

Shree Geeta Bhawan (SGB)

Risk Assessment for Safety during Covid-19

- 1) This document is Shree Geeta Bhawan's Risk Assessment for dealing with the current Covid-19 situation as to opening the premises of the SGB safely for devotees as a place of worship. The premises are owned solely by the SGB and not shared with anyone.
- 2) The Hazard identified is the spread of Covid-19 Coronavirus which is a new illness that can affect the lungs and airways. Its symptoms can be mild, moderate, severe, or fatal.
- 3) The persons identified who might be harmed are the temple priests, kitchen staff, trustees, devotees/visitors, cleaners, employees of the building Contractor and its sub-contractors (together referred to as stakeholders). Vulnerable people with underlying health conditions may need additional care.
- 4) The risk assessment must be carried out by the Appointed Trustees in consultation with the stakeholders particularly priests, kitchen staff, trustees, cleaners, employees of the building Contractor, sub- contractors (if any), visitors, and devotees who regularly attend (only if it is feasible to do so). Professional help from a specialist consultant in health and safety will be sought if it becomes necessary. The appointed trustees may be required to attend training courses and communicate with stakeholders to explain to them how the trustees will manage the risks from Covid-19.
- 5) The Appointed Trustees will in particular consult in detail and on regular basis with the head priest, a representative of the builder, other trustees, and the SGB kitchen supervisor who has been chosen on behalf of the staff and she will be involved in assessing workplace risks and the development of the policies in partnership with the appointed trustees.
- 6) This document will be shared with all the stakeholders once finalised.
- 7) **Notices will be displayed** at SGB to show that the government guidance has been followed, namely:
 - a. A Covid-19 risk assessment has been carried out and the results shared with the stakeholders.
 - b. That adequate cleaning, handwashing, and hygiene procedures have been put in place with the government guidance.
 - c. **That all reasonable steps have been taken to help devotees and others to attend SGB's premises safely.**

- d. That all reasonable steps have been taken to maintain a 2m distance between each individual or the members of one household/support bubble at SGB premises.
- e. Where people cannot be 2m apart that all has been done to manage transmission risk.

8) The **risk assessment** has been carried out to:

- a. Assess and manage the risks of Covid-19.
- b. To identify sensible measures to control the risks at SGB premises.
- c. Control risks in the SGB premises due to Covid-19.
- d. Protect stakeholders from risks and harm and support their health and wellbeing during the Covid-19 pandemic.
- e. Ensure compliance with the existing legal obligations relating to Health and Safety under Management of Health and Safety Regulations 1999 to identify illness and hazards of Covid-19, take action to eliminate the hazard or at least control the risk.
- f. Ensure that stakeholders at SGB premises move around safely during the Covid-19 pandemic and keeping as many people as possible 2 metres apart from those they do not live with or share a support bubble with.
- g. Provide a practical framework of how to reopen premises for worship during the Covid-19 pandemic.
- h. Ensure that no one is obliged to work in an unsafe environment.
- i. Assess whether any stakeholder is especially vulnerable to Covid-19.

9) **Preventative/Control** measures to reduce risk of harm to the lowest practicable level by taking preventative measures for Stakeholders.

- a. To encourage stakeholders to increase the frequency of handwashing with soap and water and surface cleaning.
- b. All stakeholders to report any symptoms of Covid-19.
- c. When stakeholders attend SGB's premises to make every reasonable effort to comply with social distancing set out by the government (keeping people 2m apart wherever possible).
- d. One-way system of entry and exit to be introduced and indicated with signs and/or displayed maps.
- e. A deep cleaning and sanitation of the SGB's premises (especially bearing in mind of government guidelines) must be carried out before opening up the premises to the devotees, preferably by a specialist company if it is practicable and feasible, and then follow up to be carried out on a regular basis.
- f. Where social distancing cannot be followed then staff to wear protective face masks at all times.
- g. Reducing movement at the SGB by discouraging non-essential movement within the premises.
- h. Encouraging staff to communicate from distance or by telephones with each other whilst at the SGB premises.

- i. Using remote working platforms such as Zoom, Microsoft Teams, Skype for business, Facetime and WhatsApp video calls to avoid trustee meetings in person.
- j. Adequate cleaning facilities are maintained.
 - i. Frequent cleaning of SGB's premises and equipment using usual cleaning products
 - ii. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as sinks, reception area, door handles, light switches, etc.
 - iii. To follow the advice of Public Health UK on <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- k. Appointed Trustees to ensure that the necessary procedures are being followed.
- l. Other trustees will check to ensure that the preventative/control measures are being adhered to.

10) Preventative measures to reduce risk of harm to the lowest practicable level by taking preventative measures for devotees, visitors, and contractors.

- a. No face to face meetings with devotees at the SGB offices unless specifically approved by head priest Shri Dharm Dutt Vasistha Ji or Mr Mukesh Murria, or in their absence Dr Arun Sinha Ji, or in his absence by Naresh Sabharwal Ji.
- b. Appointments with priests must be kept to a minimum and only if absolutely necessary. A 2m distance MUST be maintained and face masks/coverings MUST be worn.
- c. Devotees and visitors must be given clear guidance on social distancing and hygiene prior to their arrival by phone, SMS or email (if it is practicable and feasible).
- d. Treasurer will provide guidelines as how to handle donations, giving receipts, counting money, banking, booking procedure in consultation with the head priest.
- e. The kitchen area and dining hall areas to remain closed until further notice.

11) SGB to protect staff by providing and encouraging use of face masks / face covering nose and mouth as a precautionary measure, however if at any stage social distancing cannot be maintained then the use of face masks is to be made mandatory.

Stakeholder Actions

The following actions are required in order to address the issues raised within this risk assessment document. They have been defined in subsections relevant to each of the identified Stakeholders, namely Visitors/Worshippers, Priests, Kitchen/Cleaning Staff, Volunteers/Trustees, and Contractors/Sub-contractors. If you feel you do not belong to one of these stakeholder categories then you MUST seek guidance from the SGB Appointed Trustees before attending.

The Actions MUST be publicised and provided to the relevant stakeholders.

Visitors/Worshippers:

The following will be communicated to Visitors/Worshippers by the appointed trustees.

- Reduced opening hours will be in place from 9am-11am and 5pm-7pm daily.
- Face masks are strongly recommended to be worn at all times whilst in the SGB. Note that Face coverings should not be used by children under the age of 2 or those who may find it difficult to manage them correctly, e.g. primary age children unassisted, or those with respiratory conditions.
- Tuesday/Sunday Poojas cancelled, SGB only open for private prayers.
- Hand washing as per NHS guidelines is mandatory immediately upon entry.
- Only one central donation box will be available upon exit as well as options for e-Donations.
- A one-way system will be implemented, details of which will be available by signage and a map.
- Entry and Exit will be from the rear doors at Brecon Road, or upon request the side entrance on Heathfield road for those unable to use steps.
- Prasad (edible donations) will not be accepted or given out by the SGB. If visitors bring Prasad with them, they must take the Prasad back with them after carrying out their worship and consider their own Prasad as being blessed.
- No Murtis can be touched, including the Shivalinga.
- When doing darshan, you MUST remain standing (Namaskar style, no kneeling down or forehead touching the floor).
- Bells/gongs/shank/microphones/musical instruments will not be available.
- Cameras/Mobile phones are NOT allowed.
- 2m distancing will be mandatory between individuals and householders/support bubbles as per government guidelines. Families must stay together, including children.
- 2m spaced squares will be marked on the floor to aid social distancing. One complete empty square must be maintained between individuals or householders/support bubbles.
- Worshippers must remain standing where possible. Sitting is allowed only if essential due to any health reasons.
- Public access to toilets is closed unless absolutely essential, and will only be made available if a thorough clean has been carried out since any previous use. You MUST ask the priest or any member of staff/trustee to use the toilets.
- Vulnerable people as defined by the NHS guidelines as well as those over 70 years of age are recommended NOT to attend. This will be publicised by the SGB on social media and by displaying notices at the SGB's premises.

- If you are feeling unwell, have any Covid symptoms, or if you have been in contact with anyone who is showing Covid symptoms, then you and your household/support bubbles MUST NOT come to SGB. This will be publicised by the SGB on social media and by displaying notices at the SGB's premises.
- If during your visit you start to feel unwell with COVID symptoms, you MUST inform the priest or any member of staff/trustee to identify yourself and IMMEDIATELY return to your home to self-isolate as per government advice. The worship hall will be evacuated and will be thereafter closed for visitors until a deep clean has been carried out.

Priests:

The following will be communicated to the Priests by the appointed trustees.

- 2m distancing from visitors/worshippers must be maintained at all times.
- 2m distancing shall be maintained from SGB volunteers, trustees, and staff unless absolutely necessary.
- Face masks are mandatory.
- Small social/tea gatherings will not be allowed.
- Tuesday/Sunday poojas cancelled, SGB only open for private prayers.
- Live streaming services will be carried out with the assistance of Volunteers/Trustees.
- Microphones, Bells, Gongs and Musical instruments will not be used.
- Aarti will only be carried out by the Priests and each will be allocated a specific Aarti plate/jyoti holder.
- The Shank shall NOT be blown.
- Amrit shall NOT be scattered (Amrit Varsa).
- Tilak or Mauli will not be applied or tied by the priests.
- Essential consultations with Visitors/Worshippers may be carried out for short durations providing that there is a protective screen/guard is in place. If this cannot be implemented then a 2m distance MUST be maintained and face coverings MUST be worn.
- Ladies and Gents toilets will be closed off, and the Disabled toilets will ONLY be made available in an emergency with the consent of the priest or a trustee.
- This risk assessment document does not yet cover funeral services. Should the need arise, the risk assessment will be updated before any funeral services are carried out.
- If the priests are feeling unwell, have any Covid symptoms, or if you have been in contact with anyone who is showing Covid symptoms, then the priest and their household/support bubbles MUST NOT come to the SGB.
- If a priest starts to feel unwell with COVID symptoms whilst at the SGB, he must IMMEDIATELY return home to self-isolate as per government advice and the SGB evacuated. In this situation the SGB will be completely closed until a deep clean can be carried out.
- A basic health check of the Priests will be carried out by Dr Arun Sinha on a weekly basis.

Kitchen and Cleaning Staff:

The following will be communicated to the Kitchen and Cleaning Staff by the appointed trustees.

- Kitchen will be closed off completely until further notice.
- If the kitchen is required at a later stage then risk assessment has to be carried out .
- Mandatory Face masks and gloves/aprons. No EXCEPTIONS, even when socially distancing.
- 2m distancing shall be maintained unless absolutely necessary.
- Small social/tea gatherings will not be allowed.
- Ladies and Gents toilets will be closed off and will only be allowed to be used under strict supervision by the appointed cleaner (who has training for hygiene standard required to prevent Covid transmission) with the consent of the priest or a trustee.
- Ladies and Gents toilets will be closed off, and the Disabled toilets will ONLY be made available in an emergency with the consent of the priest or a trustee.
- Cleaning staff must thoroughly clean the disabled toilets immediately after any usage and once cleaned this will be logged and sign will be displayed on the toilet door to indicate its availability.
- Additional training may be required if identified.
- If any staff are feeling unwell, have any Covid symptoms, or have been in contact with anyone who is showing Covid symptoms, then the staff member and their household/support bubbles MUST NOT come to SGB.
- If any staff start to feel unwell with COVID symptoms whilst at the SGB, they must IMMEDIATELY return home to self-isolate as per government advice and the SGB evacuated. In this situation the SGB will be completely closed until a deep clean can be carried out.
- A basic health check of the Kitchen and Cleaning staff will be carried out by Dr Arun Sinha on a weekly basis.

Volunteers/Trustees:

The following will be communicated to Volunteers/Trustees by the appointed trustees.

- The single donation box must be completely self-contained and will be emptied after waiting at least 48 hours after any donation. Gloves must also be worn and disposed of after the emptying process.
- Electronic payments for donations will be encouraged and preferred.
- Volunteers/Trustees are to come forward to help enforce this guidance.
- Small social/tea gatherings will not be allowed.
- 2m social distancing shall be maintained unless absolutely necessary.
- Face masks are mandatory.
- Ladies and Gents toilets will be closed off, and the Disabled toilets will ONLY be made available in an emergency with the consent of the priest or a trustee.
- If any Volunteer/Trustee are feeling unwell, have any Covid symptoms, or have been in contact with anyone who is showing Covid symptoms, then the volunteer/trustee and their household/support bubbles MUST NOT come to SGB.
- If any Volunteer/Trustee start to feel unwell with COVID symptoms whilst at the SGB, they must IMMEDIATELY return home to self-isolate as per government advice and the SGB evacuated. In this situation the SGB will be completely closed until a deep clean can be carried out.
- A basic health check of those trustees and volunteers who regularly attend the SGB premises will be carried out by Dr Arun Sinha on a weekly basis.

Contractors/Sub-Contractors

The following will be communicated to Contractors/Sub-contractors by the appointed trustees.

- Face Masks are strongly recommended to be worn at all times whilst in the SGB unless their work cannot be carried out with facemasks, in which case other suitable PPE must be used. If this is still impractical then a distance of 2m MUST be maintained from anybody else.
- 2m distancing shall be maintained unless absolutely necessary.
- Small social/tea gatherings will not be allowed.
- Contractors will NOT be allowed into the publicly open main player hall during the reduced opening hours that are open to visitors.
- Contractors must have their own specific risk assessment and is to be provided to the SGB appointed trustees for verification and permission to work on site.
- If any contractors are feeling unwell, have any Covid symptoms, or have been in contact with anyone who is showing Covid symptoms, then the contractor and their household/support bubbles MUST NOT come to SGB.
- If any contractors start to feel unwell with COVID symptoms whilst at the SGB, they must IMMEDIATELY return home to self-isolate as per government advice and the SGB evacuated. In this situation the SGB will be completely closed until a deep clean can be carried out.
- Contractors will be requested to carry out a basic health check of their staff.

Risk Assessment - Covid 19

Shree Geeta Bhawan

Assessment carried out by: Dr Arun Sinha and Kashav Sehra

Overall supervision and inspection: Mukesh Kumar Murria

Date assessment was carried out: 26th June 2020

Date of next review: 3rd July 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
Covid-19 - contagious infection may be passed on	Everyone at SGB	See Risk Assessment document	Keep assessment under monthly review	Dr. Arun Sinha and/or Kashav Sehra	Ongoing (weekly)	
Donation money may be infected	Trustees	One having one donation box	Gloves used to empty and only after 48 hours. Electronic donations are to be encouraged.	Treasurer	Bi-weekly to Monthly	
Worship hall might get busy/congested	Everyone at SGB	Signs and floor zones placed for 2m distancing	Check the floor signs are still clear and secure.	Dr. Arun Sinha and/or Kashav Sehra	Weekly	
People may bring in viruses when entering	Visitors, Priests, Trustees, Volunteers, Cleaners	Shoes removed and hand wash sink with anti-bac soap is available	Check signs are visible, sink/shoe racking is clean, soap is not empty.	Dr. Arun Sinha and/or Kashav Sehra. Cleaners.	Weekly check and daily cleaning.	
Visitors may get too close to others.	Visitors, Priests, Trustees, Volunteers,	One-way system is implemented	Check the map and signs are still visible.	Dr. Arun Sinha and/or Kashav Sehra	Weekly	
Food/drink may carry the virus	Visitors, Priests,	Prasad service has been stopped.	No further action required.			
Hand held items may carry the virus.	Visitors, Priests, Trustees, Volunteers,	Bells/gongs/micro phones/musical instruments will not be available. Aarti trays will be	Regular hand washing by when in contact with day to day items at the temple.	Priests, Trustees, and Volunteers.	Ongoing.	

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
		specific for each pandit ji.				
Toilet usage may transfer the virus	All at SGB	Minimise usage, and clean after every use.	Cleaning and logging after every use.	Cleaners	After every use	
Priests will be at the temple for long durations	Priests	Reducing operation hours	Masks to be mandated, promote live streaming services,	Priests	Daily	
Cleaners may be at high risk due to cleaning activities	Cleaners	Mandatory PPE	Weekly health checks	Dr. Arun Sinha	Weekly	
Trustees and Volunteers may be at high risk due to volunteering	Volunteers and Trustees	Mandatory face masks	Weekly health checks	Dr. Arun Sinha	Weekly	
Some religious traditions may be risky	Priests, Visitors, Volunteers, Trustees,	No shank sounding. No amrit scattering. No tilak or mauli to be applied.	No further action required.			
Priest Consultations	Priests, Visitors	Minimal times. 2m distancing. Essential consultations only.	No further action required, except basic health audit of priests.	Dr. Sinha	Weekly	
Kitchen may be a hotspot for the virus	Kitchen Staff, Cleaners, Trustees, Volunteers	Kitchen is closed off.	No further action required. except basic health audit of staff.	Dr Sinha		
Contractors may carry the virus due to the nature of their work	Contractors, Sub-contractors, Trustees,	Contractors not allowed in the worship hall during opening hours.	Check the builders have their up to date risk assessment based on the task in hand.	Dr. Arun Sinha and/or Kashav Sehra	As and when required	

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