

Meeting House / Worship Space Covid-19 Risk Assessment Supplement

2 August 2021 Version 3.0

Risk assessment for **St Albans** Local Meeting

V2.0 Reviewed by Naomi Randles Date May 14th 2021, Mark Percival 1 Aug 21 (layout changes only to V3.0)

Next review due Aug 21

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 worship spaces to enable them to re-start activities as the coronavirus 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. See also **9 steps to re-opening Quaker meeting houses and worship spaces safely**.

Everything in the **'What are you already doing'** column is an example of what might need to be done. Your meeting may not be doing it yet, or may not need to do it. 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.

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
1.	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	<ul style="list-style-type: none"> 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 is reasonable to re-start activities. AM trustees are working with local role-holders and employees/volunteers to put in place measures that enable meetings houses to re-start activities with risks understood and managed Insurers of buildings have been consulted by AM trustees to ensure that the building is covered and any measures that the insurance provider requires have been put into place. Email from Martin Sale 2.7.2020 	Risk assessment approval by AM for LM and hirers of LM	Area Meeting (AM) Trustees & Local Meeting (LM) Martin Sale	Ongoing as rules change Done	 2.7.20
2.	The building isn't in a fit state to open after a period of being	Electrical systems may not work. The building may have fabric issues.	<ul style="list-style-type: none"> Cleaning is carried out before reopening and confirmation of this is visible on entering the building. Check for dust and mould, and air the building as 	Arrange cleaning prior to reopening Check	Naomi Randles NR	Done Done	22.7.20 22.7.20

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	closed.	There may be significant dust/mould. Water systems will need to be flushed through before being used.	<p>needed to ensure that it is suitable for use.</p> <ul style="list-style-type: none"> • 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. 	<p>Check Run</p> <p>Checked</p> <p>Checked</p>	<p>NR NR</p> <p>NR</p> <p>NR</p>	<p>Done Done</p> <p>Done</p> <p>Done</p>	<p>27.7.20 22.7.20</p> <p>1.7.20</p> <p>1.7.20</p>
3.	Building users don't understand the need for the meeting house operating in a new way.	Members of the community, and other building users do not follow the new ways of working and risk transmitting the virus.	<ul style="list-style-type: none"> • 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. 	<p>Minute from Special PM with details attached to be emailed to all members and attenders</p> <p>Emails to cleaner/caretaker Information to be sent out to Hirers</p> <p>Signage within building.</p> <p>New package of information for hirers specifying operational practices with monitoring, revised as conditions change</p> <p>Put information on website</p> <p>Information, reminders and updates are communicated</p>	<p>LM Clerk</p> <p>NR MEP</p> <p>Mark Percival NR</p> <p>Douglas Davidson</p> <p>LM Clerk</p>	<p>Done</p> <p>Done Done</p> <p>Done</p> <p>Done</p> <p>On-going On-going</p>	<p>5.8.20</p> <p>8.8.20 8.21</p> <p>7.8.20</p> <p>14.5.21</p>

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
				to LM members and attenders			
4.	Social distancing not happening 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.	<ul style="list-style-type: none"> • Markings are put in place where possible to direct people to entrances, mark out spaces for queueing, and avoid exits being used by people arriving. • External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK. 	<p>One way system to be marked on drive</p> <p>Signage to be created for door re social distancing</p>	<p>MP</p> <p>MP</p>	<p>Done</p> <p>Done</p>	<p>31.8.20</p> <p>31.8.20</p>
5.	Use of equipment in the meeting house.	Transmission of the virus from sharing equipment in the meeting house.	<ul style="list-style-type: none"> • 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 <i>Quaker faith & practice</i>, bibles, <i>Advices and queries</i> and other leaflets or loose papers from places where they might be touched by building users. Cover bookshelves. • Eating and drinking on the premises will not be possible initially, with the exception of individuals drinking water from their own receptacle. • Kitchens and other areas where there is access to a lot of utensils or equipment should be kept off-limits. 	<p>Meeting House to be cleared as needed</p> <p>Equipment cleaning before and after use incorporated into the lettings agreement</p> <p>Papers and books to be cleared</p> <p>Advise this in information to Members/hirers</p> <p>Lock and keysafe to be fitted to kitchen door by Alban Locks</p>	<p>NR</p> <p>NR</p> <p>NR</p> <p>Clerk MEP</p> <p>MP/ Alban Locks</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	<p>22.7.20</p> <p>14.5.21</p> <p>31.7.20</p> <p>5.8.20 14.5.21</p> <p>31.8.20</p>
6.	Possible contamination throughout the	The virus could transmit between people within due	<ul style="list-style-type: none"> • Hand sanitisers are available to those entering and exiting the building where handwashing is not possible. 	5 Hand sanitizing stations to be set up at crucial points	MP	Done	8.8.20

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	building. Meeting house is not ready for first use.	to contact with each other or contaminated surfaces in shared spaces.	<ul style="list-style-type: none"> • Make sure there is plenty of soap and toilet paper. • 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 items that people touch regularly. • Welcomer explains arrangements and checks appropriateness of attending, 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 held open (by a person) to avoid handle contamination. Fire doors to be closed when users are remaining within one space or when everyone leaves building. • Check rules around food consumption (not permitted at present). • 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 	<p>Check supply</p> <p>Process is spelt out in the revised hiring agreement and monitored by ad hoc spot checks</p> <p>Check List to be given to caretaker/ cleaner</p> <p>Instructions for Welcomer Signage</p> <p>Lock doors to Small Meeting room and kitchen.</p> <p>Lay one way system floor stickers</p> <p>Note this on risk assessment to hirers</p> <p>Ongoing</p> <p>Put tape on floor to show 1 metre blocks in main meeting room and new foyer then determine maximum number</p>	<p>NR</p> <p>NR</p> <p>NR</p> <p>NR MP</p> <p>MP</p> <p>NR</p> <p>NR</p> <p>NR</p> <p>MP/NR</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done Done</p> <p>When hiring starts Done</p> <p>31May 2021</p> <p>Ongoing</p> <p>Done</p>	<p>27.7.20</p> <p>14.5.21</p> <p>8.8.20</p> <p>5.8.20 31.7.20</p> <p>31.7.20</p> <p>31.7.20</p> <p>31.7.20</p>

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			<p>every room or shared areas.</p> <ul style="list-style-type: none"> Chairs positioned at a reasonable distance apart or markers used to show chairs in use and not. 	Spare chairs removed to storage	NR	Done	31.7.20
7.	Possible contamination within non-public spaces (offices or similar) not applicable	Workforce, employees or volunteers might transmit virus between each other or members of the meeting or public.	<ul style="list-style-type: none"> Cleaning is carried out before reopening and confirmation of this visible at the office entrance. Office has been aired. Switch on and check electrical systems if needed. Maximum occupancy level clearly visible on or near the office door Assess office size, layout and special limits. Non office based staff are not to enter the office area: requests to be made from the doorway. Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials. If employees/volunteers share desks, these must be cleaned between usage. Food consumption is not permitted in this area. 	Not Applicable	Not Applicable		Not Applicable
8.	Possible contamination within children's meeting space and other meeting rooms (no space dedicated to children's activities)	Possible transmission of the virus between people or from surfaces	<ul style="list-style-type: none"> As above – cleaning carried out, room aired and check electrical systems. 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 All soft furnishings removed e.g. cushions, mats, beanbags, etc. 	Advise parents of no children's meeting at present. Do new risk assessment when children's activities resume	NR NR	Done When applicable	15.7.20

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			<ul style="list-style-type: none"> •Decide who will be responsible for the cleaning of equipment and resources and what cleaning products will be used. •All toys and books removed from learning/play areas. 				
9.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	<ul style="list-style-type: none"> •Cleaning is carried out before reopening and confirmation of this visible at the office entrance. •Access to toilet areas 1-2 people at a time. Consider a clockwise routine to and from the corridor. •Hands must be washed thoroughly after using toilet facilities. •Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by the designated cleaner/cleaning team and will be topped up in between if required. Only liquid soap is permitted. •Hand drying will be by disposable towels only – not cloth 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 parents when using the toilet. 	<p>Arrange cleaning prior to reopening</p> <p>Signage in toilet</p> <p>Hand sanitizer outside toilet area</p> <p>Note on Caretaker/cleaner checklist</p> <p>Done</p> <p>Note on caretaker /cleaner check list</p> <p>Not Applicable</p>	<p>NR</p> <p>MP</p> <p>MP</p> <p>NR</p> <p>NR</p> <p>NR</p> <p>Not applicable</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Not applicab le</p>	<p>22.7.20</p> <p>8.8.20</p> <p>8.8.20</p> <p>8.8.20</p> <p>1.7.20</p> <p>8.8.20</p> <p>Not applicab le</p>
10.	Cleaning meeting house after known exposure to someone with the coronavirus symptoms	Possible transmission of the virus to building users or volunteers.	<ul style="list-style-type: none"> •Close the meeting house for 72 hours with no access permitted. •Clean meeting house post known exposure to someone with the coronavirus symptoms 	<p>Lock meeting house</p> <p>Agreement in principle from Cleaner to do this clean after 72 hours (email)</p>	<p>NR</p> <p>Louise Pinto (Cleaner)</p>	<p>When need</p>	<p>21.7.20</p>

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
11.	Airborne transmission of coronavirus at worship and/or Quaker activities.	Transmission of the virus between people within the same space without having physical contact.	<ul style="list-style-type: none"> • Instruct employees and volunteers 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/. 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 complied with government guidance and medical advice. • 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. • Government guidance on face coverings is followed (currently optional) 	<p>Instruction to members and attenders prior to attending. Requirement of hirers through letting agreement / risk assessment Welcomer to be in charge of this</p> <p>Monitoring through weekly registration of attendance</p> <p>Monitoring through weekly registration of attendance</p> <p>Chairs laid out at 2 metre separation</p> <p>Members and attenders requested to wear masks unless exempt Requirement of hirers through letting agreement/ risk assessment Registration of attendance</p>	<p>Clerk</p> <p>NR</p> <p>Welcomer</p> <p>Clerk</p> <p>Clerk</p> <p>NR</p> <p>Clerk</p> <p>NR</p>	<p>Done</p> <p>May 31 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>On-going</p> <p>On-going May 31 2021</p>	<p>5.8.20</p>

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			<ul style="list-style-type: none"> • Reduce the number of people coming to worship to those who have the highest need, to maintain social distancing measures. • Stagger start and finish 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. Doors and windows need to be open throughout whilst people are in the building so there is a through draft. A nominated person needs to be responsible for making sure this happens and that they are closed when the building is locked up. • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing 	<p>Monitoring</p> <p>Not applicable only 1 group to hire at a time for now Sort and fit blended meeting equipment</p> <p>Mark separate exit doors</p> <p>Registration on Eventbrite</p> <p>Local Meeting decided not to do this.</p> <p>One way system markers On check list for safety coordinator</p> <p>Stick metre grid on floor</p> <p>On check list for Safety coordinator</p> <p>Requirement of hirers through letting agreement/ risk assessment</p>	<p>Clerk</p> <p>Not applicabl</p> <p>MP</p> <p>NR</p> <p>Clerk</p> <p>LM</p> <p>NR</p> <p>NR</p> <p>MP/NR</p> <p>NR</p> <p>NR</p> <p>NR</p>	<p>On going</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>On-going</p> <p>May31st 2021</p> <p>Done</p>	<p>Not applicab</p> <p>31.7.20</p> <p>5.8.20</p> <p>5.7.20</p> <p>31.7.20</p> <p>26.7.20</p> <p>31.7.20</p> <p>26.7.20</p> <p>29.7.20</p>

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			<p>measures (two metres).</p> <ul style="list-style-type: none"> • Ensure arrangements are in place for monitoring compliance. • Avoid using public transport to commute to worship/work where possible. 	<p>Monitor for Meeting</p> <p>Safety Co ordinator's check list</p> <p>Clerk when registering</p>	<p>NR</p> <p>Clerk</p>	<p>On-going</p>	
12.	Surface transmission of the virus.	Transmission of the virus between people within the same space without having physical contact.	<ul style="list-style-type: none"> • 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 break and shift. Particular attention must be paid to: entry and exit points, gate handles, taps and washing facilities, toilet flush and seats, door handles. <ul style="list-style-type: none"> ○ Recruit a cleaning team 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 	<p>Signage</p> <p>Hand sanitizer stations</p> <p>On welcomer check list/ signage on entrance door</p> <p>Check list for cleaner/caretaker</p> <p>Make notice to leave gate open to fix to gate</p> <p>Check list for cleaner/caretaker</p> <p>Check list for</p>	<p>NR</p> <p>MP</p> <p>NR</p> <p>NR</p> <p>MP</p> <p>NR</p> <p>NR</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>	<p>31.8.20</p> <p>8.8.20</p> <p>31.7.20</p> <p>8.8.20</p> <p>31.7.20</p> <p>8.8.20</p> <p>8.8.20</p>

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
			<p>the building.</p> <ul style="list-style-type: none"> ○All waste receptacles have disposable bin liners. ○Implement cleaning rota at entrances which must be signed after each clean. ○Premises opening team/person must view the signed cleaning rota and sign for cleaning they have done. ●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. 	<p>cleaner/caretaker</p> <p>Buy pedal bins Get more bin liners</p> <p>Make appropriate rota notice to be signed – Lettings bookings sheet</p> <p>Include in information to Hirers</p> <p>Include in information to Hirers</p> <p>Clerk when registering</p>	<p>NR NR</p> <p>MP MP</p> <p>NR</p> <p>Clerk</p>	<p>Done ongoing</p> <p>by First Hire May31 2021</p> <p>May31 2021</p> <p>On-goi</p>	23.7.20
13.			•				
14.	Possible contamination from a symptomatic person on site.	Quakers and other building users are exposed to someone who could have Covid-19 and transmit the virus.	<ul style="list-style-type: none"> ●Anyone displaying symptoms should not be at the meeting house. ●Should someone arrive at the meeting house with symptoms, or develop symptoms 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 	<p>Check list for welcomer/On Hirers risk assessment</p> <p>Safety Co ordinator's check list Safety Co ordinator advised to put on PPE and sit person outside or in corner of new foyer by door until collected. Open door if possible.</p> <p>Hirers to note on their risk assessment how they</p>	<p>NR NR</p> <p>NR</p> <p>NR/ Hirers</p>	<p>Done May31 2021</p> <p>Done</p> <p>May31 2021</p>	<p>5.8.20</p> <p>26.7.20</p>

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			<p>immediately dispose of it into a plastic bag outside and wash hands thoroughly. They will be encouraged to go home and shower/change clothes.</p> <ul style="list-style-type: none"> •To have available a set of PPE consisting of a fluid resistant surgical face mask, disposable gloves, and apron to protect anyone helping someone with symptoms of Covid 19. Include a way of alerting anyone coming to the Meeting House that there has been a Covid 19 incident. 	<p>propose to deal with the situation</p> <p>Provide a set of PPE clearly labelled and placed on the bookshelves near one of the exit doors. Include a red card to be hung on hand sanitiser at entrance warning anyone entering that there has been a suspected Covid 19 incident.</p>	NR	Done	8.8.20
15.	Review at Lockdown January 2021. New Variant of COVID more transmissible	Quakers who attend the Meeting House for Meeting for Worship more at risk of catching the virus as it is more transmissible. There are no hirers currently using the building.	<p>Government guidance is that places of worship may stay open if COVID safety measures are in place.</p> <p>Trustees advise that each meeting to make own decision as to whether to stay open or not.</p> <p>Friends in St Albans Local Meeting who have attended live meetings to be contacted and advised of the greater risk of transmission.</p> <p>Only 2 Friends state their intention to continue</p>	<p>Decision by Trustees. Email.</p> <p>Telephone conversations with all applicable Friends by COVID 19 Safety Co-ordinator Naomi Randles</p>	Clerk of Trustees	Done	22.12.2020
					NR	Done	7.1.21

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
		Caretaker more at risk Cleaners to continue to come on a Saturday	to attend the Meeting House. One of these is appointed as COVID 19 Safety co-ordinator. COVID 19 Safety tasks pinned onto notice board in foyer and gone through with the Friend carrying out the task. Caretaker requested not to attend until Wednesdays to allow time for the COVID virus to decay prior to attending. Cleaners come 3 days after the Caretaker attended. Contact Cleaning Company to inform about the current situation.	Email to the 2 Friends stressing the need for caution No further action needed Email to Caretaker Email to Cleaning company	NR NR NR NR	Done Done Done Done	8.1.21 3.1.21 9.1.21 9.1.21
16.	Review for reopening to hirers	Hirers come without information regarding the changes necessary due to COVID 19 Hirers have not produced a robust risk assessment Hirers are not carrying out the measures in their risk assesment Caretaker, cleaner, Trustees	Provide information about changes due to COVID 19 Request risk assessment from Hirers Plan to visit when Hirers resume in order to monitor compliance Caretaker,Cleaner, Trustees and members of the Meeting need to be informed that we are resuming having Hirers	Send information Get signed agreement from Hirers Check Risk Assessment from Hirers prior to agreeing to hire. Visit when hirers resume in order to monitor compliance Inform Caretaker,Cleaner, Trustees and members of the Meeting that we are resuming having Hirers	MP MP NR NR NR	ongoing ongoing ongoing May 31 st 2021	

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
		and members of the Meeting do not know that we are resuming having Hirers					