

## Meeting House COVID-19 Risk Assessment Supplement

Risk assessment for HERFORD Local Meeting

Completed/reviewed by Hereford Quakers Re-opening Group in August 2020

Next review due: end Sept 2020

This template (17/7/2020) downloaded on 3/8/2020, first draft dated 3/8/2020, second draft dated 7/8/2020, working draft 3 dated 10/8/2020, this version for circulation 24/8/2020

*The contents of this template are included as risks and actions that local and area meetings need to think about at a range of Quaker meeting houses and other worship spaces, to enable them to re-start activities as the COVID-19 pandemic during 2020 develops. Each line should be reviewed and edited to make it relevant to the particular building. Any missing significant risks and actions should be added where appropriate.*

*In this document the **'What are you already doing'** column is an example of what might need to be done. Local meetings may not be doing these activities yet, or they may not be necessary. You can either delete the example if it is not appropriate or move it to the **'What further action is necessary'** column if it is something that needs to be carried out.*

See online:

- [BYM's 9 Steps to re-opening Quaker meeting houses and worship spaces safely document](#)
- Government guidance for your part of Britain
  - regarding places of worship
  - and other uses of a meeting house : in England "multi-purpose community facilities", and in Scotland "gatherings and occasions".

You can find links to the main guidance on the [BYM Coronavirus webpage](#).

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>• AM trustees are keeping up-to-date with Government advice and legislation as it changes.</li> </ul>	•	Confirmed by Trustee LC. Trustees meeting & emailing regularly, & aware of <a href="http://www.quaker.org.uk/our-organisation/support-for-meetings/coronavirus-advice-for-quaker-meetings">www.quaker.org.uk/our-organisation/support-for-meetings/coronavirus-advice-for-quaker-meetings</a> and BYM Quaker Life Property Group Premises Cttee minutes copied to LC. Covid-19 reopening group formed & meeting regularly from 7/2020			
			<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 decide when it reasonable to re-start activities.</li> </ul>	•				
			<ul style="list-style-type: none"> <li>• AM trustees are working with local role-holders and employees/volunteers to put in place measure that enable meetings houses to re-start activities safely.</li> </ul>	•				
			<ul style="list-style-type: none"> <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>	•				AM Treasurer confirmed insurance in place in telecon with broker 20/7/2020. Govt & denom guidance to be followed.
			<ul style="list-style-type: none"> <li>• The overall decisions on re-opening have agreement by the local meeting and by area meeting trustees</li> </ul>	<ul style="list-style-type: none"> <li>• MfWfB to discern decision once Covid-19 group have completed work</li> <li>• Minute of LM MfWfB &amp; copy of completed risk assessment required by AM Trustees idc</li> </ul>				Planned for 6/9/2020 via Zoom, with 1 <sup>st</sup> opening planned for 13/9/2020 LC will ensure Trustees have paperwork. Draft risk assessment sent to Trustees for comment 7/8/2020
2.	The building isn't in a fit state to open after a period	Electrical systems may not work. The building may have fabric issues.	<ul style="list-style-type: none"> <li>• Cleaning is carried out before reopening and confirmation of this visible on entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Notice to confirm weekly cleaning to be prepared &amp; displayed</li> </ul>	Cleaning is undertaken weekly by Diane on Wednesdays			
			<ul style="list-style-type: none"> <li>• Check for dust and mould and air the building as needed to ensure that it is suitable for use.</li> </ul>	<ul style="list-style-type: none"> <li>• Building to be checked &amp; aired, windows &amp; French</li> </ul>				

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	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 thoroughly aired and remains ventilated ahead of re-opening.</li> <li>• Switch on and check electrical systems if needed.</li> <li>• 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.</li> <li>• There are no signs of people entering the building without permission.</li> <li>• The building is secure and there is no damage to access and ventilation points.</li> <li>•</li> </ul>	<p>doors opened, taps to be run, &amp; electrics switched on.</p> <ul style="list-style-type: none"> <li>• Before each MfW, housekeepers will open doors &amp; windows</li> </ul>	Regular checks undertaken by members of Prem Cttee, to comply with insurance		
3.	Building users don't understand the need for the meeting house operating in a new way.	Members of the community, staff, volunteers 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.</li> <li>• There are no exceptions to the new practices and ways of working</li> <li>• Communication to groups is supplemented with signage within the building, updated on the website and social media channels to alert users and visitors to ways of operating.</li> <li>• Regular reminders of new ways of working are sent and changes highlighted as they happen.</li> <li>• Expectations are made clear of what is being done by the Quaker meeting and what is expected of all building users.</li> <li>• The risk assessment is published, preferably online.</li> </ul>	<ul style="list-style-type: none"> <li>• Documents being drafted to prepare those attending for procedures – to be sent out to clerk's list. These are general preparation doc, housekeeper guidance doc (HKG) &amp; risk assessment</li> <li>• Docs &amp; risk assess to be emailed to all &amp; displayed on notice board, and sent for upload to SMAQM website once completed</li> <li>• Signage to include handwashing notices,</li> </ul>	Prep doc – AN Housekeeper guidelines – AN & KW Risk assess – LC All drafts to be shared with reopening group for comment before wider circulation		
					AN to send to clerk's email list, LC to send to Trustees & CR for website DS to fix notices & liaise with ClearSpace, JB to liaise with hirers idc		

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				<ul style="list-style-type: none"> <li>arrows for circulation in building</li> <li>• Coat racks not to be used – people to keep coats with them</li> <li>• Information to be shared with hirers idc. Initially, we will try to keep 72 hour gaps between hires</li> </ul>	Prep doc & HKG		
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.	<ul style="list-style-type: none"> <li>• Markings are put in place where possible to direct people to entrances and stop exits being used by people arriving.</li> </ul>	<ul style="list-style-type: none"> <li>• Prep doc &amp; arrows / signage</li> </ul>	DS to fix notices, tapes etc		
			<ul style="list-style-type: none"> <li>• Car park may need to be closed or some spaces blocked off to avoid people parking too close to other users.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>			
			<ul style="list-style-type: none"> <li>• External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• Sign to be placed on glass doors at entrance</li> </ul>	DS to fix notices		
5.	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>• Any non-essential equipment is 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>	Data projector removed from building at early point in lockdown		
			<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>• Hearing loop head sets will need to be cleaned between each use</li> </ul>	Housekeepers - ongoing		
			<ul style="list-style-type: none"> <li>• Remove copies of <i>Quaker faith &amp; practice</i>, bibles, <i>Advices and queries</i> and other leaflets or loose papers from the meeting house and areas that might be touched by building users.</li> </ul>	<ul style="list-style-type: none"> <li>• Leaflet &amp; magazine racks to be emptied, items to be stored in cupboards.</li> </ul>			

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				Library shelves to be taped off			
			<ul style="list-style-type: none"> <li>• Make Friends aware of Qf&amp;p online, <a href="https://qfp.quaker.org.uk/">https://qfp.quaker.org.uk/</a>, and Bible Gateway, <a href="http://www.biblegateway.com">www.biblegateway.com</a>, for access to religious texts that are available on personal devices.</li> </ul>	<ul style="list-style-type: none"> <li>• Prep doc to include links for these</li> </ul>			
			<ul style="list-style-type: none"> <li>• Eating and drinking on the premises is restricted and possible only within the specific Government guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• No eating or drinking permitted, not even a glass of water. Prep doc to inform, &amp; advise bringing of own water bottle</li> </ul>			
			<ul style="list-style-type: none"> <li>• Kitchens and other areas where there is access to a lot of utensils or equipment should be kept off-limits.</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen area to be blocked off by work surface, tape and notices</li> </ul>	DS		
			<ul style="list-style-type: none"> <li>• Collections are online or contactless.</li> </ul>	<ul style="list-style-type: none"> <li>• Possible communication from LM Treasurer re standing orders, other possible options?</li> </ul>	MR		
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 are available to those entering and exiting the building where handwashing is not possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser dispensers to be placed at entrance, and in corridor near toilets</li> <li>• Housekeepers to have small supply also</li> </ul>	AN ordering supplies, DS to fix dispensers		
			<ul style="list-style-type: none"> <li>• There is plenty of soap, disposable hand wipes and toilet paper.</li> </ul>	<ul style="list-style-type: none"> <li>• Bars of soap &amp; liquid soap to be available in toilet &amp; by small kitchen hand basin</li> <li>• Supplies to be checked regularly &amp; topped up when necessary</li> </ul>	Housekeepers - ongoing		

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			<ul style="list-style-type: none"> <li>If you hire the space: Contact your landlord and agree how cleaning will be done before, during and after use.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>			
			<ul style="list-style-type: none"> <li>If own building: 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> </ul>	<ul style="list-style-type: none"> <li>This will be communicated to hirers in the light of experience of MfW. New terms &amp; conditions to be agreed with hirers</li> </ul>	JB, Premises Cttee		
			<ul style="list-style-type: none"> <li>Special attention to be paid to cleaning light switches, door handles and other furniture that people touch regularly, such as arms of benches</li> </ul>	<ul style="list-style-type: none"> <li>Prep doc, &amp; awareness of housekeepers</li> <li>Doors to be kept open (at discretion of housekeepers)</li> <li>Furniture not to be moved from position</li> <li>Light switches should only be touched (&amp; then cleaned) by housekeepers</li> </ul>	Housekeepers Diane		
			<ul style="list-style-type: none"> <li>Plan and manage people entering and leaving the building (allocating someone to help people navigate would be helpful) and/or provide clear signage.</li> </ul>	<ul style="list-style-type: none"> <li>Prep doc &amp; housekeepers</li> </ul>	Housekeepers - ongoing		
			<ul style="list-style-type: none"> <li>Enter and leave the building one household at a time.</li> </ul>	<ul style="list-style-type: none"> <li>Placing of table to create one way system in lobby</li> </ul>			
			<ul style="list-style-type: none"> <li>Plan and manage the movement of people throughout the meeting house.</li> </ul>	<ul style="list-style-type: none"> <li>Route will be one way via kitchen door into meeting room and out of lobby door to toilets &amp; exit – to be reviewed after experience</li> </ul>			
			<ul style="list-style-type: none"> <li>While fire doors play an integral role in building safety key corridor doors may need to be temporarily held open to avoid handle contamination. Fire doors</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeper to manage any opening or closing of doors, &amp; cleaning</li> </ul>	Housekeepers - ongoing		

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			to be closed when users are remaining within one space or when everyone leaves building.				
			<ul style="list-style-type: none"> <li>Eating and drinking on the premises is restricted and possible only within the specific Government guidance.</li> </ul>	<ul style="list-style-type: none"> <li>No eating &amp; drinking permitted. People to bring own water bottle if required. Prep doc to inform</li> </ul>			
			<ul style="list-style-type: none"> <li>Main meeting room to be assessed to determine the maximum number of people that can be accommodated to enable adequate social distancing (currently 2 metres). Depending on the size of the building, this can be done for every room or shared areas.</li> </ul>	<ul style="list-style-type: none"> <li>Main meeting room only available for use. Chair &amp; bench positions marked with threads on floor.</li> <li>People to bring own cushion if required – prep doc</li> <li>20 people maximum.</li> </ul>	JB has marked positions for chairs, benches only for use by one person of those from same household – housekeepers to remind		
			<ul style="list-style-type: none"> <li>Chairs positioned at a reasonable distance apart or markers used. Face-to-face seating is avoided.</li> </ul>				
			<ul style="list-style-type: none"> <li>Additional rooms are made available (eg for worship) as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Not appropriate. Numbers will be limited.</li> <li>Classroom 2 will only be accessed by housekeepers for supplies</li> <li>Classroom 1 will be used as isolation room</li> </ul>	DS to put Entry, No Entry, Exit & No Exit signs on doors as appropriate		
7.			<p>MfW will only recommence once preparations have been completed, LM Minute has been recorded &amp; sent to AM Trustees, &amp; risk assessment paperwork has been completed &amp; sent to Trustees, &amp; is on display in MH, &amp; SMAQM website</p> <p>The timeline is for information to be circulated prior to MfWfB via Zoom on 6/9/2020 to record the Minute. Trustee LC will send docs to other Trustees &amp; CR for website. Intended first MfW in person on 13/9/2020, then 27/9/2020. MfW via Zoom on 6/9/2020 and 20/9/2020 – to give chance to review and reflect on experiences.</p>				

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 non-public spaces (offices or similar)	Workforce, employees or volunteers might transmit virus between each other or members of the meeting or public.	<ul style="list-style-type: none"> <li>•As above – cleaning carried out, office (if a separate space within the meeting house) aired and check electrical, water systems.</li> <li>•Maximum occupancy level clearly visible on or near the door</li> <li>• Assess the size of each room, layout and special limits.</li> <li>•Non- staff are not to enter the staff area (eg office), requests to be made from the doorway.</li> <li>•Staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of equipment.</li> <li>•If employees/volunteers share desks, these must be cleaned between usage</li> <li>•Decision to be made by Staff/Premises Committee/AM trustees on food consumption within the building following Government guidance.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No office, or staff based at MH.</li> <li>• Procedures for lobby space shared with Clear Space to be agreed idc</li> </ul>	DS to liaise with ClearSpace - ongoing		
9.	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, rooms aired and check electrical, water systems.</li> <li>•<a href="#">Specific Government guidance for including children and young people to be followed.</a></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 or drink from disposable cups provided.</li> </ul>	<ul style="list-style-type: none"> <li>•No children are expected to be in attendance for the foreseeable future. If attendance by children is anticipated or expected, these measures will be considered then.</li> </ul>			

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			<ul style="list-style-type: none"> <li>•All soft furnishings removed e.g. cushions, mats, beanbags, etc.</li> <li>•Decide who will be responsible for the cleaning of equipment and resources and what cleaning products will be used.</li> <li>•All toys that are hard to clean are removed from learning/play areas until they can be used again, and cleaning arrangements are in place for any remaining.</li> <li>•Outdoor playgrounds have been risk assessed if open.</li> </ul>				
10.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	<ul style="list-style-type: none"> <li>•Cleaning is carried out before reopening and confirmation of this is visible at the entrance.</li> <li>•Access to toilet areas in socially distanced manner. Consider closing some sinks, urinals and cubicles, and a clockwise routine to and from the corridor.</li> <li>•Hands must be washed thoroughly after using toilet facilities.</li> <li>•Sufficient soap will be available at all times in all toilets, this will be checked daily by the designated cleaner/cleaning team and will be replaced/topped up in between if required.</li> <li>•Hand drying by air hand drier or disposable towels.</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 parent/guardian when using the toilet or within area meeting safeguarding guidelines.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•Not applicable</li> </ul>	DS to fix signage & hand sanitiser dispenser Housekeepers to check supplies & manage access		

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				<ul style="list-style-type: none"> <li>• Paper towels to be provided</li> <li>• Bins to be lined with plastic bags, checked &amp; emptied regularly by housekeepers</li> </ul>			
11.	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>	<ul style="list-style-type: none"> <li>• Building will be closed for 72 hours</li> <li>• Professional cleaners will be hired for a deep clean, to include upholstery</li> <li>• Emphasis in prep doc on not attending if unwell</li> </ul>			
12.	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 employees and worshippers not to attend meeting/work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below).</li> <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 spent the 14 day quarantine period or have been tested and are not COVID-19 positive.</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</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis in prep doc</li> <li>• Signage on glass doors</li> <li>• Housekeepers to monitor</li> </ul>	Responsibility of all Housekeepers Ongoing		

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			of the 14-day self-quarantine period from the last date of exposure.				
			<ul style="list-style-type: none"> <li>•Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other.</li> </ul>	<ul style="list-style-type: none"> <li>•Only those from same household may sit together on a bench</li> <li>•Prep doc / housekeepers to inform</li> </ul>	Housekeepers		
			<ul style="list-style-type: none"> <li>•Everyone is expected to follow government guidance on face coverings</li> </ul>	<ul style="list-style-type: none"> <li>•Face coverings (over nose &amp; mouth, three layers recommended) to be used in places of worship from 8/8/2020 as per govt guidance</li> <li>•Prep doc / housekeepers to inform</li> <li>•Face coverings needed in any case for lobby areas &amp; in case of emergency evacuation</li> <li>•We may need to consider length of MfW if one hour in a face covering is deemed uncomfortable – could reduce from 1 hour to 30 or 45 minutes? Clerk or Elders may decide this at a particular MfW too</li> </ul>	Responsibility of all Housekeepers to remind Clerk / Elders Ongoing		
			<ul style="list-style-type: none"> <li>•Reduce the number of people coming to worship to those who have the highest priority/need, to maintain social distancing measures.</li> </ul>	<ul style="list-style-type: none"> <li>•Prep doc &amp; Elder conversations</li> </ul>	Elders		

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			<ul style="list-style-type: none"> <li>• Stagger start/finish and arrival/departure times to reduce congestion and contact at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Prep doc to inform &amp; advise of need for 2m distance if queuing</li> <li>• Housekeepers to manage entry &amp; exit</li> <li>• Booking or informing clerk of intention to attend will be considered if it seems necessary</li> </ul>	Housekeepers to monitor This will be reviewed in the light of experience		
			<ul style="list-style-type: none"> <li>• Continue using online worship and blend online and in-person worship to enable all Friends to access meeting for worship.</li> </ul>	<ul style="list-style-type: none"> <li>• For Sept 2020, Zoom MfW to alternate with in person MfW, which will be on 2<sup>nd</sup> &amp; 4<sup>th</sup> Sunday. This is an ongoing experiment, to see what works, and how well.</li> <li>• Explorations of implications, including equipment costs for blended worship are ongoing</li> </ul>			
			<ul style="list-style-type: none"> <li>• Where possible, increase the number of access points to enable social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Not possible in our building</li> </ul>			
			<ul style="list-style-type: none"> <li>• Consider planning/booking who will attend in person.</li> </ul>	<ul style="list-style-type: none"> <li>• Under consideration</li> <li>• Prep doc</li> </ul>			
			<ul style="list-style-type: none"> <li>• Consideration of two Sunday MfW, one morning, one afternoon</li> </ul>	<ul style="list-style-type: none"> <li>• May be considered, but there are implications for having enough people willing &amp; able to be</li> </ul>			

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				housekeepers (3 each time) to manage this • Resuming Thursday MfW will be considered in the light of experience of Sept Sundays. All procedures would still be necessary			
			• Consider temperature checks for employees (and staff in hiring organisations) when they arrive at work.	• Not considered necessary			
			• 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.	• Prep doc • Housekeepers to direct movement	Housekeepers - ongoing		
			• Use signage and floor markings to ensure the two-metre distance is maintained between people.	• Tape markings on floor, signs on doors, housekeepers to direct as far as possible	DS Housekeepers		
			• Ensure good ventilation.	• Windows & French doors to be opened prior to MfW, and throughout • Prep doc to advise people come prepared if concerned about draughts or ambient temperature	Housekeepers		
			• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres).	• Team of 3 housekeepers will be needed for each MfW. Will need to be confident in directing	KW & AN drafting guidelines & KW to make rota For 13/9/2020, JB, AN, DS, JS have volunteered		

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				movement & answering questions			
			<ul style="list-style-type: none"> <li>• Discourage lots of socialising and encourage one large group conversation.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to direct this after notices</li> <li>• Prep doc to inform</li> </ul>	AN, housekeepers		
			<ul style="list-style-type: none"> <li>• Ensure arrangements are in place for monitoring compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeepers will need confidence to do this - HKG</li> </ul>			
13.	Surface transmission of the virus.		<ul style="list-style-type: none"> <li>• Reiterate the guidance on the appropriate cleaning and hand washing hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Notices in toilets, by kitchen hand basin, on noticeboard</li> <li>• Reminder in Clerk's Notices</li> </ul>	DS, AN		
			<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitiser dispensers to be placed at entrance, kitchen hand basin to be available &amp; supplied, one toilet to be available</li> <li>• Housekeepers to manage access &amp; queue</li> </ul>	DS Housekeepers		
			<ul style="list-style-type: none"> <li>• Encourage everyone to wash or sanitise their hands upon entering the building and allow regular breaks to wash hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Prep doc &amp; housekeepers to encourage this</li> </ul>	All Housekeepers		
			<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly cleaning by Diane continues</li> <li>• Before &amp; after each MfW relevant areas to be cleaned by housekeepers</li> <li>• 72 hour period between each use of MH recommended initially</li> </ul>	Diane / DS Housekeepers		

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
			<ul style="list-style-type: none"> <li>○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.</li> <li>○All waste receptacles have disposable bin liners.</li> <li>○Implement cleaning rota at entrances which must be signed after each deep clean.</li> <li>○Premises opening team/person must be sure the building was cleaned thoroughly on last entry.</li> </ul>				
			<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>●Hearing loop headsets to be cleaned after any use</li> <li>●No other equipment is expected to be in use for the time being</li> </ul>	Housekeepers		
			<ul style="list-style-type: none"> <li>●Employees and others encouraged to remove clothes when they return home, and wash them immediately at 60 degrees.</li> </ul>	<ul style="list-style-type: none"> <li>●Up to individuals. This will be strongly recommended if there is a known outbreak at the MH</li> </ul>			
14.	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.	<ul style="list-style-type: none"> <li>●Anyone displaying symptoms should not be at the meeting house.</li> <li>●An accurate record of all people entering and leaving the building is being kept securely for 21 days to assist the <a href="#">NHS test and trace service</a>.</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>●Emphasis in prep doc / newsletter / housekeepers</li> <li>●Housekeepers to tick names on dated list. To be kept securely by clerk or designated deputy for 21 days, then shredded</li> <li>●Prep doc to inform</li> <li>●Housekeepers to manage situation, if necessary</li> </ul>			
					JB to prepare list of names Housekeepers - ongoing		
					Everyone has a responsibility to NOT attend if they feel unwell		

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>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>	<p>calling for medical help (999) and / or next of kin. Suspected covid-19 cases to be reported to Herefordshire Council outbreak control hub on 01432 383799. Numbers to be displayed on noticeboard.</p> <ul style="list-style-type: none"> <li>• Classroom 1 to be kept as isolation room, with wooden chair, &amp; supplies outlined available</li> <li>• Consideration must be given to immediate closure &amp; evacuation of building</li> <li>• Everyone should be encouraged to wash their clothing once home</li> </ul>	<p>Housekeepers to check supplies are in Classroom 1, and No Entry sign is on closed door</p>		
15.	Falls in outdoor worship	Worshippers may trip or fall on uneven ground.	<ul style="list-style-type: none"> <li>• The ground for outdoor worship has been assessed as safe for walking by people with a range of abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Garden is only accessible via MH, &amp; is not being considered as a potential venue for outdoor worship at this point</li> </ul>			
16.	Resources too limited to manage MfW safely	Too few volunteers as housekeepers	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Need to be open about this in MfWfB &amp; in newsletter, prep doc &amp; HKG – if we don't have enough people willing &amp; able, we may not be able to open for MfW</li> </ul>	<p>KW &amp; AN preparing HKG to be circulated with prep doc &amp; risk assess – so everyone is aware of responsibilities &amp; implications and can make informed choices</p>		

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
		Cost implications of purchasing hand sanitiser dispensers / consumables such as paper towels, additional soap & cleaning materials	•	•Need to be open about this in MfWfB & in newsletter – LM Treasurer & Premises Cttee Convenor to keep costs under review	This is an ongoing experiment		
17.	Fire alarm / evacuation of building	Need to try to balance timely evacuation with physical distancing	•	•Face coverings to be worn over nose & mouth •Housekeepers to direct orderly evacuation of building	Housekeepers		
			•	•			
18.			•	•			
			•	•			
19.			•	•			
			•	•			
20.			•	•			
			•	•			