

## Meeting House COVID-19 Risk Assessment for use for Meeting for Worship and by hiring groups

Risk assessment for     DORKING     Local Meeting

Completed by     Anne Brewer and Judy Johnson     Date     30/09/20    

Next review due **November 2020**

A risk assessment was accepted by Dorking Friends at a special business meeting on 16/07/20 but not submitted to Trustees as the business meeting also decided that they didn't think the Meeting House should open yet. The situation was to be reviewed by the end of August. This risk assessment has had minor updates from the earlier one due to resignation of our Clerk.

This risk assessment is designed to cover Blended Meeting for Worship in the Meeting House on Sunday mornings and 'in person only' Meeting for Worship at midday on Wednesday. The Wednesday Meeting group enjoy lunch together after the MfW but they will, at least for the time, bring their own lunch rather than prepare and share soup, bread and fruit as previously before lockdown. The Meeting House can accommodate 17 Friends in the large Hall with 2 metre social distancing and 5 more plus 3 family groups of up to 4 people in the small meeting room – the two rooms will be connected by raising the screen.

A business meeting is to be held on Sunday 6<sup>th</sup> September to discuss the replies to a questionnaire on Friends' opinions on whether they feel if safe to re-open the MH and whether they would attend on Sunday and/or Wednesday if it did re-open. If the decision is to re-open the MH, which looks likely, and Trustees accept our risk assessment with appropriate modifications then we hope to re-open on Sunday Sept 13<sup>th</sup>. The numbers planning to return to the MH on Sunday and Wednesday are much fewer than the available seating so we don't anticipate the need for any booking system.

The Business Meeting on Sept 6<sup>th</sup> has approved the re-opening of the MH once this risk assessment has been approved by Trustees on condition that all the proposed hygiene precautions outlined in the risk assessment are followed.

### **HIRERS – additional clause to the DQMH risk assessment**

Hirers – This Risk Assessment ensures that Dorking Meeting House is Covid-19 secure for all users. Groups wishing to hire the Meeting House will have to comply with the Special Covid-19 Conditions of Hire (Annex A to this Risk Assessment) and with the requirements listed in the Covid-19 poster on the wall of the lobby (Annex B). These will also be emailed to each group wishing to hire the MH. (Booking Clerk)

Premises Committee will ensure that the Meeting House is thoroughly sanitised between each time of use. Arrangements have been made with the cleaning contractors to that end. (Premises)

Abbreviations: Prem. = Premises Committee. CH = Colin Hope RE = Rosemary Elias AB = Anne Brewer CB = Colin Brewer RH = Rachel Hope JJ = Judy Johnson AC = Alison Carlier KN = Katy Nunn BC = Betty Chamberlain)

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"> <li>We are aware that AM trustees are keeping up-to-date with Government advice and legislation as it changes and we will submit our plans and risk assessment to them for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Submit risk assessment to trustees after approval by Local Meeting role holders</li> </ul>	AB	30/08	
			<ul style="list-style-type: none"> <li>We will check that 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.</li> </ul>	<ul style="list-style-type: none"> <li>AB has consulted with Clerk of Trustees.</li> </ul>			
			<ul style="list-style-type: none"> <li>We will not reopen until our plans have overall agreement from the Local Meeting and AM Trustees</li> </ul>	<ul style="list-style-type: none"> <li>The re-opening of the MH was an item on the agenda of PM on Sept 6th and it was agreed that this would take place when the risk assessment had been accepted</li> </ul>	AB, FP, KN		6/09
			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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. Water systems will need to be flushed through before being used.	<ul style="list-style-type: none"> <li>Cleaning has been carried out by professional cleaners before reopening as confirmed by a notice on the board in the small meeting room. These cleaners are contracted to come in every Saturday.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
			<ul style="list-style-type: none"> <li>The building has been well aired to ensure that it is suitable for use and good ventilation will be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Windows will be opened when the building is in use</li> </ul>	Prem.		
			<ul style="list-style-type: none"> <li>Electrical systems have been checked including regular testing of the fire alarm system.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain regular monthly testing of fire alarms</li> </ul>	CB/RH	Monthly	
			<ul style="list-style-type: none"> <li>The water system has been thoroughly flushed through, especially the 3 water heaters to remove risk of legionnaires disease.</li> </ul>	<ul style="list-style-type: none"> <li>Repeat if building left unused for further period.</li> </ul>	Prem.	Before Opening	
			<ul style="list-style-type: none"> <li>The building is secure and there is no damage to access and ventilation points.</li> </ul>	<ul style="list-style-type: none"> <li>Regular checking.</li> </ul>	Prem.		

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
			•	•			
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.	• New practices are communicated clearly and succinctly to all users of the building. At first the building will only be open for Quaker meeting for worship and not to hirers.	• Ensure all members especially key role holders are informed of any further new practices.	Es/Os/ Prem		
			• There are no exceptions to the new practices and ways of working	• To be kept under review	Prem.		
			• Communication to all LM Friends via our monthly newsletter (Dorking Grapevine) and by email is supplemented with signage within the building, to alert regular users and any visitors to ways of operating.	•	KN/ AB Prem.		
			• Regular reminders of new ways of working are sent and changes highlighted as they happen.	• Reminders and changes to be communicated to LM Friends.	KN/ AB		
			• We will publish the risk assessment, when completed, on our website.	• Action when RA finalised	JJ/TC		
			•	•			
4.	Social distancing not happening in external area of Quaker meeting house property.	People may get too close to each other and risk aerosol transmission of the virus when coming on and off the property.	• The main front door will be used as the entrance as indicated by a welcome sign. The second front door (kitchen lobby end) will be locked so only usable as an exit. The garden entrance will be an exit. At the end of the Meeting all 3 doors will become exits.	• Wheel chair users need to use the garden door for entrance. Welcomer needs to be aware	Welc.		
			• Car parking outside Meeting House will be restricted to the one space for the disabled as clearly indicated by a notice next to the parking area.	• Notice to be put up.	Prem.		4/07
			• Es and Os will set up a rota of welcomers to be outside the entrance each Sunday to remind Friends of necessary arrangements.	• The welcomers to be appointed and they will ensure compliance.	Es/Os Welc.		

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			<ul style="list-style-type: none"> <li>External signage is in place at all entrances to remind people about social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Signage needed</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
5.	Use of equipment in the meeting house.	Surface transmission of the virus from sharing equipment in the meeting house.	<ul style="list-style-type: none"> <li>Any non-essential equipment has been taken out of the meeting house and stored in locked cupboards or away from public spaces of the building.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	RH		4/07
			<ul style="list-style-type: none"> <li>Equipment that is still needed will be 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> </ul>	<ul style="list-style-type: none"> <li>Bins requiring use of hand to open them to be replaced by pedal-operated bins.</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li><i>Quaker faith &amp; practice</i>, bibles, <i>Advices and queries</i> and other leaflets or loose papers have been put away out of sight. The library bookshelves have been covered with sheeting.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	RH		2/07
			<ul style="list-style-type: none"> <li>Friends to be reminded to bring their own copies of QF&amp;P etc to Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Friends will be notified by email and/or Grapevine</li> </ul>	KN/ AB	Before opening	
			<ul style="list-style-type: none"> <li>We will make Friends aware of QF&amp;P, Living Our Beliefs and Bible texts on line.</li> </ul>	<ul style="list-style-type: none"> <li>Friends will be notified by email and/or Grapevine</li> </ul>	KN/ AB	Before opening	
			<ul style="list-style-type: none"> <li>Eating and drinking on the premises will be restricted to the following:</li> <li>individuals can bring their own mug to drink water/tea/coffee brought with them in their own receptacle.</li> <li>those attending Wednesday meeting can bring and eat their own packed lunch.</li> <li>There will be no washing-up facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Friends will be notified by email and/or Grapevine</li> <li>Friends may eat lunch in the garden or remain in the seats they occupy for the MfW.</li> </ul>	KN/ AB  BC	Before opening  Each Wed.	
			<ul style="list-style-type: none"> <li>Kitchens and other areas where there is access to a lot of utensils or equipment will be kept off-limits. This closure will be reviewed in November.</li> </ul>	<ul style="list-style-type: none"> <li>Each Meeting, check fire door to kitchen is closed and a 'NO ACCESS' notice fixed</li> </ul>	RH/CB		

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				on it. Ensure hatch to small hall is closed			
			<ul style="list-style-type: none"> <li>We do not take collections in the Meeting House so handling cash is not a problem.</li> </ul>	•			
			•	•			
6.	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.	<ul style="list-style-type: none"> <li>Hand sanitisers with notices on them are available to those entering and exiting the building.</li> </ul>	<ul style="list-style-type: none"> <li>The welcomers will draw attention to them and encourage everyone to use one on entering.</li> </ul>	Prem. Welc.	At each MfW	21/06
			<ul style="list-style-type: none"> <li>Some disposable masks are available in the meeting house for Friends to use in emergency. Friends to be encouraged to bring their own masks.</li> </ul>	<ul style="list-style-type: none"> <li>Until Government regulations change Friends will be asked to wear masks. or visors if they can't wear masks for health issues.</li> </ul>	Es/Os/KN		
			<ul style="list-style-type: none"> <li>There is plenty of soap, disposable hand wipes and toilet paper with lined bins in place for their disposal.</li> </ul>	•	Prem.		21/06
			<ul style="list-style-type: none"> <li>Special attention will be paid to cleaning light switches, door handles and other items that people touch regularly.</li> </ul>	<ul style="list-style-type: none"> <li>To confirm that Sage cleaners carry out the job each Saturday in line with government regulations.</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li>Welcomer will be at the entrances to the MH to manage people so as to preserve 1 metre social distancing while outside and allow one household at a time to enter the MH giving them time to use the hand sanitiser before admitting the next household group.</li> </ul>	<ul style="list-style-type: none"> <li>Rota of welcomers to be put in place and advised on this issue and what other information they need to convey to those arriving at the MH. Backed up by notices inside the building.</li> </ul>	Es/Os	30/08	
			<ul style="list-style-type: none"> <li>We realise maintaining 2 metre distancing in the MH will be difficult if Friends move about. Accessing the toilets I</li> </ul>	<ul style="list-style-type: none"> <li>Friends will be asked to occupy vacant seating</li> </ul>	Welc.		

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>person (or child + parent) at a time will be necessary as a one way system is not possible for one pair of toilets and difficult in the other pair.</p> <ul style="list-style-type: none"> <li>• We have one fire door which will be kept closed to prevent access to the kitchen. It can be easily pushed open if emergency access is needed.</li> <li>• Eating and drinking will be restricted while BYM guidance advises this. Friends have been asked to bring their own drinks and mugs and Wednesday Meeting Friends to bring their own packed lunch.</li> <li>• Measurements have determined maximum number of people that can be accommodated in the meeting room to enable adequate social distancing (currently 2 metres). Also number of family groups that can safely use the Quiet Room for Children's meeting. Seating has been arranged and marked accordingly, and can take up to 17 in the main meeting room area, and 5 more plus 3 family groups of up to 4 people in the small meeting room. Cushions and Markers have been put in place to show where people can sit.</li> <li>• We plan to raise the dividing screen between the Small and Large Halls to increase the space available for seating during Meeting for Worship and provide better ventilation. Tape will prevent Friends walking under the screen.</li> <li>•</li> </ul>	<p>furthest from entrance and to remain seated unless accessing toilets or exiting to socialise in the garden</p> <ul style="list-style-type: none"> <li>• Check this fire door is closed each Sunday</li> <li>• Advise Friends through Clerk's mailings and Grapevine</li> <li>•</li> <li>• The screen will need to be lowered and raised once a month to stop the mechanism seizing up.</li> <li>•</li> </ul>			
					RH/CB		
					KN/AB		
					CH/RH		4/07
					Prem.		
7.	No private office space	N/A.	•N/A	• N/A		.	

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
			•	•			
8.	Possible contamination within children's meeting space	Possible transmission of the virus between people or from surfaces	•An initial cleaning of the children's meeting space (Quiet Room) has been carried out, the room aired and electrical systems checked. The Quiet Room will be cleaned every Saturday before the next children's meeting.	•Agreement is in place with professional cleaners. Prem Comm will check compliance before each use of the Quiet Room by the children.	Prem.		
			•Following Government advice for including children we will ensure they all wash their hands thoroughly before and after their class for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of the hands are covered.	•Check each Sunday that necessary equipment is in place	Parent		
			•Maximum occupancy level is clearly indicated on the Quiet Room entrance doors.	•	Prem.		4/07
			•The shelves of books and small toys have been covered over, and the children asked to bring their own books, pencils etc. and water bottle to Meeting and will be reminded not to share them with children from other households.	•Parents to be reminded by an overseer via Whats App before date of re-opening	Os		
			•All soft furnishings removed e.g. cushions, mats, beanbags, etc.	•	RH		4/07
			•The large toys in the garden have all been removed.	•	Prem.		1/07
			•	•			
9.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	•Thorough cleaning has been carried out before reopening and toilets will be cleaned on Saturdays by the professional cleaners. Notices will ask users to wipe seat, handles etc after use, using cleaning materials provided. Vinyl gloves are available in toilet areas.	• Notices need to be put up in relevant areas.	RH		4/07
			•It will be made clear by appropriate notices that access	•Notices to be put up at	Es/Os	30/08	

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			to the 2 toilet areas will be 1 person at a time except necessary parental support for children.	entrance to each toilet area, with reversible engaged/ vacant notice hung on door knob. Friends to sanitise hands before touching			
			<ul style="list-style-type: none"> <li>• Notices in each toilet area will stress that hands must be washed thoroughly after using toilet facilities.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li>• Sufficient soap will be available at all times in all toilets, this will be checked on Sundays by a member of Premises Committee and will be topped up in between if required.</li> </ul>	<ul style="list-style-type: none"> <li>• To check each Sunday</li> </ul>	Prem.		
			<ul style="list-style-type: none"> <li>• Hand drying will be by air hand drier or disposable single-use towels only – not cloth towels, which have been removed.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
			<ul style="list-style-type: none"> <li>• Bins in toilets will be emptied each Saturday by the professional cleaner.</li> </ul>	<ul style="list-style-type: none"> <li>• To check each Sunday</li> </ul>	Prem.		
			<ul style="list-style-type: none"> <li>• Young children should be accompanied by a parent when using the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Parent		
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
10.	Cleaning meeting house after known exposure to someone with coronavirus symptoms	Possible transmission of the virus to building users.	<ul style="list-style-type: none"> <li>• The meeting house will be closed for 72 hours with no access permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Friends will be circulated to advise</li> </ul>	Es/Os KN		
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
11.	Airborne transmission	Transmission of the virus between people	<ul style="list-style-type: none"> <li>• Instruct users not to attend meeting if they have symptoms of Coronavirus (COVID-19) and to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Info to be circulated when appropriate</li> </ul>	KN/AB Es/Os		



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
	of coronavirus at worship and/or Quaker activities.	within the same space without having physical contact.	<p>guidelines from BYM on who should not attend for age or health reasons These will be circulated before the MH is opened.</p> <ul style="list-style-type: none"> <li>• We will 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 understood will be available to Es and Os.</li> <li>• We will 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>• We will 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.</li> <li>• Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other. Notices and welcomers will remind Friends of this.</li> <li>• We will remind Friends to follow current Government guidance on face coverings and appoint someone to keep up-to-date on this.</li> <li>• We will check beforehand who plans to attend and if necessary reduce the number of people coming to worship to those who have the highest need, to maintain social distancing measures.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• We need to ensure compliance</li> <li>•</li> <li>•</li> <li>• Someone to keep up-to-date</li> <li>• Elders and Overseers have sent out a questionnaire to find out how many Friends plan to attend on Sundays and Wednesdays when the MH re-opens. In the very</li> </ul>	<p>Es/Os</p> <p>Es/Os</p> <p>Es/Os</p> <p>Welc.</p> <p>AB</p> <p>Es/Os/ KN</p>		28/08

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
				unlikely event of this exceeding seating capacity a booking system will be set up. If unexpected visitors arrive when all seating is occupied, they will be advised to come another Sunday when a seat will be reserved for them. Information to go on website			
			<ul style="list-style-type: none"> <li>• We will continue using online worship and are working to find a way to blend online and in-person worship to enable all Friends to access meeting for worship together.</li> </ul>	<ul style="list-style-type: none"> <li>• The blended meeting set-up is ready for use though it may become apparent with use that minor adjustments are needed.</li> </ul>	JJ/CB/AB/SF	As needed	
			<ul style="list-style-type: none"> <li>• The welcomer will encourage people to fill vacant seats furthest from the room entrance to minimise the need to pass close by those already seated.</li> </ul>	<ul style="list-style-type: none"> <li>• Welcomers to give verbal advice at the door each Sunday</li> </ul>	Welc.		
			<ul style="list-style-type: none"> <li>• Elders and Overseers will be asked to monitor compliance with the 2 metre rule indoors.</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone openly ignoring the 2 metre rule will be asked to comply or leave</li> </ul>	Es		
			<ul style="list-style-type: none"> <li>• To ensure good ventilation, we will open doors and windows each Sunday appropriate to weather conditions. The screen will be opened ready for the reopening Sunday and tape put in position to prevent people walking under it.</li> </ul>	<ul style="list-style-type: none"> <li>• Action needed each Sunday</li> </ul>	Prem.		
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
			<ul style="list-style-type: none"> <li>• Tasks will be organised so that they do not need more than 1 person to carry them out or can be done by</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks to be considered to confirm this is not a problem</li> </ul>	Es /Os/ Prem		

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
			members of the same household.				
			<ul style="list-style-type: none"> <li>• People encouraged to remain in their seats after MfW, joys and sorrows and notices have ended, and drink their brought refreshments or to exit through the garden door to access the garden and socialise outside.</li> </ul>	<ul style="list-style-type: none"> <li>• Friend serving as Elder on duty to remind Friends at close of meeting</li> </ul>	Es		
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
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"> <li>• The need for hand washing hygiene will be stressed by the welcomers and by appropriate notices.</li> </ul>	<ul style="list-style-type: none"> <li>• Notices to be put up</li> </ul>	Prem. Welc	30/08	4/07
			<ul style="list-style-type: none"> <li>• Facilities are in place to allow everyone to wash their hands for 20 seconds using hand sanitiser (minimum 60% alcohol based) when entering and leaving the meeting house.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li>• Professional cleaners will give the whole MH a thorough clean on Saturdays before MfW on Sundays. We will have no hirers at first, so the building will be used only on Sundays and Wednesdays. Covid 19 virus is thought to last less than 72 hours, so no virus will be carried from one meeting to the next.</li> </ul>	<ul style="list-style-type: none"> <li>• Particular attention must be paid to: entry and exit points, taps and washing facilities, toilet flush and seats, door handles – this to be confirmed with cleaners</li> </ul>	Prem.		4/07
			<ul style="list-style-type: none"> <li>• All waste receptacles have disposable bin liners and the professional cleaners will remove potentially contaminated waste from the building every Saturday.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm this is done.</li> </ul>	Prem.		
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
13.	Possible contamination from a symptomatic person on	Quakers are exposed to someone who could have Covid-19 and transmit the virus.	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms will not be allowed to enter the MH.</li> </ul>	<ul style="list-style-type: none"> <li>• Welcomers to check</li> </ul>	Welc.		
			<ul style="list-style-type: none"> <li>• A Friend will record names (and details if not in contact list) of everyone attending on Sundays and someone will be appointed to do so for Wednesdays. Details will be</li> </ul>	<ul style="list-style-type: none"> <li>• CH and BC have agreed to do this on Sundays and Wednesdays respectively.</li> </ul>	CH/BC	Each meeting	

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	site.		kept for 3 weeks to assist the NHS test and trace service, and then destroyed.				
			<ul style="list-style-type: none"> <li>The records must be stored securely, especially if they contain anyone's contact details.</li> </ul>	<ul style="list-style-type: none"> <li>Find somewhere to store them</li> </ul>	CH		04/07
			<ul style="list-style-type: none"> <li>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 wait in the garden, or in the kitchen if raining.</li> </ul>	<ul style="list-style-type: none"> <li>Provide chair in kitchen</li> </ul>	Prem.	Before open.	
			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
14.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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15.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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16.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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17.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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19.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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20.			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
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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
21.			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			
			<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			