

# Meeting House / Worship Space Covid-19 Risk Assessment

20 August 2021

Risk assessment for Lewes Local Meeting

Completed/reviewed by Lewes Risk Group 20.8.2021

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
1.	Levels of accountability and responsibility are not clear in LM/AM	Role-holders and employees/volunteers make decisions without careful enough consideration of risk and responsibility.	<ul style="list-style-type: none"> <li>• 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 consider when it is reasonable to re-start activities.</li> <li>• AM trustees are working with local risk groups including role-holders and employees/volunteers to put in place measures that enable meetings houses to re-start activities safely.</li> <li>• 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.</li> </ul>	<p>Individual named trustees linked with each LM within SEAM</p> <p>SEAM trustees to check with LMs and to offer support as necessary</p> <p>Advice from Alan Thompson and Harvey Gillman</p>	Trustees	17.6	
2.	Building users don't understand the need for the meeting house	Members of the community, staff, volunteers and other building users do not follow the new ways of working and risk	<ul style="list-style-type: none"> <li>• New practices are communicated clearly and succinctly to all users of the building.</li> <li>• Communication to groups is supplemented with signage within the building, updated on the website and</li> </ul>	<p>Statement from risk group; minute from BM; email to Friends and hirers and ask hirers for their risk assessments</p> <p>Information, signage to be used</p>	Risk Group Clerks, CCs		
					Risk Group Clerks, CCs RFs	17.6	
						ongoing	

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	operating in a new way.	transmitting the virus.	social media channels to alert users and visitors to ways of operating. <ul style="list-style-type: none"> <li>• Expectations are made clear of what is being done by the Quaker meeting and what is expected of all building users.</li> </ul>	Info on website Clerks' notices, circles. Info sheet to be available			
3.	Social distancing not happening.	People may get too close to each other and risk transmitting the virus.	<ul style="list-style-type: none"> <li>• Signage in place to remind people about social distancing</li> <li>• Social distance at around 1m+ for MfW</li> <li>• Hirers can determine social distancing for their events. 1m is recommended.</li> </ul>	Signs on gates, doors, entrances/exits.	Risk Group, RFs		
4.	Use of equipment in the meeting house.	Transmission of the virus from sharing equipment in the meeting house.	<ul style="list-style-type: none"> <li>• Copies of Qf&amp;p and other texts will be available on the table at MfW. Each copy to be handled by one person only and returned to a box provided by RF at the end of meeting.</li> <li>• 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.</li> <li>• Bookshelves to be uncovered as needed. Books to be returned to the box provided by RFs. Hand sanitiser to be nearby.</li> <li>• No shared meals but people may bring and eat their own food</li> </ul>	Establish cleaning routine for microphone plus anything else considered essential.  Signs for no eating/drinking except from own receptacle.  Sign on kitchen door limited access.	RFs   RFs  RFs		

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			<ul style="list-style-type: none"> <li>• Access to kitchen should be limited to 3.</li> </ul>				
5.	Possible contamination throughout the building. Meeting house is not ready for use.	The virus could transmit between people within due to contact with each other or contaminated surfaces in shared spaces.	<ul style="list-style-type: none"> <li>• Hand sanitisers are available to those entering and exiting the building where handwashing is not possible.</li> <li>• Make sure there is plenty of soap, disposable hand wipes and toilet paper.</li> <li>• 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.</li> <li>• Special attention to be paid to cleaning light switches, door handles, stair rails and other items that people touch regularly.</li> <li>• Welcomer explains arrangements and checks appropriateness of attending, and/or provide clear signage. <ul style="list-style-type: none"> <li>• Chairs positioned at a reasonable distance apart</li> <li>• Hirers maintain their own lists</li> </ul> </li> </ul>	<p>Hand sanitisers to be left beside doors.</p> <p>Liaise with hirers, check their risk assessments and ask them to read and sign ours.</p> <p>One way system: entrance door/exit door etc.</p> <p>Doors to be held back with hook or brick.</p> <p>As required by Local Authority regulations: the QR code will be displayed.</p>	<p>RFs</p> <p>RFs</p> <p>EORG welcomer Risk Group, RFs</p> <p>RFs</p>		

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6.	Possible contamination within non-public spaces (offices or kitchens).	Workforce, employees or volunteers might transmit virus between each other or members of the meeting or public.	<ul style="list-style-type: none"> <li>• Regular cleaning is carried out</li> <li>• Maximum occupancy level clearly visible on or near the kitchen door.</li> </ul>	Number of people in kitchen to be limited to 3. Sign on door.	RFs		
7.	Possible contamination within children's meeting space and other meeting rooms.	Possible transmission of the virus between people or from surfaces.	<ul style="list-style-type: none"> <li>• As above – cleaning carried out, windows open.</li> <li>• Maximum occupancy level clearly visible on or near room entrances.</li> <li>• No sharing of books, pens or any learning materials. Children to work using their own books or on paper. Feedback to be given verbally.</li> <li>• Children to bring their own water bottles</li> <li>• Decide who will be responsible for the cleaning of equipment and resources and what cleaning products will be used.</li> </ul>	See separate risk assessment for children's meeting. Families will be contacted to ascertain their preferences re numbers.			
8.	Possible contamination	Possible virus transmission from	<ul style="list-style-type: none"> <li>• Regular cleaning is carried out</li> <li>• Access to toilet areas 1-2 people at a time.</li> </ul>		RFs		

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	from the use of toilets.	touching surfaces, towels and fixtures.	<ul style="list-style-type: none"> <li>•Hands must be washed thoroughly after using toilet facilities.</li> <li>•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.</li> <li>•Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</li> <li>•Children should be accompanied by their parents when using the toilet.</li> </ul>				
9.	Cleaning meeting house after known exposure to someone with the coronavirus symptoms.	Possible transmission of the virus to building users or employees/volunteers.	<ul style="list-style-type: none"> <li>•If possible, close the meeting house for 72 hours with no access permitted.</li> <li>•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.</li> </ul>	Risk group to be informed of known exposure to the virus.	RFs		
10.	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"> <li>•Instruct Friends, employees and volunteers not to attend meeting/work if they have any viral symptoms as these could be the start of covid-19 infection and to follow guidelines (See below).</li> </ul>	Risk statement to go out with clerks' notice – do not attend if feeling ill.  Print this out and have available.	Clerks  Trustees RFs		

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			<ul style="list-style-type: none"> <li>•Send home anyone who has any of the coronavirus symptoms, <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>. A copy of these as currently in force should be available to whoever is the responsible person/ to employees.</li> <li>•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.</li> <li>•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 required self-quarantine period from the last date of exposure and have a negative test result.</li> <li>•Continue using online worship and blend online and in-person worship to enable all Friends to access meeting for worship.</li> <li>•Use a one-way system within the worship space and use a seat which is marked available.</li> <li>•Ensure good ventilation.</li> </ul>	<p>EORG Friend to explain and ask for compliance.</p>	<p>EORG Risk Group, RFs plus Clerks, EORG</p>		

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			<ul style="list-style-type: none"> <li>•Face masks to be worn in communal areas indoors and in meetings as organisations agree with participants and as business meeting determines.</li> <li>•Ensure arrangements are in place for monitoring compliance.</li> </ul>				
11.	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"> <li>•Reiterate the guidance on the appropriate cleaning and hand washing hygiene.</li> <li>•Encourage everyone to wash or sanitise their hands upon entering the building and allow regular breaks to wash hands.</li> <li>•Enhanced cleaning procedures will be in place across the meeting house, particularly in communal areas and at touch points.</li> <li>•Cleaning procedures should be in place for any equipment that is used by more than one person in the meeting house or offices.</li> </ul>	RFs to advise on what help is needed re cleaning.	RFs		
12.	Possible contamination from a symptomatic person on site.	Staff, Quakers and other building users are exposed to someone who could	<ul style="list-style-type: none"> <li>•Anyone displaying symptoms should not be at the meeting house.</li> <li>•Should someone arrive at the meeting house with symptoms, develop symptoms on their way to the meeting house or whilst at the</li> </ul>		The EORG Friend on duty		

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		have Covid-19 and transmit the virus.	<p>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.</p> <ul style="list-style-type: none"> <li>•If RFs have symptoms, essential to self-isolate in their apartment and to report to Risk Group.</li> </ul>	<p>The policy which is in place should be invoked if the RFs need to self-isolate for their own safety and for the safety of others in the MH.</p>	EORG, Clerks Risk Group		
13.	Virus transmission at a garden event	Exposure to virus through air or contact	<ul style="list-style-type: none"> <li>•Seating to be arranged to ensure separation.</li> <li>•Face masks not mandatory.</li> </ul>	See separate garden event risk assessment.	RFs EORG Clerks		