

Meeting House COVID-19 Risk Assessment Supplement

Risk assessment for Watford Quaker Meeting, part of Luton and Leighton Area Meeting

Please read this document alongside

- For hirers: *“COVID-19: Appendix to Terms & Conditions for Hiring Meeting House Rooms*
- For worship: *“How Watford Quaker Meeting is Re-opening for Worship”*, and the building diagram.

See online: Government guidance for England

- For other uses of a meeting house : *“Guidance for the safe use of Multi-purpose community facilities”*
- For places of worship

Originally completed by Jonathan Carmichael, Steve Kaim-Caudle, Jane Keay, Tony Cross 18/7/2020,

Updated to show actions completed 1/8/2020. Agreed by Area Meeting Trustees 21/7/2020

Updated to cover hiring rooms 21/8/2020. Agreed by Area Meeting Trustees 21/8/2020

Next review due 18/9/2020

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"> AM trustees are keeping up-to-date with Government advice and legislation as it changes. 	•	JC		ongoing
			<ul style="list-style-type: none"> AM trustees are aware of the needs and activities within the meeting house and are working with local role-holders and employees/volunteers to decide when it is reasonable to re-start activities. 	•	JC		ongoing
			<ul style="list-style-type: none"> 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. 	•	JC		ongoing
			<ul style="list-style-type: none"> 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. 	•	MS		Early July
			<ul style="list-style-type: none"> The overall decisions on re-opening were made by Watford local meeting's business meeting on 26 July 2020, and area meeting trustees agreed the re-opening on 21 July 2020. 	•	JC		26/7
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"> Cleaning is carried out before reopening A notice explaining we have a cleaning procedure in line with guidance is visible at the front of the building 	•	JC		1/8
			<ul style="list-style-type: none"> The building has been checked for dust and mould 	•	JK		18/7
			<ul style="list-style-type: none"> The building has been thoroughly aired and remains ventilated ahead of re-opening. 	•	JK		18/7
			<ul style="list-style-type: none"> Electrical systems have remained in working order. 	•	JK		18/7
			<ul style="list-style-type: none"> Run the water from all taps and other hot and cold water-outlets for at least five minutes to ensure 	•	JK		1/8

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			the water system has been thoroughly flushed through.				
			<ul style="list-style-type: none"> • There are no signs of people entering the building without permission. 	•	JK		18/7
			<ul style="list-style-type: none"> • The building is secure and there is no damage to access and ventilation points. 	•	JK		18/7
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"> • New practices are communicated clearly and succinctly to all users of the building. • For worship: Initially explained after meeting for worship 26/7. Explained in writing with notices 25/7 and 1/8. Added to website. Arranged for newcomers to explain upon arrival. • For hirers: an appendix to terms and conditions of hire sets out new ways of operating. 	•	JC		1/8
			<ul style="list-style-type: none"> • There are no exceptions to the new practices and ways of working 	•	JC		Ongoing
			<ul style="list-style-type: none"> • 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. 	•	SKC JC		1/8 1/8
			<ul style="list-style-type: none"> • Regular reminders of new ways of working are sent and changes highlighted as they happen. 	•	JC		Ongoing
			<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. See appendix to Ts and Cs. 	•	JC		18/8
			<ul style="list-style-type: none"> • The Quaker meeting's risk assessment is published online. 	•	JC		1/8
			<ul style="list-style-type: none"> • Each hirer's risk assessment is made available to the Warden. It is made clear in the appendix to the terms and conditions that the Quaker meeting 	•	JC		18/8

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			takes no responsibility for the hirers' risk assessments.				
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"> • Signs are put in place where possible to direct people to entrances. There are no exits that need signs due to layout. 	•	SKC		1/8
			<ul style="list-style-type: none"> • Car park assessed as not requiring additional measures, as sufficient space for social distancing. 	•	JC/SKC		18/7
			<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. 	•	SKC		1/8
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"> • Any non-essential equipment is taken out of the meeting rooms and stored in locked cupboards or away from public spaces of the building. • The kitchen has been closed, and is being used as a store. 	•	JK/JC/SKC		18/7
			<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. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Copies of <i>Quaker faith & practice</i>, bibles, <i>Advices and queries</i>, other leaflets or loose papers have been removed from the meeting rooms and lobbies. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Make Friends aware of Qf&p online, https://qfp.quaker.org.uk/, and Bible Gateway, www.biblegateway.com, for access to religious texts that are available on personal devices, in written explanation. 	•	JC		18/7

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			<ul style="list-style-type: none"> • Book shelves are out of action: the Library shelves and children's library shelves are covered; bookshelves in the inner lobby emptied. 	•	JK		1/8
			<ul style="list-style-type: none"> • Leaflets rack and tables with displayed leaflets are removed 	•	JK		1/8
			<ul style="list-style-type: none"> • Eating and drinking on the premises is restricted and possible only within the specific Government guidance – only drinks people bring for themselves. 	•	JC		18/7
			<ul style="list-style-type: none"> • The Kitchen is closed, due to access to a lot of utensils or equipment. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Financial collections are online only. 	•	SKC		18/7
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"> • Hand sanitisers are available to those entering and exiting the building where handwashing is not possible. 	•	JK		18/7
			<ul style="list-style-type: none"> • There is plenty of soap, disposable hand wipes and toilet paper. 	•	JK		1/8
			<ul style="list-style-type: none"> • Weekly cleaning continues by the meeting's cleaner. • Hirers are expected to wipe clean before their session: all touch points (door handles, finger plates, light switches, chairs, benches, tables, taps and toilet seats) with the mild bleach solution provided • Hirers are expected to repeat this clean after their session. • As an alternative, it may be possible for hirers to arrange for the meeting's cleaner to undertake the cleaning, at an additional cost. 	•	SKC/JC/JK		18/8

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			<ul style="list-style-type: none"> List special cleaning aspects, with sign-off sheet on wall, agreed with trustees in project group. 	<ul style="list-style-type: none"> 	JK/SKC/JC		1/8
			<ul style="list-style-type: none"> Plan and manage people entering and leaving the building and/or provide clear signage. Plan and manage the movement of people throughout the meeting house. For worship: during wet weather, main entrance is via the Front Room glass door, in dry weather via the main entrance with queueing outside 2m apart. Diagram circulated with notices. For worship: written notes provided for 2 welcomers and 1 doorkeeper For hirers: when there is more than one group using the building, those using the main meeting room should leave via the fire exit side doors. 		SKC/JC/JK		1/8
			<ul style="list-style-type: none"> For worship: during wet weather, main entrance is via the Front Room glass door, in dry weather via the main entrance with queueing outside 2m apart. Diagram circulated with notices. 		JC		25/7
			<ul style="list-style-type: none"> For worship: written notes provided for 2 welcomers and 1 doorkeeper 		JC		1/8
			<ul style="list-style-type: none"> For hirers: when there is more than one group using the building, those using the main meeting room should leave via the fire exit side doors. 		JC		18/8
			<ul style="list-style-type: none"> Enter and leave building one household at a time. 	<ul style="list-style-type: none"> 			18/7
			<ul style="list-style-type: none"> Doors to the main meeting room, and Front and East rooms will be open for ventilation. Designated internal fire doors (kitchen and to the flat) remain closed. 	<ul style="list-style-type: none"> 	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> Each room assessed to determine the maximum number of people that can be accommodated to enable adequate social distancing (currently 2 metres). Figures in brackets show extra spaces for people from the same household/bubble. <ul style="list-style-type: none"> Main meeting room = 16 (+7) Front + East Rooms together = 12 (+2) Front Room only = 7 (+2) East Room only = 5 (+1) West Room = 4 	<ul style="list-style-type: none"> 	JC/SKC/JK		18/7

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			<ul style="list-style-type: none"> Chairs positioned at a reasonable distance apart (2m) and markers used. Face-to-face seating is avoided. Additional chairs allow pairs from same household / bubble sitting together. Note that the dimensions of the rooms allow no more flexibility in the main meeting room, and little flexibility in the other rooms. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> For worship: The Front and East rooms are made available as a second space, plus patio and garden. 	•	JC/SKC/JK /CP		18/7
7.	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"> Not applicable 	•			
8.	Possible contamination within children's spaces	Possible transmission of the virus between people or from surfaces	<ul style="list-style-type: none"> Not applicable in this phase – children's meeting continuing online only. Items below are retained for convenient use in next phase 	•			
			<ul style="list-style-type: none"> All children's items are already inside closed cupboards. 	•			
			<ul style="list-style-type: none"> Specific Government guidance for including children and young people to be followed. 	•			
			<ul style="list-style-type: none"> Maximum occupancy level clearly visible on or near room entrances. 	•			
			<ul style="list-style-type: none"> No sharing of books, pens or any learning materials. Children to work using their own books or on paper, feedback to be given verbally. 	•			
			<ul style="list-style-type: none"> Children to bring their own water bottles or drink from disposable cups provided. 	•			

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			<ul style="list-style-type: none"> • All soft furnishings removed (none). Not to use floor tiles. 	•			
			<ul style="list-style-type: none"> • Decide who will be responsible for the cleaning of equipment and resources and what cleaning products will be used. 	•			
			<ul style="list-style-type: none"> • 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. 	•			
			<ul style="list-style-type: none"> • The outdoor play equipment has been risk assessed as low risk, in view of the low frequency of use. 	•	JC/SKC/JK		18/7
9.	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. • Hirers are expected to clean taps, toilet seats and toilet flushes before and after sessions. • Wipes are available in each toilet. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Access to toilet areas in socially distanced manner. • Closing off 1 ladies cubicle and gents urinals. • Gents and Ladies become uni-sex, 1 person at a time 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Hands must be washed thoroughly after using toilet facilities. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Sufficient soap will be available at all times in all toilets, this will be checked each day the building is used by the Warden and will be replaced/topped up in between if required. 	•	JK		Ongoing
			<ul style="list-style-type: none"> • Hand drying is by disposable towels. 	•	JC/SKC/JK		18/7

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			<ul style="list-style-type: none"> • Bins in toilets will be emptied daily (using bin liners) and this will be reviewed with emptying increased more frequently if required. 	•	JK		Ongoing
			<ul style="list-style-type: none"> • Young children should be accompanied by their parent/guardian when using the toilet or within area meeting safeguarding guidelines. 	•	JC/SKC/JK		18/7
10.	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"> • Government guidance will be followed, and advice sought from NHS Test and Trace • Consideration will be given to closing the meeting house for 72 hours with no access permitted. 	•	JC/SKC/JK		18/7
			<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. 	•	JC/SKC/JK		18/7
11.	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"> • Continue using online worship and blend online and in-person worship in two parts of the meeting house, plus the patio, to enable all Friends to access meeting for worship. 	•	JC/SKC/JK CP		18/7 20/7
			<ul style="list-style-type: none"> • Instruct employees and worshippers not to attend meeting/work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below). • Explained and agreed with the Warden by JC. • Explained to cleaner by Warden 	•	JC JK		18/7 1/8
			<ul style="list-style-type: none"> • Send home anyone who has any of the coronavirus symptoms, www.nhs.uk/conditions/coronavirus-COVID-19/symptoms/. A copy of these as currently in force should be available to whoever is the responsible person/ to employees: included in the written notes for welcomers, and in explanation. 		JC/		1/8

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			<ul style="list-style-type: none"> Explained and agreed with the Warden. Explained to cleaner by Warden 	•	JC JK		18/7 18/7
			<ul style="list-style-type: none"> 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. Welcomers will ask arrivals. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> Do not allow an individual with known close contact to a person who is confirmed to have COVID-19 to return to meeting for worship in person until the end of the 14-day self-quarantine period from the last date of exposure. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other. The potential pinch point is in the lobbies and if people queue for the toilets. This is reduced by the one-way system, which allows for a separate queue for toilets tailing into the Front Room. The only exception may be for very brief passing in lobby to/from toilets. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> Everyone is expected to follow government guidance on face coverings – legally enforceable from 8/8. This is included in the written explanation. Purchase a supply of disposable face coverings for those needing one Plan to purchase more face coverings 	•	JC JK		1/8 1/8
			<ul style="list-style-type: none"> Reduce the number of people coming to worship to those who have higher need, to enable sufficient seats with social distancing measures. 	•	JC/SKC/JK		18/7

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			Current estimates suggest that with expanding the rooms, it is unlikely that active measures will be necessary for this aspect.				
			<ul style="list-style-type: none"> • Stagger start/finish and arrival/departure times to reduce congestion and contact at all times – relying on natural behaviours, and coming early. 	•	Planning Group		18/7
			<ul style="list-style-type: none"> • Consider planning/booking who will attend in person: The need for pre-booking has been assessed, and decision is that capacity (explained earlier) of 28 plus potentially 8 due to pairs, plus 5 overflow (see below) plus outside should be well above the likely attendance. Typical attendance before the pandemic (including families) was 35. This will be reviewed in light of numbers attending. • If full capacity is reached, there is overflow space for 2 people to sit in the inner lobby, and 3 to stand in the main lobby. After that the building will be full, and people can be outside only. 	•	Planning Group		13/7
			<ul style="list-style-type: none"> • Consider temperature checks for employees (and staff in hiring organisations) when they arrive at work: decision is to ask Warden and cleaner to self-monitor for a temperature. • Agreed with Warden • Cleaner instructed by Warden 	•	JK	30/7	18/7
			<ul style="list-style-type: none"> • Use a one-way system within the meeting house and encourage people to fill seats furthest from the door. 	•	JC		1/8
			<ul style="list-style-type: none"> • Use signage and floor markings to ensure the two-metre distance is maintained between people. • Signs in Front Room. Decided against floor tape in Front Room, as too slippery. 	•	SKC SKC/JC/JK		1/8 1/8

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			<ul style="list-style-type: none"> • Line of tape in Lobby to indicate toilet queue. 		JK		1/8
			<ul style="list-style-type: none"> • Ensure good ventilation by opening windows and keeping external doors open, and internal doors open (main meeting room, Front and East room, internal sliding door) 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Discourage socialising indoors and encourage one large group conversation when seated – joys and concerns. People will be asked to leave the building and have any conversations in the gardens, socially distanced. 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Ensure arrangements are in place for monitoring compliance: review meeting on 2 August, review during week for following 2 weeks, and feedback collated to JC ongoing. 	•	JC/SKC/JK		18/7
12.	Airborne transmission of coronavirus when used by hirers	Transmission of the virus between people within the same space without having physical contact.	<ul style="list-style-type: none"> • Everyone is expected to follow government guidance on face coverings – legally enforceable from 8/8. 	•	JC		18/8
			<ul style="list-style-type: none"> • Ensure good ventilation by opening windows and keeping external doors open, and internal doors open (main meeting room, Front and East room, internal sliding door) 	•	JC		18/8
			<ul style="list-style-type: none"> • Those attending hired rooms must maintain at least 2 metre separation from each other. • The potential pinch point is in the lobbies and if people queue for the toilets. • The only exception may be for very brief passing in lobby to/from toilets. 	•	JC		18/8

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13.	Surface transmission of the virus.	Transmission of the virus between people	<ul style="list-style-type: none"> • Reiterate the guidance on the appropriate cleaning and hand washing hygiene with signs. 	•	JK		18/7
			<ul style="list-style-type: none"> • Provide hand sanitiser (minimum 60% alcohol based) when entering and leaving meeting house. (rather than hand washing) at three locations. 	•	JK		18/7
			<ul style="list-style-type: none"> • Welcomers encourage everyone to sanitise their hands upon entering the building 	•	JC/SKC/JK		18/7
			<ul style="list-style-type: none"> • Warden to take regular breaks to wash hands. 	•	JC/SKC/JK		18/7
			<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 between events or activities. • Particular attention must be paid to: entry and exit points, light switches, taps and washing facilities, toilet flush and seats, door handles, corridors. • Put in place a cleaning regime and confirm whose responsibility it will be to carry out the cleaning (toilets, kitchen, high contact surfaces): see appendix to terms and conditions of hirer. • Confirm whose responsibility it will be for removing potentially contaminated waste from the building: see appendix to terms and conditions of hire. • All waste receptacles have disposable bin liners. • Implement cleaning record in lobby to be initialled each time the building is cleaned. 	•	JK/SKC/JC		13/7
					JK		1/8
					JC		1/8
					JK		1/8

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			<ul style="list-style-type: none"> • Warden must be sure the building was cleaned sufficiently before each day's opening 				
			<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 – chairs and tables 	•	JK		1/8
			<ul style="list-style-type: none"> • Employees and others encouraged to remove clothes when they return home, and wash them immediately at 60 degrees. • Confirmed with Warden on 18/7. • Confirmed with cleaner 	•	JC JK		18/7 1/8
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"> • Anyone displaying symptoms should not be at the meeting house. • For worship: Welcomers will ask and turn away. • For hirers: responsibility of hirers. 	•	JC/SKC/JK		18/7
			<p>An accurate record of all people entering and leaving the building is being kept securely for 21 days to assist the NHS test and trace service:</p> <p>For hirers: by the hirer.</p> <p>For worship: by the Quaker meeting.</p> <ul style="list-style-type: none"> ○ Welcomers tick off people on the printed list of regular attenders, and adding name and phone number of others. See written explanation, which covers consent. Record numbers of people declining consent. ○ Print a supply of lists. Provide a box file for fresh lists and a box file for dated completed lists, stored in locked walk-in cupboard. Remove sheets and dispose of confidentially after 21 days by Warden. 	•	JC JK		1/8 1/8

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			<ul style="list-style-type: none"> •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 sit on one of the external benches, or in the West Room, supervised by an overseer (for worship) or another adult, 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. •A supply of PPE for this purpose (aprons, disposable face coverings, gloves) is kept in the first toilet cupboard. •The Warden is to be informed asap of any COVID related incidents 	<ul style="list-style-type: none"> • 	JC/SKC/JK		18/7
					JK		1/8
					JC		18/8
15.	Falls in outdoor worship	Worshippers may trip or fall on uneven ground.	•The patio and lawns are flat and should not pose a trip hazard. Normal care needs to be taken to avoid slips on wet grass or leaves.	•	JC/SKC/JK		21/8
16.			•	•			
			•	•			
17.			•	•			
			•	•			
18.			•	•			
			•	•			