

Chester Quaker Meeting House COVID-19 Risk Assessment

Completed/reviewed by Mike Wyatt Date 3/4/21
3/10/21

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? |
|-----|---|--|---|---------------------------------|-----------------|
| 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 meeting house 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 and employees/volunteers to put in place measures that enable meeting houses to re-start activities safely. | AM trustees/LM role-holders | ongoing |
| | | | Insurers of buildings have been consulted by AM trustees/LM House Committee to ensure that the building is covered and any measures that the insurance provider requires have been put into place. | AM treasurer/LM House Committee | complete |
| | | | The overall decisions on re-opening have agreement by the local meeting and by area meeting trustees. Risk assessment and action plan to be considered by House Committee and LBM before consideration by trustees. | MW | complete |
| 2. | The building isn't in a fit state to open | Electrical systems may not work. | Cleaning is carried out before re-opening and confirmation of this visible on entering the building. | MW | 25/4/21 |

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| | after a period of being closed. | The building may have fabric issues. There may be significant dust/mould. Water systems will need to be flushed through before being used. | <p>Check for dust and mould and air the building as needed to ensure that it is suitable for use.</p> <p>The building has been thoroughly aired and remains ventilated ahead of re-opening.</p> <p>Switch on and check electrical systems if needed.</p> <p>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.</p> <p>There are no signs of people entering the building without permission.</p> <p>The building is secure and there is no damage to access and ventilation points.</p> | MW | complete |
| 3. | Building users don't understand the need for the meeting house to be operating in a new way. | Members of the community, volunteers and other building-users do not follow the new ways of working and therefore risk transmitting the virus. | <p>New practices are communicated clearly and succinctly to 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>Begin to develop approach to non-worship-related activities.</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> | MW | complete |
| | | | | MW | complete |
| | | | | Overseers | ongoing |
| | | | | MW | ongoing |
| | | | | MW | complete |
| | | | | MW/AB | ongoing |

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| | | | The risk assessment is published, preferably online. | MW | complete |
| 4. | 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. | Signs are put in place where possible to direct people to entrances and stop exits being used by people arriving. | MW | complete |
| | | | External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK. | MW | complete |
| 5. | Use of equipment in the meeting house. | Transmission of the virus from sharing equipment in the meeting house. | All non-essential equipment is stored in a way that does not obstruct fire exit and access to evac chairs. | MW | complete |
| | | | 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. | MW | ongoing |
| | | | Remove access to books, leaflets, other loose papers and areas that might be touched by building users. | MW | complete |
| | | | 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. | Elders | i/6/21 |
| | | | 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. | MW | complete |
| | | | Kitchens and other areas where there is access to a lot of utensils or equipment to be kept off-limits. | MW | complete |
| | | | Collections are online or contactless. | AB/DW | complete |
| 6. | Possible contamination throughout the building. | The virus could transmit between people due to contact with each other or contaminated surfaces in shared spaces. | Automatic hand sanitisers are available to those entering and exiting the building where handwashing is not possible. | MW | complete |
| | | | There is plenty of soap, disposable wipes and toilet paper. | MW | complete |
| | | | Special attention to be paid to cleaning light switches, door handles and other furniture that people touch regularly. | MW | ongoing |

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| | Meeting house is not ready for first use. | | Plan and manage people entering and leaving the building, allocating someone to help people navigate and/or providing clear signage. | MW | ongoing |
| | | | Enter and leave the building one person/household at a time (except where assistance needed). | MW | ongoing |
| | | | Plan and manage the movement of people throughout the meeting house by introducing one-way system between worship space and toilets, and exit | MW | complete |
| | | | While fire doors play an integral role in building safety, key corridor doors need to be fixed open throughout meeting to avoid handle contamination and provide highest level of ventilation. | MW | complete |
| | | | 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. | MW | complete |
| | | | Large meeting room has been assessed to calculate maximum number of worshippers to enable adequate social distancing . Depending on the size of the building, this can be done for every room or shared areas. | MW | complete |
| | | | Chairs positioned at a reasonable distance apart . | MW | complete |
| | | | Library area is closed | MW | complete |
| 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. | As above – cleaning carried out, office aired and check electrical, water systems. | MW | ongoing |
| Maximum occupancy level clearly visible on or near the door. | MW | 25/4/21 | | | |
| Assess the size of Large Meeting room , layout and special limits. | MW | complete | | | |
| Only role-holders to enter the staff area (e.g. office, boiler room and meter cupboard) and archive. | MW | ongoing | | | |

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| 8. | 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. Separate Children's Meeting laid down for duration of Covid restrictions | MW | 25/4/21 |
| | | | Specific Government guidance for including children and young people to be followed. | MW | ongoing |
| | | | Maximum occupancy level clearly visible on or near room entrances. | MW | 25/4/21 |
| | | | No sharing of books, pens or any learning materials. Children to work using their own books or on paper, feedback to be given verbally. | MW | complete |
| | | | Children to bring their own water bottles. | MW | ongoing |
| | | | All soft furnishings removed e.g. cushions, mats, beanbags, etc. | MW | complete |
| | | | All toys/books and materials that are removed from learning/play areas until they can be used again, and cleaning arrangements are in place for any remaining. | MW | complete |
| 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. | MW | 25/4/21 |
| | | | Access to toilet areas in socially distanced manner. Middle toilet to be closed and anti-clockwise route between toilets and meeting rooms. | MW | complete |
| | | | Hands must be washed and dried thoroughly after using toilet facilities. | MW | ongoing |
| | | | 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. | MW | complete |
| | | | Hand drying by air hand drier or disposable towels. | MW | complete |
| | | | Young children should be accompanied by their parent/guardian when using the toilet or within area meeting safeguarding guidelines. | MW | ongoing |

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| 10. | Cleaning meeting house after known exposure to someone with the coronavirus symptoms. | Possible transmission of the virus to building-users or employees/volunteers. | Close the meeting house for 72 hours with no access permitted. | MW | When required |
| | | | Carry out a deep clean before allowing the space to be used again. | MW | When required |
| 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. | Instruct worshippers not to attend meeting if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below). | MW | complete |
| | | | 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. | All Role holders | ongoing |
| | | | Do not allow anyone with new or worsening signs or symptoms to return to meeting for worship in person until they have spent the 10day quarantine period or have been tested and are not COVID-19 positive. | All role holders | ongoing |
| | | | 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 10day self-quarantine period from the last date of exposure. | All role holders | ongoing |
| | | | Worshippers from different households/support bubbles must maintain separation from each other. | All role holders | ongoing |
| | | | Everyone is expected to follow government guidance on face coverings. | All role holders | ongoing |
| | | | Control the number of people coming to worship to those who have the highest priority/need, to maintain social distancing measures. | MW/SH | complete |
| | | | Implement booking system for those who will attend in person. | SH | ongoing |

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| | | | 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. | All role holders | ongoing |
| | | | Use signage to ensure the two-metre distance is maintained between people. | MW | ongoing |
| | | | Ensure good ventilation. | MW | ongoing |
| | | | Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres). | MW | complete |
| | | | Ensure arrangements are in place for monitoring compliance. | Trustees | ongoing |
| 12. | Surface transmission of the virus. | | Reiterate the guidance on the appropriate cleaning and hand-washing hygiene. | MW | complete |
| | | | 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. | MW | complete |
| | | | Encourage everyone to wash or sanitise their hands upon entering the building | MW | complete |
| | | | <p>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.</p> <ul style="list-style-type: none"> ○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. | MW | complete |

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| | | | <ul style="list-style-type: none"> ○ 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 | MW | ongoing |
| 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 meeting house. | All role holders | ongoing |
| | | | 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. | SH | ongoing |
| | | | Should someone arrive at the meeting house with symptoms or 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 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. | All role holders | ongoing |