**Appendix XXX**

**Meeting House COVID-19 Risk Assessment Supplement**

**Risk assessment for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area Meeting/ Local Meeting**

**Completed/reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Next review due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The contents of this template are included as risks and actions that local and area meetings need to think about at a range of Quaker meeting houses and other worship spaces, to enable them to re-start activities as the COVID-19 pandemic during 2020 develops. Each line should be reviewed and edited to make it relevant to the particular building. Any missing significant risks and actions should be added where appropriate.*

*In this document the* ***‘What are you already doing’*** *column is an example of what might need to be done. Local meetings may not be doing these activities yet, or they may not be necessary. You can either delete the example if it is not appropriate or move it to the* ***‘What further action is necessary’*** *column if it is something that needs to be carried out.*

*See online:*

* *BYM’s* [*9 Steps to re-opening Quaker meeting houses and worship spaces safely document*](https://www.quaker.org.uk/documents/9-steps-to-re-opening-meeting-house)
* *Government guidance for your part of Britain* 
  + *regarding places of worship*
  + *and other uses of a meeting house : in England “multi-purpose community facilities”, and in Scotland “gatherings and occasions”.*

*You can find links to the main guidance on the* [*BYM Coronavirus webpage*](https://www.quaker.org.uk/our-organisation/support-for-meetings/coronavirus-advice-for-quaker-meetings)*.*

| **No.** | **What is the risk?** | **What can go wrong, how, who might be affected?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Date done** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Levels of accountability and responsibility are not clear in LM/AM | Role-holders and employees/volunteers make decisions about re-opening buildings/re-starting worship without careful enough consideration of risk and responsibility | * AM trustees are keeping up-to-date with Government advice and legislation as it changes. |  |  |  |  |
| * AM trustees are aware of the needs and activities within each meeting house within the AM and are working with local role-holders and employees/volunteers to decide when it reasonable to re-start activities. |  |  |  |  |
| * AM trustees are working with local role-holders and employees/volunteers to put in place measure that enable meetings houses to re-start activities safely. |  |  |  |  |
| * Insurers of buildings have been consulted by AM trustees/LM Premises Management (or whichever body holds responsibility) to ensure that the building is covered and any measures that the insurance provider requires have been put into place. |  |  |  |  |
| * The overall decisions on re-opening have agreement by the local meeting and by area meeting trustees |  |  |  |  |
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|  | The building isn’t in a fit state to open after a period of being closed. | Electrrical systems may not work.  The building may have fabric issues.  There may be significant dust/mould.  Water systems will need to be flushed through before being used. | * Cleaning is carried out before reopening and confirmation of this visible on entering the building. |  |  |  |  |
| * Check for dust and mould and air the building as needed to ensure that it is suitable for use. |  |  |  |  |
| * The building has been thoroughly aired and remains ventilated ahead of re-opening. |  |  |  |  |
| * Switch on and check electrical systems if needed. |  |  |  |  |
| * Run the water from all taps and other hot and cold water-outlets for at least five minutes to ensure the water system has been thoroughly flushed through. If you have any concerns seek appropriate professional help/advice. |  |  |  |  |
| * There are no signs of people entering the building without permission. |  |  |  |  |
| * The building is secure and there is no damage to access and ventilation points. |  |  |  |  |
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|  | Building users don’t understand the need for the meeting house operating in a new way. | Members of the community, staff, volunteers and other building users do not follow the new ways of working and risk transmitting the virus. | * New practices are communicated clearly and succinctly to all users of the building. |  |  |  |  |
| * There are no exceptions to the new practices and ways of working |  |  |  |  |
| * Communication to groups is supplemented with signage within the building, updated on the website and social media channels to alert users and visitors to ways of operating. |  |  |  |  |
| * Regular reminders of new ways of working are sent and changes highlighted as they happen. |  |  |  |  |
| * Expectations are made clear of what is being done by the Quaker meeting and what is expected of all building users. |  |  |  |  |
| * The risk assessment is published, preferably online. |  |  |  |  |
|  | Social distancing not possible in external area of Quaker meeting house property. | People may get too close to each other and risk transmitting the virus when coming on and off the property. | * Markings are put in place where possible to direct people to entrances and stop exits being used by people arriving. |  |  |  |  |
| * Car park may need to be closed or some spaces blocked off to avoid people parking too close to other users. |  |  |  |  |
| * External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK. |  |  |  |  |
|  |  |  |  |  |
|  | Use of equipment in the meeting house. | Transmission of the virus from sharing equipment in the meeting house. | * Any non-essential equipment is taken out of the meeting house and stored in locked cupboards or away from public spaces of the building. |  |  |  |  |
| * Equipment that is still needed is assessed for the risk it poses to the user(s). If used by more than one person there is a cleaning routine in place to ensure cleanliness between each use. |  |  |  |  |
| * Remove copies of *Quaker faith & practice*, bibles, *Advices and queries* and other leaflets or loose papers from the meeting house and areas that might be touched by building users. |  |  |  |  |
| * Make Friends aware of Qf&p online, <https://qfp.quaker.org.uk/>, and Bible Gateway, [www.biblegateway.com](http://www.biblegateway.com/), for access to religious texts that are available on personal devices. |  |  |  |  |
| * Eating and drinking on the premises is restricted and possible only within the specific Government guidance. |  |  |  |  |
| * Kitchens and other areas where there is access to a lot of utensils or equipment should be kept off-limits. |  |  |  |  |
| * Collections are online or contactless. |  |  |  |  |
|  | Possible contamination throughout the building.  Meeting house is not ready for first use. | The virus could transmit between people within due to contact with each other or contaminated surfaces in shared spaces. | * Hand sanitisers are available to those entering and exiting the building where handwashing is not possible. |  |  |  |  |
| * There is plenty of soap, disposable hand wipes and toilet paper. |  |  |  |  |
| * If you hire the space: Contact your landlord and agree how cleaning will be done before, during and after use. |  |  |  |  |
| * If own building: Get in touch with hirers to agree how cleaning will be done before, during and after use. Clarify extra measures being taken to make the building safe to use. |  |  |  |  |
| * Special attention to be paid to cleaning light switches, door handles and other furniture that people touch regularly. |  |  |  |  |
| * Plan and manage people entering and leaving the building (allocating someone to help people navigate would be helpful) and/or provide clear signage. |  |  |  |  |
| * Enter and leave the building one household at a time. |  |  |  |  |
| * Plan and manage the movement of people throughout the meeting house. |  |  |  |  |
| * While fire doors play an integral role in building safety key corridor doors may need to be temporarily held open to avoid handle contamination. Fire doors to be closed when users are remaining within one space or when everyone leaves building. |  |  |  |  |
| * Eating and drinking on the premises is restricted and possible only within the specific Government guidance. |  |  |  |  |
| * Main meeting room to be assessed to determine the maximum number of people that can be accommodated to enable adequate social distancing (currently 2 metres). Depending on the size of the building, this can be done for every room or shared areas. |  |  |  |  |
| * Chairs positioned at a reasonable distance apart or markers used. Face-to-face seating is avoided. |  |  |  |  |
| * Additional rooms are made available (eg for worship) as appropriate. |  |  |  |  |
|  | Possible contamination within non-public spaces (offices or similar) | Workforce, employees or volunteers might transmit virus between each other or members of the meeting or public. | * As above – cleaning carried out, office (if a separate space within the meeting house) aired and check electrical, water systems. |  |  | . |  |
| * Maximum occupancy level clearly visible on or near the door |  |  |  |  |
| * Assess the size of each room, layout and special limits. |  |  |  |  |
| * Non- staff are not to enter the staff area (eg office), requests to be made from the doorway. |  |  |  |  |
| * Staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of equipment. |  |  |  |  |
| * If employees/volunteers share desks, these must be cleaned between usage |  |  |  |  |
| * Decision to be made by Staff/Premises Committee/AM trustees on food consumption within the building following Government guidance. |  |  |  |  |
|  |  |  |  |  |
|  | Possible contamination within children’s meeting space and other meeting rooms | Possible transmission of the virus between people or from surfaces | * As above – cleaning carried out, rooms aired and check electrical, water systems. |  |  |  |  |
| * [Specific Government guidance for including children and young people to be followed.](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-4-july#adapting-practices-to-reduce-the-spread-of-infection) |  |  |  |  |
| * Maximum occupancy level clearly visible on or near room entrances. |  |  |  |  |
| * No sharing of books, pens or any learning materials. Children to work using their own books or on paper, feedback to be given verbally. |  |  |  |  |
| * Children to bring their own water bottles or drink from disposable cups provided. |  |  |  |  |
| * All soft furnishings removed e.g. cushions, mats, beanbags, etc. |  |  |  |  |
| * Decide who will be responsible for the cleaning of equipment and resources and what cleaning products will be used. |  |  |  |  |
| * All toys that are hard to clean are removed from learning/play areas until they can be used again, and cleaning arrangements are in place for any remaining. |  |  |  |  |
| * Outdoor playgrounds have been risk assessed if open. |  |  |  |  |
|  | Possible contamination from the use of toilets | Possible virus transmission from touching surfaces, towels and fixtures | * Cleaning is carried out before reopening and confirmation of this is visible at the entrance. |  |  |  |  |
| * Access to toilet areas in socially distanced manner. Consider closing some sinks, urinals and cubicles, and a clockwise routine to and from the corridor. |  |  |  |  |
| * Hands must be washed thoroughly after using toilet facilities. |  |  |  |  |
| * Sufficient soap will be available at all times in all toilets, this will be checked daily by the designated cleaner/cleaning team and will be replaced/topped up in between if required. |  |  |  |  |
| * Hand drying by air hand drier or disposable towels. |  |  |  |  |
| * Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required. |  |  |  |  |
| * Children should be accompanied by their parent/guardian when using the toilet or within area meeting safeguarding guidelines. |  |  |  |  |
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|  | Cleaning meeting house after known exposure to someone with the coronavirus symptoms | Possible transmission of the virus to building users or employees/volunteers. | * If possible, close the meeting house for 72 hours with no access permitted. |  |  |  |  |
| * If it is not possible to close the whole building, close off the area that has been contaminated and carry out a deep clean before allowing the space to be used again. |  |  |  |  |
|  |  |  |  |  |
|  | Airborne transmission of coronavirus at worship and/or Quaker activities. | Transmission of the virus between people within the same space without having physical contact. | * Instruct employees and worshippers not to attend meeting/work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below). |  |  |  |  |
| * Send home anyone who has any of the coronavirus symptoms, [www.nhs.uk/conditions/coronavirus-COVID-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/). A copy of these as currently in force should be available to whoever is the responsible person/ to employees. |  |  |  |  |
| * Do not allow anyone with new or worsening signs or symptoms to return to meeting for worship in person until they have spent the 14 day quarantine period or have been tested and are not COVID-19 positive. |  |  |  |  |
| * Do not allow an individual with known close contact to a person who is confirmed to have COVID-19 to return to meeting for worship in person until the end of the 14-day self-quarantine period from the last date of exposure. |  |  |  |  |
| * Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other. |  |  |  |  |
| * Everyone is expected to follow government guidance on face coverings |  |  |  |  |
| * Reduce the number of people coming to worship to those who have the highest priority/need, to maintain social distancing measures. |  |  |  |  |
| * Stagger start/finish and arrival/departure times to reduce congestion and contact at all times. |  |  |  |  |
| * Continue using online worship and blend online and in-person worship to enable all Friends to access meeting for worship. |  |  |  |  |
| * Where possible, increase the number of access points to enable social distancing. |  |  |  |  |
| * Consider planning/booking who will attend in person. |  |  |  |  |
| * Consider temperature checks for employees (and staff in hiring organisations) when they arrive at work. |  |  |  |  |
| * Use a one-way system within the worship space and encourage people to fill seats furthest from the door if they are the first to arrive. |  |  |  |  |
| * Use signage and floor markings to ensure the two-metre distance is maintained between people. |  |  |  |  |
| * Ensure good ventilation. |  |  |  |  |
| * Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres). |  |  |  |  |
| * Discourage lots of socialising and encourage one large group conversation. |  |  |  |  |
| * Ensure arrangements are in place for monitoring compliance. |  |  |  |  |
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|  | Surface transmission of the virus. |  | * Reiterate the guidance on the appropriate cleaning and hand washing hygiene. |  |  |  |  |
| * Provide facilities to allow everyone to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol based) when entering and leaving meeting house. |  |  |  |  |
| * Encourage everyone to wash or sanitise their hands upon entering the building and allow regular breaks to wash hands. |  |  |  |  |
| * Enhanced cleaning procedures will be in place across the meeting house, particularly in communal areas and at touch points, including procedures for cleaning at the end of each event or activity. Particular attention must be paid to: entry and exit points, taps and washing facilities, toilet flush and seats, door handles, hand rails on staircases, corridors.   + Put in place a cleaning regime and confirm whose responsibility it will be to carry out the cleaning (toilets, kitchen, high contact surfaces). Confirm whose responsibility it will be for removing potentially contaminated waste from the building.   + All waste receptacles have disposable bin liners.   + Implement cleaning rota at entrances which must be signed after each deep clean.   + Premises opening team/person must be sure the building was cleaned thoroughly on last entry. |  |  |  |  |
| * Cleaning procedures should be in place for any equipment that is used by more than one person in the meeting house or offices. |  |  |  |  |
| * Employees and others encouraged to remove clothes when they return home, and wash them immediately at 60 degrees. |  |  |  |  |
|  |  |  |  |  |
|  | Possible contamination from a symptomatic person on site. | Staff, Quakers and other building users are exposed to someone who could have COVID-19 and transmit the virus. | * Anyone displaying symptoms should not be at the meeting house. |  |  |  |  |
| * An accurate record of all people entering and leaving the building is being kept securely for 21 days to assist the [NHS test and trace service](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/). |  |  |  |  |
| * Should someone arrive at the meeting house with symptoms, develop symptoms on their way to the meeting house or whilst at the meeting house they will be required to leave the building immediately. If they need collecting, they must sit in a dedicated/isolated room supervised by a member of staff/pastoral team, who will be required to wear a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision. Next of kin will be contacted if required. The individual supervising will then remove all PPE and immediately dispose of it into a plastic bag outside and wash hands thoroughly. They will be encouraged to go home and shower/change clothes. |  |  |  |  |
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|  | Falls in outdoor worship | Worshippers may trip or fall on uneven ground. | * The ground for outdoor worship has been assessed as safe for walking by people with a range of abilities. |  |  |  |  |
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