

## Meeting House COVID-19 Risk Assessment for use for Meeting for Worship

Risk assessment for     DORKING     Local Meeting

Completed by \_SF, KN, LB, GS + AB\_ Date     04/02/2021     Next review due **March 2021 or at end of the current full Lockdown**

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  
KN = Katy Nunn BC = Betty Chamberlain SF – Sarah Freeman

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	The buildings are used for worship and other purposes 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>	Submit risk assessment to trustees after approval by Local Meeting role holders	SF	ASAP	
			<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>	AB has consulted with Clerk of Trustees.	AB		July 2020
2.	The building isn't in a fit state to open after any	Electrical systems may not work. The building may have fabric issues.	<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>	Ongoing checking of/liaising with cleaning company	RH/Prem		ongoing

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	period of being closed.	There may be significant dust/mould. Water systems will need to be flushed through before being used.	<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>	Windows will be opened when the building is in use	Prem. Including Safety Officer		ongoing
			<ul style="list-style-type: none"> <li>Electrical systems have been checked including regular testing of the fire alarm system.</li> </ul>	Maintain regular monthly testing of fire alarms	CB/RH	Monthly	ongoing
			<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>	Repeat if building left unused for further period.	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>	Regular checking.	Prem.		
			<ul style="list-style-type: none"> <li>Repairs will be put in place under Covid-secure conditions whenever needed</li> </ul>	Regular checking	Prem.	ongoing	
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"> <li>New practices are communicated clearly and succinctly to all users of the building. At present the building will only be open for Quaker meeting for worship.</li> </ul>	Ensure all members especially key role holders are informed of any further new practices.	All key roleholders & Prem.	ongoing	
			<ul style="list-style-type: none"> <li>There are no unauthorised exceptions to the new practices and ways of working</li> </ul>	To be kept under review	Prem.	ongoing	
			<ul style="list-style-type: none"> <li>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.</li> </ul>	All changes including the temporary ban on any refreshments or periods of socialising in the meeting house must be communicated	KN/ AB Prem.	Beginning of Feb.	
			<ul style="list-style-type: none"> <li>Regular reminders of new ways of working are sent and changes highlighted as they happen.</li> </ul>	Reminders and changes to be communicated to LM Friends.	KN/ AB	Ditto and montly thereafter	

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			<ul style="list-style-type: none"> <li>We will publish the updated risk assessment clearly, when completed, on our website.</li> </ul>	Action when RA finalised	JJ/TC	As soon as RA is finalised	
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.	<ul style="list-style-type: none"> <li>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.</li> </ul>	Wheel chair users need to use the garden door for entrance. Welcomer needs to be aware	Welc. (CH/RH/BC or other elder on duty)	weekly	
			<ul style="list-style-type: none"> <li>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.</li> </ul>	Notice to be put up.	Prem.		4/07
			<ul style="list-style-type: none"> <li>A welcomer is always outside the meeting house, socially distanced, to greet those coming to the meeting house and explain the Covid 19 precautions being taken</li> </ul>	At least two people prepared to be welcomers in case one of them is absent.	(CH/RH/BC or other elder on duty)		ongoing
			<ul style="list-style-type: none"> <li>External signage is in place at all entrances to remind people about social distancing.</li> </ul>	Signage needed	Prem.		4/07
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>		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>	Bins requiring use of hand to open them to be replaced by pedal-operated bins.	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</li> </ul>		RH		2/07

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			<p>been put away out of sight. The library bookshelves have been covered with sheeting.</p> <ul style="list-style-type: none"> <li>• Friends to be reminded to bring their own copies of QF&amp;P etc to Meeting. We will also make Friends aware of QF&amp;P, Living Our Beliefs and Bible texts on line.</li> <li>• No eating or drinking on premises during the full lockdown</li> <li>• Kitchens and other areas where there is access to a lot of utensils or equipment will be kept off-limits.</li> </ul>				
				Friends will be notified by email and/or Grapevine	KN/AB	Before opening	July 2020
				Friends will be notified by email and/or Grapevine	KN/AB/BC	Feb 2021	
				Each Meeting, check fire door to kitchen is closed and a 'NO ACCESS' notice fixed on it. Ensure hatch to small hall is closed	RH/CB	ongoing	July 2020
6.	Possible contamination throughout the building. Meeting house is not sufficiently safe during the full Lockdown	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> <li>• Some disposable masks are available in the meeting house for Friends to use in emergency. Friends to be instructed to bring their own mask or visors and wear them during the meeting for worship in silence. According to government regulations masks may be removed for the purpose of giving a sermon, saying a prayer. See end of this assessment for link to this regulation.</li> <li>• All waste receptacles have disposable bin liners and the professional cleaners will remove</li> </ul>	The welcomers will draw attention to them and encourage everyone to use one on entering.	Prem. Welc.	At each MfW	21/06
				Friends will be asked to wear masks. or visors. If they can't wear masks for health issues they are exempt. See pp9-10 for details.	CH/RH	As soon as the temporary Risk assessment is issued	
				To check each Sunday	Prem.		

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			potentially contaminated waste from the building every Saturday.				
			<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. 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>	To confirm that Sage cleaners carry out the job each Saturday in line with government regulations.	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>	Welcomer will explain the social distancing regulations inside the MH and this will be backed up by notices inside the building.	CH/RH or other Elder on duty		Weekly since Sep 2020
			<ul style="list-style-type: none"> <li>Accessing the toilets 1 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.</li> </ul>	Friends will be asked to occupy vacant seating furthest from entrance and to remain seated unless accessing toilets	Welc. (CH/RH/BC or other elder on duty)		ditto
			<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> </ul>	Check this fire door is closed each Sunday	RH/CB		ditto
			<ul style="list-style-type: none"> <li>Measurements have determined maximum number of people that can be accommodated in</li> </ul>	Markers put in place	CH/RH		4/07

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			<p>the meeting room to enable adequate social distancing (currently 2 metres). Seating has been arranged and marked accordingly, <b>and can take up to 17</b> in the main meeting room area. Cushions and Markers have been put in place to show where people can sit.</p>				
			<p>The dividing screen between the Small and Large Halls has been raised to increase the space available for seating during Meeting for Worship and provide better ventilation. Tape prevents Friends walking under the screen.</p>	<p>The screen will need to be lowered and raised once a month to stop the mechanism seizing up.</p>	Prem.		Ongoing once a month
7.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	<ul style="list-style-type: none"> <li>•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.</li> </ul>	<p>Notices need to be put up in relevant areas.</p>	RH		4/07
			<ul style="list-style-type: none"> <li>•It will be made clear by appropriate notices that access to the 2 toilet areas will be 1 person at a time except necessary parental support for children.</li> </ul>	<p>Notices to be put up at entrance to each toilet area, with reversible engaged/ vacant notice hung on door knob. Friends to sanitise hands before touching</p>	Prem		4/07
			<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>		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</li> </ul>	<p>To check stocks each Sunday</p>	Prem.		ongoing

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			topped up in between if required. Hand drying will be by air hand drier or disposable single-use towels only – not cloth towels, which have been removed.				
8.	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>	Friends will be circulated to advise by the person who is informed that friend has symptoms	KN/CH	In event of attender bringing virus symptoms or having a positive test result	
9.	Airborne transmission of coronavirus at worship and/or Quaker activities.	Transmission of the virus between people within the same space without having physical contact.	The meeting house will be closed for 72 hours with no access permitted.	Info to be shared at meeting in MH and circulated by email when appropriate	KN/CH		ongoing
			<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> </ul>		(CH/RH/BC or other elder on duty)		
			<ul style="list-style-type: none"> <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> </ul>	We need to ensure compliance	(CH/RH/BC or other elder on duty)		
			<ul style="list-style-type: none"> <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> </ul>	Ditto	ditto		

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			<ul style="list-style-type: none"> <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> </ul>	Reminder of where the 2 metre markers are to people only occasionally coming to meeting or arriving for the first time.	ditto		ongoing
			<ul style="list-style-type: none"> <li>We will remind Friends to follow current Government guidance on face coverings and appoint someone to keep up-to-date on this.</li> </ul>	Someone to keep up-to-date with changes in	SF (with ref to Roger Wilson)	When changes occur in current Covid 19 regulations	ongoing
			<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. (CH/RH/BC or other elder on duty)		ongoing
			<ul style="list-style-type: none"> <li>To ensure good ventilation, we will ensure sufficient doors and windows are open each Sunday &amp; Weds. There are always 2 windows partially open in the Meeting House. The screen will be opened during every MfW. See ventilation notes pp9-10.</li> </ul>	<ul style="list-style-type: none"> <li>Action needed each Weds/Sunday. Minimum 2 windows partially open every Sunday. Minimum 3 doors open to ensure ventilation around MH</li> </ul>	Prem.	CH/RH/BC or Elder on site	
			<ul style="list-style-type: none"> <li>People encouraged to remain in their seats until MfW, joys and sorrows and notices have ended and then leave the building at once, distanced 2 metres apart between non-family groups.</li> </ul>	<ul style="list-style-type: none"> <li>Friend serving as Elder on duty to remind Friends at close of meeting</li> </ul>	CH/RH/BC		weekly
10.	Possible contamination from a	Quakers are exposed to someone who could have Covid-19	<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.(CH/RH/BC or other elder on duty)		



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	symptomatic person on site.	and transmit the virus.	<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 kept for 3 weeks to assist the NHS test and trace service, and then destroyed.</li> </ul>	<ul style="list-style-type: none"> <li>•CH and BC have agreed to do this on Sundays and Wednesdays.</li> </ul>	CH/BC	Each meeting	ongoing
			<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 and sanitise the chair after use.</li> </ul>	Prem CH/RH/BC	Action to be taken in the event of someone arriving unwell	

### **QUAKERS IN BRITAIN WEBSITE**

The following Coronavirus page with advice to local meeting clerks was updated on 5 January 2021

<https://www.quaker.org.uk/our-organisation/support-for-meetings/coronavirus-advice-for-quaker-meetings#heading-1>

The pages listed below were referred to by the Quaker.org web pages.

### **TEST AND TRACE**

See the following government document which was updated 19 January 2021, refer to the sub heading 'Test and Trace'

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

### **FACE COVERINGS**

See the following document which was updated 4 december 2020, refer to the headings 'When to wear a face mask' and 'When you do not need to wear a face covering'

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

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### **VENTILATION**

See the following document which was updated on 3 December 2020 and is referred to by Quaker.org for advice. Refer to the heading 'Natural Ventilation'

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>