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Meeting House COVID-19 Risk Assessment (produced by Friend’s House)

Risk assessment for LEEDS/ ILKLEY Area Meeting/ Local Meeting

FOR BUILDING USE BY HIRERS ONLY

Initially Completed/reviewed by Adhoc Planning Group Date 12 July 2020

Updated by Martin Ford 25/8/20

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 when?	Date done
1.	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"> New practices are communicated clearly and succinctly to all users of the building. 	<ul style="list-style-type: none"> Write new Hire agreement for groups 	Hirers – by 31 Aug 2020 Premises Committee have decided that as no usual hirers wish to recommence using the premises, new practices do not require publication. Exception is NCT who will be sent risk assessment and revised Tc&Cs for hire by 31 Aug 20	25/8/20
			<ul style="list-style-type: none"> There are no exceptions to the new practices and ways of working 	<ul style="list-style-type: none"> Only exception is for people with health conditions with reference to Gvt Guidance 		6/8/20
			<ul style="list-style-type: none"> Communication to groups is supplemented with signage within the building, updated on the website 	<ul style="list-style-type: none"> Signs: Entrance only and exit only main door and fire door in meeting room 	Before first MfW Exterior signs may be temporary/temporarily fixed to begin with.	6/8/20

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				<ul style="list-style-type: none"> • Sign: Maximum number of people on the meeting room door – 9 for 2m social distance and 17 for 1+ - ie everyone wearing face covering • Toilet signage – men's and disabled become unisex, ladies is closed as too narrow entrance. One person in at a time. Wash hands and use sanitiser, wipe all hands and seats after use using the wipes provided and put in bin. 		
			<ul style="list-style-type: none"> • Regular reminders of new ways of working are sent and changes highlighted as they happen. 	<ul style="list-style-type: none"> • Same as original comms content 		6/8/20
			<ul style="list-style-type: none"> • Expectations are made clear of what is being done by the Quaker meeting and what is expected of all building users. 	<ul style="list-style-type: none"> • See other entries for comms content 		6/8/20
			<ul style="list-style-type: none"> • The risk assessment is published, preferably online. 	<ul style="list-style-type: none"> • Will be published only when fully approved 	Before first MfW and by 31 Aug for Hirers	25/8/20
2.	Social distancing not possible in external area of Quaker	People may get too close to each other and risk transmitting the virus when coming	<ul style="list-style-type: none"> • Markings are put in place where possible to direct people to entrances and stop exits being used by people arriving. 	<ul style="list-style-type: none"> • Exterior sign on wall beside the front door • No expectation of excess numbers of people queuing at the door, but Friends to 	Before first MfW	6/8/20

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	meeting house property.	on and off the property.		be reminded of need to keep social distance if there is a queue		
			<ul style="list-style-type: none"> External signage in place to remind people about social distancing and the Government guidelines for the relevant part of the UK. 	<ul style="list-style-type: none"> Signage identified as previously 		6/8/20
3.	Use of equipment in the meeting house.	Transmission of the virus from sharing equipment in the meeting house.	<ul style="list-style-type: none"> Any non-essential equipment is taken out of the meeting house and stored in locked cupboards or away from public spaces of the building. 	<ul style="list-style-type: none"> Upholstered chairs and bench cushions will be used for MfW only. Grey plastic chairs will be used only for hirers Move folding tables from chair store and keep with grey chairs. <u>Not required until external hire takes place.</u> 	By 31 Aug for Hirers	6/8/20
			<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> No other equipment in use 		6/8/20
			<ul style="list-style-type: none"> Eating and drinking on the premises is restricted and possible only within the specific Government guidance. 	<ul style="list-style-type: none"> Close kitchen for now Bring own water bottle 		6/8/20
			<ul style="list-style-type: none"> Kitchens and other areas where there is access to a lot of utensils or equipment should be kept off-limits. 	<ul style="list-style-type: none"> Close social room completely 		6/8/20

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				<ul style="list-style-type: none"> • Sign on the door to social room from corridor and Meeting Room (inside) 		
4.	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"> • Hand sanitisers are available to those entering and exiting the building where handwashing is not possible. 	<ul style="list-style-type: none"> • Automatic wall mounted hand sanitisers • Pump sanitisers as interim measure or as an alternative 	Before first MfW	6/8/20
			<ul style="list-style-type: none"> • There is plenty of soap, disposable hand wipes and toilet paper. 	<ul style="list-style-type: none"> • Ensure paper towels and dispenser soap is freely available 	Before first MfW	6/8/20
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Hirers will not be requested to clean at all to avoid lack of quality control • Cleaner to clean between each room hire. • Develop daily cleaning specification for cleaner • Playgroup to clean thoroughly before, during and after each of their sessions. We will agree the requirements. • Normal clean on Friday afternoon as usual • Supply virus-killing cleaning materials for use by cleaner. 	In place prior to first MfW and then by 31 Aug for Hirers	20/8/20

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			<ul style="list-style-type: none"> • Special attention to be paid to cleaning light switches, door handles and other furniture that people touch regularly. 	<ul style="list-style-type: none"> • Need detailed cleaning specification 	Before first MfW	6/8/20
			<ul style="list-style-type: none"> • Plan and manage people entering and leaving the building (allocating someone to help people navigate would be helpful) and/or provide clear signage. 	<ul style="list-style-type: none"> • Enter through front door and exit through the Meeting Room fire door 		6/8/20
			<ul style="list-style-type: none"> • Plan and manage the movement of people throughout the meeting house. 	<ul style="list-style-type: none"> • Entrance and exit as previously identified. • Hirers advised to keep social distancing throughout building. 	Prior to first MfW and by 31 Aug for Hirers	6/8/20
			<ul style="list-style-type: none"> • Eating and drinking on the premises is restricted and possible only within the specific Government guidance. 	<ul style="list-style-type: none"> • No eating in building 	Prior to first MfW and by 31 Aug for Hirers	25/8/20
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Calculated at max 9 people for 2m distancing and max 17 people for 1m + face covering • Hirers must wear face coverings if they have 10-17 users. • Hirers follow Gvt specific guidance <u>depending on their activity – highlighted in Tc&Cs</u> 	Prior to first MfW and by 31 Aug for Hirers	25/8/20

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				<ul style="list-style-type: none"> • Play group following Gvt guidance for early years provision • 		
			<ul style="list-style-type: none"> • Chairs positioned at a reasonable distance apart or markers used. Face-to-face seating is avoided. 	<ul style="list-style-type: none"> • Hirers to follow social distancing and max user numbers 	Prior to first MfW and by 31 Aug for Hirers	6/8/20
			<ul style="list-style-type: none"> • Maximum occupancy level clearly visible on or near the door 	<ul style="list-style-type: none"> • On meeting room door 		6/8/20
			<ul style="list-style-type: none"> • Assess the size of each room, layout and special limits. 	<ul style="list-style-type: none"> • Only Meeting Room will be used by Hirers • Play Group kitchen will be managed by Play Group following their own risk assessment 		6/8/20 June 2020
5.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	<ul style="list-style-type: none"> • Cleaning is carried out before reopening and confirmation of this is visible at the entrance. 	<ul style="list-style-type: none"> • Include in cleaning spec. • In summary the building will be cleaned between each hire 		6/8/20
			<ul style="list-style-type: none"> • Access to toilet areas in socially distanced manner. Consider closing some sinks, urinals and cubicles, and a clockwise routine to and from the corridor. 	<ul style="list-style-type: none"> • Close off the ladies' toilets and use the Disabled toilet and men's toilet only • All toilets become unisex • Signage required 	Before first MfW	6/8/20
			<ul style="list-style-type: none"> • Hands must be washed thoroughly after using toilet facilities. 	<ul style="list-style-type: none"> • Signage required 	Before first MfW	6/8/20
			<ul style="list-style-type: none"> • Sufficient soap will be available at all times in all toilets, this will be checked daily by the designated 	<ul style="list-style-type: none"> • A task every time the building is cleaned as part of the cleaning spec 	Ongoing	6/8/20

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			cleaner/cleaning team and will be replaced/topped up in between if required.			
			<ul style="list-style-type: none"> • Hand drying by air hand drier or disposable towels. 	<ul style="list-style-type: none"> • Longstanding arrangement 		6/8/20
			<ul style="list-style-type: none"> • Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required. 	<ul style="list-style-type: none"> • A task every time the building is cleaned as part of the cleaning spec 	Ongoing	6/8/20
6.	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"> • If possible, close the meeting house for 72 hours with no access permitted. 	<ul style="list-style-type: none"> • Yes, close whole building for at least 72 hours informing all users including Playgroup • Inform Playgroup of new requirement 	Ongoing	6/8/20
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Yes, close whole building for at least 72 hours 	Ongoing	6/8/20
7.	Surface transmission of the virus.		<ul style="list-style-type: none"> • Reiterate the guidance on the appropriate cleaning and hand washing hygiene. 	<ul style="list-style-type: none"> • See previous entries 		6/8/20
			<ul style="list-style-type: none"> • Provide facilities to allow everyone to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol 	<ul style="list-style-type: none"> • We can offer sanitiser but not hand washing 		6/8/20

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			based) when entering and leaving meeting house.			
			<ul style="list-style-type: none"> • Encourage everyone to wash or sanitise their hands upon entering the building and allow regular breaks to wash hands. 	<ul style="list-style-type: none"> • We can offer sanitiser but not hand washing 		6/8/20
			<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Put in place a cleaning regime and confirm whose responsibility it will be to carry out the cleaning (toilets, kitchen, high contact surfaces). Confirm whose responsibility it will be for removing potentially contaminated waste from the building. ○ All waste receptacles have disposable bin liners. 	<ul style="list-style-type: none"> • Cleaning spec 		6/8/20

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			<ul style="list-style-type: none"> ○ Implement cleaning rota at entrances which must be signed after each deep clean. ○ Premises opening team/person must be sure the building was cleaned thoroughly on last entry. 			
			<ul style="list-style-type: none"> ● Cleaning procedures should be in place for any equipment that is used by more than one person in the meeting house or offices. 	<ul style="list-style-type: none"> ● See previous entries 		6/8/20
8.	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"> ● Anyone displaying symptoms should not be at the meeting house. 	<ul style="list-style-type: none"> ● Users to advise Quaker Meeting if they become aware that someone who has entered the Meeting House has been tested as having Coronavirus ● Add in to Tc&Cs for Hirers 	By 31 Aug 2020	25/8/20