

Krishnamurti Centre

Covid-19 Risk Assessment

(updated 27/11/2021)

Assessment by **Eva Booth**
Centre Coordinator

This document contains important information about the health and safety measures in place at The Krishnamurti Centre, ensuring the Centre remains a secure place to visit, and serves as a risk assessment for the Centre with regards to Covid-19.

Bookings

Risk: Guests bring Covid-19 and spread it to staff members and/or other guests

Measures:

- When a booking is made, updated Covid information will be emailed to guests along with the booking confirmation. Guests are asked to inform the Centre if they have any symptoms of Covid-19. Staff members or customers will need to self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loss/change to their sense of taste or smell, even if these symptoms are mild. They will also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace.
- Guests are to follow the UK government regulation when travelling from abroad to come to the Centre. For details see: <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>
- The Centre does not allow guests who need to isolate or quarantine at the Centre; all should follow the [government guidelines](#) regarding international travels.

Vulnerable guests

Risk: Guests catch Covid-19 and need intensive care

Measures:

- If a guest is considered by the NHS at high risk of Covid-19 or clinically vulnerable, see the government's guidelines: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people>

[-who-are-clinically-extremely-vulnerable-from-covid-19](#) - and be aware that it is the guest's own responsibility if they wish to travel to the Centre.

Before the Centre reopened:

Risk: Traces of Covid-19 present and infect staff and guests, equipment faulty or damaged and injures staff or guests.

Measures: Thorough cleaning and disinfecting of the whole Centre, checking for any signs of pests, and that all equipment is in working order (oven, dishwasher, tea urn, etc.)

Check-in/out:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Duty staff to ask guests if they have any symptoms of Covid-19. Staff to manage and keep the number of guests in the reception under 5 at any one time.

Day guests:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Reduced numbers of day guests, depending on the number of guests in total on the day. Day guests are asked to follow the government guidelines.

Guestrooms:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Single occupancy of guestrooms. All guestrooms have an en suite bathroom. All guestrooms have hand gel disinfectant and a printed copy of the Covid-Secure Guidelines. Two guestrooms will be kept free at all times, for the sole purpose of becoming isolation rooms if needed.

Guestroom cleaning:

Risk: Cleaners and/or next guests catching Covid-19

Measures: Guestrooms to be aerated for at least 10 minutes between each guest, plus enhanced cleaning.

General:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Regular ventilation (all rooms will be aerated for at least 10 minutes twice a day) and cleaning of frequently-used surfaces. Sanitisers available throughout the Centre.

Tea point:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Regular cleaning.

All crockery washed in between uses, in the commercial dishwasher on a 70C cycle.

Kitchen:

Risk: Non-residential cooks catching Covid-19

Measures: No guests allowed in the kitchen. A trolley is set up outside the kitchen for guests to put their trays after meals.

Mealtimes:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff. Mealtimes have been identified as medium or high-risk times, depending on ventilation and occupancy.

Measures: Revised dining arrangements to allow for social distancing if anyone wishes to eat with others socially distanced; more Quiet Tables available and possibility for guests to eat in their rooms. Open windows whenever possible or at least 10 mins twice a day as well as both doors. Guests sanitize hands before helping themselves to food. Guests must not lean on the buffet.

Dirty dishes to be put on the trolley outside the kitchen, with two bins provided. All crockery washed in between uses, in the commercial dishwasher on a 70C minimum cycle.

Reception, small office and meeting room:

Risk: Guest brings Covid-19 and contaminates other guests and/or staff

Measures: Hand sanitiser available for all to use. Staff disinfect iPads and iPods after they are returned.

Events:

Risk: Social distancing is not achievable with several guests in one room.

Measures: All our events have a maximum of 15 guests. Windows to be open when possible, while guests are in one room and after each event. Hand sanitizers available. Cleaning of high contact surfaces takes place after each use of a room by a group.

Ipods and Ipads:

Risk: Cross-contamination

Measures: All ipods, ipads and headsets are sanitised after each use.

Bookshop:

Risk: Cross-contamination

Measures: All books will be displayed in the back office, with a price list. Duty staff to process sales. No access for guests to the Foundation. Hand sanitiser available in the new bookshop for guests to use when browsing books. Guests can take a book into the sitting room to browse before purchasing to avoid overcrowding the space.

Non residential staff:

Risk: Cross-contamination

Measures: Assess if any non-residential staff are at high risk. Staff members should self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loss/change to their sense of taste or smell, even if these symptoms are mild. They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. If a worker is self-isolating, they must not be asked or made to come to work. Ventilate the room regularly.

Communal toilets:

Risk: Cross-contamination

Measures: Guests and non-residential staff to use communal toilets. Residential staff to use Foundation toilets. Regular enhanced cleaning.

Deliveries:

Risk: Staff handling deliveries get contaminated

Measures: Deliveries to be left outside the kitchen door when possible. To be brought in by only one staff member. Staff to wash hands before and after handling the deliveries.

Procedure if a guest develops Covid symptoms while at the Centre:

Risk: Guests could catch Covid-19

Measures: The guest must inform staff, self isolate and request a test, or return home (whichever is the quickest). If the guest tests positive for coronavirus, they should return home if they reasonably can and let the Centre know about the result. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with an appropriate health care professional and, if necessary, the local authority. If the guest has no means to go home and hence has to stay at the Centre to self-isolate, they are required to pay for their whole stay.

All vaccinated staff will continue to work but should take a LFD test to see if they are infected. If this is positive, they should self-isolate and do a PCR test to confirm this result. All non-vaccinated staff to test daily with an LFD test for 10 days and avoid going to the school for that period. If staff test positive, self isolate and follow the government guidelines.

The guest room will be isolated for 72 hours; all linen will be put in a hazardous bag by a cleaner using a full protective kit, and sent to Petersfield Laundry.

Plan in case of a Covid outbreak at the Centre:

Risk: Guests could catch Covid-19

Measures: All guests to return home immediately, taking precautionary measures to minimize contact on their way home. All staff to self-isolate. The single point of contact at Brockwood Park is Tom Power. To contact the Public Health Team.

Plan in the event of a Covid case at Brockwood Park:

Risk: Guests could catch Covid-19

Measures:

All unvaccinated staff and volunteers who also spent time at the school should either:

- Self-isolate for 10 days if they can be spared at the Centre
- Work at the Centre but be in mobile quarantine for 10 days, if the Centre cannot run without them. They should avoid any contact with guests if possible and test daily with an LFD test. If this is positive, they should self-isolate

All vaccinated staff and volunteers can carry on as before, but must take a LFD test to see if they are infected. If this is positive, they should self-isolate and do a PCR test to confirm this result.

The single point of contact at the school is Tom Power - to contact the Public Health Team.

A link to these guidelines will be sent with each booking confirmation. A full and as well as a simplified version is available to read in reception, and a simplified version is also in each guestroom.