	All centre members to be contacted to request no use of public transport on way to centre or at other times. Current low levels of parking in city centre together with out-of-hours timing of Centre Meetings (evenings/Sundays) should ensure that car and cycle parking within 100m of the centre is available.	GC to communicate this to ALL centre members when issuing Centre Meeting Rota.	4 July 2020	GC 4.7

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Spread of infection through contact with shoes	Attendees	N/A	Attendees to leave shoes in landing area outside the door of the Seeker Room as usual, ensuring 10cm separation between pairs of shoes so that nobody has contact with the shoes of another individual. There is ample space for this while attendance is limited to 2 household groups (which in our centre would be a max of 5 people based on the Rota).	Attendees – poster re 10cm gap between shoes to be displayed by GC	4 Jul 2020	GC 4.7
General risk of spread of			Advice to attendees: When you cough or	GC to inform all centre	4 July 2020	GC 4.7

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infection between members of different households – additional measures			sneeze, cover your mouth and nose with a tissue, or the crook of your sleeved arm (not your hands) if you don't have a tissue, and throw the tissue away hygienically immediately afterwards. Then wash your hands thoroughly for at least 20 seconds using soap and water or hand sanitiser if hand washing facilities are not available.	members of this guidance before centre meetings resume, via centre WhatsApp and text message. Copy of this R/A to be displayed in Centre next to Centre Room entrance.		
Infection spread caused by ill individuals attending the	Attendees, other building users	N/A	Instruction clearly issued to all centre members that they should be staying at	GC	4 July 2020	GC 4.7

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<p>centre, risk to health of attendees becoming ill while at centre.</p>			<p>home and self-isolating if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.</p> <p>Individuals who are shielding should continue to follow the government's advice on shielding.</p>			

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			<ul style="list-style-type: none"> If anyone becomes unwell with symptoms of COVID-19 in a place of worship they should go home immediately and be advised to follow the stay at home guidance which covers NHS Test and Trace. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. 			

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			<p>They should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Other people who may have been in contact with the person who has become unwell should wash their hands thoroughly after the interaction, but they do not need to take any other specific action unless they develop symptoms themselves or are advised to do so by NHS Test and Trace. If they do develop symptoms they should follow the stay at home</p>			

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			guidance.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19

ATTACHED – Centre Meeting Rota (provisional), Shoes separation poster, handwash poster, Cleaned Books sign

CENTRE MEETING ROTA 2020 pt 1

Please notify GARGA if you plan to attend at any other time – he will keep track of this and make sure there are no “clashes” where 2 people aim to go for individual centre meeting / worship or cleaning/maintenance at the same time.

Visits to the centre should be “out of hours” (avoiding 9-5 weekdays) to avoid any contact with other building users.

5 July – Shadwell Rd Household + Karteek

8 July – Vilas

12 July – Clare

15 July – G&K

19 July – Shadwell Rd Household + Karteek

22 July – Vilas

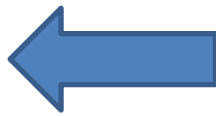
26 July – G&K + Clare

29 July – Udasina

Those who have told me they may wish to attend at other times (not Wednesday 7.30 or Sunday 6pm): Udasina (weekdays, pre 8am), Suswara, Clare.

ENSURE 10CM GAP BETWEEN SHOES
PLEASE

And do not touch anyone else's shoes.



10 CM





Coronavirus

Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

For more information and the Government's Action Plan go to [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

CLEANED BOOKS

In line with government guidelines on places of worship, we have a small selection of CLEANED BOOKS for use in Centre Meetings. These books may be read during centre meeting but not shared or passed around.

After use the reader may return the book to the Cleaned Books area IF they have cleaned it with disinfectant gel/wipes. Otherwise the book should be taken home and returned by the reader as and when they are able to clean it as above.