

Chester Quaker Meeting Resuming Meeting for Worship at St Mary's Handbridge Centre COVID-19 Risk Assessment

Completed/reviewed by _____ Date _____

Next review due _____

See online:

- [BYM's 9 Steps to re-opening Quaker meeting houses and worship spaces safely document](#)
- [The UK Government guidance for England on safely re-opening places of worship from 4 July 2020](#)
- [The UK Government has also published for England: Guidance for the safe use of multi-purpose community facilities 30 June](#)

No.	What is the risk?	What can go wrong, how, who might be affected?	Mitigating actions	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.	AM trustees are keeping up-to-date with Government advice and legislation as it changes.	AM trustees	Ongoing	
			AM trustees are aware of the needs and activities within each LM within the AM and are working with local role-holders to decide when it is reasonable to re-start activities.	AM trustees/LM role-holders	Ongoing	
			AM trustees are working with local role-holders to put in place measures that enable LMs to re-start activities safely.	AM trustees/LM role-holders	Ongoing	
			The overall decisions on re-opening have agreement by the LM and by AM trustees. Risk assessment and action plan to be considered by House Committee and LBM before consideration by trustees.	MW	9/8	
2.	The building isn't in a fit state to open after a period of being closed.	Electrical systems may not work. The building may have fabric issues. There may be significant dust/mould.	Risk is mitigated by using St Mary's Handbridge Centre and complying with its risk assessment and cleaning regime.			
3.	Building users	Members of the community,	New practices are communicated clearly and succinctly to			

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	don't understand the need for the meeting to be operating in a new way.	staff, volunteers and other building-users do not follow the new ways of working and therefore risk transmitting the virus.	<p>all users of the building. This includes having a role-holder at the entrance door to ensure appropriate social distancing and hand sanitising, to check that individuals are well enough to enter and understand directions, and to record contact details if needed.</p> <p>Briefing note to be circulated to all, included in newsletter and displayed in building and at entrance.</p> <p>There are no exceptions to the new practices and ways of working.</p> <p>Communication to groups is supplemented with signage within the building and updated on the website and social media channels to alert users and visitors to ways of operating.</p> <p>Regular reminders of new ways of working are sent and changes highlighted as they happen.</p> <p>The risk assessment is published, preferably online.</p>			
4.	Social distancing not possible in external area of the Centre.	People may get too close to each other and risk transmitting the virus when coming on and off the property.	<p>Markings are put in place where possible to direct people to entrances and stop exits being used by people arriving.</p> <p>External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK.</p>			
5.	Use of equipment in the Centre.	Transmission of the virus from sharing equipment in the Centre.	<p>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.</p> <p>Make Friends aware of Qf&p online, https://qfp.quaker.org.uk/, and Bible Gateway, www.biblegateway.com, for access to religious texts that are available on personal devices.</p> <p>Eating and drinking on the premises is restricted and only personal drinks brought by an individual are able to be</p>			

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			used by that individual/ members of the same household.			
			Kitchens and other areas where there is access to a lot of utensils or equipment to be kept off-limits			
			There are no cash or food-bank collections.			
6.	Possible contamination throughout the building.	The virus could transmit between people 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.			
			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 and/or providing clear signage.			
			Enter and leave the building one person/household at a time (except where assistance needed).			
			Plan and manage the movement of people throughout the Centre by introducing one-way system for entrance and exit and communicating procedures for safe use of the toilets.			
			While fire doors play an integral role in building safety, key corridor doors may need to be fixed open at start and end of meeting to avoid handle contamination.			
			Eating and drinking on the premises is restricted and only personal drinks brought by an individual are able to be used by that individual/ members of the same household.			
			Meeting room has been assessed to calculate maximum number of worshippers to enable adequate social distancing (currently 2 metres). Depending on the size of the building, this can be done for every room or shared			

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			areas.			
			Chairs positioned at a reasonable distance apart and markers used. Face-to-face seating is avoided.			
7.	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.	Friends have no access to non-public spaces at the Centre.			
8.	Possible contamination within children's meeting space and other meeting rooms.	Possible transmission of the virus between people or from surfaces.	For the time being, there is no provision for a separate children's meeting.			
			Specific Government guidance for including children and young people to be followed.			
9.	Possible contamination from the use of toilets.	Possible virus transmission from touching surfaces, towels and fixtures.	Cleaning is carried out before re-opening and confirmation of this is visible at the entrance.			
			Access to toilet areas in socially distanced manner.			
			Hands must be washed, dried and sanitised thoroughly after using toilet facilities.			
			Sufficient liquid soap will be available at all times in all toilets. This will be checked before worship 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.			
			Young children should be accompanied by their parent/guardian when using the toilet or within area meeting safeguarding guidelines.			
10.	Cleaning the Centre after known exposure to	Possible transmission of the virus to building-users or employees/volunteers.	Comply with the Centre's procedures and processes			

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	someone with the coronavirus symptoms.					
11.	Airborne transmission of coronavirus at worship or other Quaker activities.	Transmission of the virus between people within the same space without having physical contact.	<p>Instruct worshippers not to attend meeting/work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other.</p> <p>Everyone is expected to wear an appropriate face covering (unless exempt).</p> <p>To maintain social distancing measures, a booking system is in place for those who want to attend in person, so that the maximum number of attenders is not exceeded.</p> <p>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.</p> <p>Ensure good ventilation.</p>			

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			Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres).			
			Ensure arrangements are in place for monitoring compliance.			
12.	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 the Centre.			
			Encourage everyone to wash or sanitise their hands upon entering the building.			
13.	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 Centre.			
			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 . Record to include names of those in list of members and attenders. Full details of visitors or Friends not in list including name, address and telephone number to be taken before admission. Individuals refusing to give details will not be allowed to enter the Meeting.			
			Should someone arrive at the Centre with symptoms or develop symptoms on their way there or whilst there, 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 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			

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			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.			