

NOTTINGHAMSHIRE AND DERBYSHIRE AREA QUAKER MEETING - COVID 19 RISK ASSESSMENT

Name of meeting and building / area covered by this risk assessment: Nottingham Meeting for use of the garden.
Downstairs stairwell & toilet to be accessed only in an emergency

This risk assessment covers opening for OUTDOOR meeting for worship

Local meeting for worship for business minute(s) agreeing to re-opening: Minute 2020/21 (August Minutes)

Space/s to be used, with capacity for each: Garden – max. capacity 45

Risk assessment completed by: (Clerk), (Assistant Treasurer & Collector), (Assistant Clerk & Trustee), (Trustee) (Overseer), (Elder), (Stewardship Committee), (Stewardship Committee), (Assistant Clerk & Stewardship Committee), Resident Friend)

Date completed: 20/08/20

Date for next review : 02/09/20

GUIDANCE THAT HAS BEEN USED FOR THE RISK ASSESSMENT	DATE/ VERSION USED
Government Covid 19 Guidance for the safe use of places of worship during the pandemic	14/08/20
Government Covid 19 Guidance for the safe use of multi-purpose community facilities	14/08/20
Government Covid 19 Guidance Face coverings: when to wear one and how to make your own	14/08/20
BYM '9 steps to re-opening Quaker meeting houses and worship spaces safely'	22/07/20
BYM Meeting House Handbook Template Covid 19 Risk Assessment Supplement ***	22/07/20
BYM Advice about meeting for worship outdoors	22/07/20

* Specify meeting for worship and/or other Quaker activity or re-opening for hiring groups

** Risk assessments will need to be reviewed when guidance changes in addition to other planned reviews

*** Also applies to other worship spaces.

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. 	<ul style="list-style-type: none"> • ongoing 	Trustees	Ongoing	
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • ongoing 	Trustees	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. 	<ul style="list-style-type: none"> • ongoing 	Trustees & LM	Ongoing	
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • ongoing 	Trustees & local committee	Ongoing	
			<ul style="list-style-type: none"> • The overall decisions on re-opening have agreement by the local meeting and by area meeting trustees 	<ul style="list-style-type: none"> • LBM minute sent to AM Trustees for final decision before re-opening 	Trustees, LM Safety Committee & LBM	To be sent with this RA	

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			<ul style="list-style-type: none"> We have held two LBMs to clarify the will of the Meeting. In July the LBM asked us to form a Safety Committee & in August we were asked to organise a MfW outdoors. 	<ul style="list-style-type: none"> Updates to continue at each LBM (the next is 06/09/20) 	Clerking team & Safety Committee	Next LBM 06/09/20	
2.	The building and grounds are not in a fit state to open after a period of being closed.	Access will only be to the downstairs area for chair storage & the toilet & stairwell for emergency use. The meeting house grounds may be in need of maintenance and/or tidying.	<ul style="list-style-type: none"> Ensuring emergency toilet access 	<ul style="list-style-type: none"> The Resident Friend will provide her phone number & be on site to unlock if needed. 	Resident Friend & Stewards	Day of Meeting	
			<ul style="list-style-type: none"> The meeting house garden and access are being kept safe and tidy. Tim the Gardener will come on the 28/08 	<ul style="list-style-type: none"> Check that access is safe to the area(s) to be used Ensure that the area to be used is safe 	Gardener	28/08/20	
3.	Meeting attendees don't understand the need for the meeting house and grounds	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 and grounds. 	<ul style="list-style-type: none"> Information will be prepared & sent to Friends via email or post 		First draft by 21/08/20 Finalised by 24/08/20	21/08
			<ul style="list-style-type: none"> There are no exceptions to the new practices and ways of working 	<ul style="list-style-type: none"> To be covered in the information 	Clerks	21/08/20	21/08

No.	What is the risk?	What can go wrong, how, who might be affected?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
	operating in a new way.			that will be sent out by email & post			
		<ul style="list-style-type: none"> • Communication to groups is supplemented with signage outside the building, updated on the website and social media channels to alert users and visitors to ways of operating. 	<ul style="list-style-type: none"> • Signs are being prepared • Information will be posted on the website & Facebook group 		Day of Meeting 25/08/20		
		<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"> • Information is provided each week via the email digest 		Sent weekly as part of digest		
		<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 attendees. 	<ul style="list-style-type: none"> • To be covered in the information that will be sent out by email & post 	Clerks	21/08/20	21/08	
		<ul style="list-style-type: none"> • The risk assessment is published, preferably online. 	<ul style="list-style-type: none"> • Completed Risk Assessment with 'Action by whom' column blanked out will be sent to Gary Morgan, our website administrator 		25/08/20		

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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"> 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"> Signs are being produced 		Day of Meeting	
			<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"> Signs will be made & distances have been measured 		Day of Meeting	
5.	Use of chairs and other equipment from the meeting house.	Transmission of the virus from sharing chairs and other equipment from the meeting house.	<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. Any chairs to be used are cleaned beforehand. 	<ul style="list-style-type: none"> New stacking plastic chairs ordered & will be placed out by Resident Friend. Stewards will clean them after use 		Day of Meeting	
			<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. 	<ul style="list-style-type: none"> Will be included in information sent out to Friends 		21/08/20	21/08
			<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"> Information to be sent out will include that refreshments will not be 		21/08/20	21/08

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				available & encourage Friends to bring their own drinking water.			
			<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"> Door to Meeting House will be locked, as will the door to room one, which includes the kitchen 		Day of Meeting	21/08
			<ul style="list-style-type: none"> Collections are online or contactless. 	<ul style="list-style-type: none"> Friends will be advised of how to contribute financially 		tbd	
			<ul style="list-style-type: none"> Hand sanitisers are available to those entering and exiting the grounds. 	<ul style="list-style-type: none"> Hand sanitiser etc. is being purchased & will be set out at the gated/ lower entrance by Stewards 		Day of Meeting	
			<ul style="list-style-type: none"> If the toilets are to be available: There is plenty of soap, disposable hand wipes and toilet paper. 	<ul style="list-style-type: none"> These supplies are already purchased & in place 	N/A		
			<ul style="list-style-type: none"> Hand sanitisers are available to those entering and exiting the 	<ul style="list-style-type: none"> As above 		Day of Meeting	

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			grounds or building where handwashing is not possible.				
6.	If toilets or indoor isolation space to be used: 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"> • If the toilets are to be available: There is plenty of soap, disposable hand wipes and toilet paper. • Special attention to be paid to cleaning light switches, door handles and other furniture that people touch regularly. 	<ul style="list-style-type: none"> • As above 			
			<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"> • Entry will be off limits except for in emergencies when the Resident Friend will be phoned & will unlock the Emergency area. • Resident Friend will put chairs & other equipment indoors after everyone has left. 	Stewards	Day of Meeting	
					Stewards & Resident Friend		

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
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.	Whole section N/A: The areas used by the Resident Friend are indoors and through locked doors. The area by the toilets downstairs will be kept locked, with access only be the Resident Friend, except in an emergency.				
8.	Possible contamination within children's meeting space and other meeting rooms	Possible transmission of the virus between people or from surfaces	We will not hold a Children's Meeting while we have outdoor MfW & probably for quite some time. Children will be welcome at the Meeting sitting with their parents/guardians	<ul style="list-style-type: none"> This will be in the information to be sent out 	Clerks	21/08/20	21/08

No.	What is the risk?	What can go wrong, how, who might be affected?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
9.	If toilets are to be used: Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	<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"> • Access only in emergency & will be locked otherwise 	Resident Friend & Stewards	Day of Meeting	
			<ul style="list-style-type: none"> • Hands must be washed thoroughly after using toilet facilities. 	<ul style="list-style-type: none"> • As above 			
			<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 cleaner/cleaning team and will be replaced/topped up in between if required. 	As above			
			<ul style="list-style-type: none"> • Hand drying by air hand drier or disposable towels. 	<ul style="list-style-type: none"> • As above 			
			<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"> • As above 			
			<ul style="list-style-type: none"> • Children should be accompanied by their parent/guardian when using the toilet or within area meeting safeguarding guidelines. 	<ul style="list-style-type: none"> • As above 			
			<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"> • Information will make clear that the toilet • Before Meeting toilet will be cleaned 	Clerks Resident Friend	21/08/20 29/08/20	21/08

No.	What is the risk?	What can go wrong, how, who might be affected?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
10.	If indoor isolation space is to be used: 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"> •The emergency area & toilets will be locked off from the rest of the Meeting House so will be locked & left for 72 hours without endangering Resident Friend 	Resident Friend will unlock, Stewards will lock	Day of Meeting	
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"> •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. 	<ul style="list-style-type: none"> •This information will be put on a sign & circulated to the Meeting, including Stewards. •A Friend will be designated as the Emergency Friend and provided with full PPE to deal with anyone 	Stewards & named Emergency Friend	Day of Meeting	

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
				symptomatic or having an unrelated medical emergency.			
			<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). 	<ul style="list-style-type: none"> •Information has been sent out & included in notices & will continue to be circulated via digest etc. 		21/08/20	21/08
			<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 10 	<ul style="list-style-type: none"> •This information has been & will continue to be 	Clerks & Stewards	21/08/20	21/08

No.	What is the risk?	What can go wrong, how, who might be affected?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
			day quarantine period or have been tested and are not COVID-19 positive.	circulated. The Welcoming Steward will ask Friends if they have displayed any of the symptoms of Covid-19 & list them		Day of Meeting	
			<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. 	<ul style="list-style-type: none"> As above 		21/08/20 Day of Meeting	21/08
			<ul style="list-style-type: none"> Worshippers from different households/support bubbles must maintain at least 2 metre separation from each other. 	<ul style="list-style-type: none"> As above Places will be marked out by windmills/chairs to maintain the required 2m distance 		Day of Meeting	
			<ul style="list-style-type: none"> Everyone is expected to follow government guidance on face coverings 	<ul style="list-style-type: none"> Has been and will continue to be included in information 	Clerks	21/08/20	21/08

No.	What is the risk?	What can go wrong, how, who might be affected?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date done
				circulated & digest			
			<ul style="list-style-type: none"> •Reduce the number of people coming to worship to those who have the highest priority/need, to maintain social distancing measures. 	<ul style="list-style-type: none"> •Garden has been measured and can safely accommodate more people than typically show up for MfW so not applicable 			
			<ul style="list-style-type: none"> •Stagger start/finish and arrival/departure times to reduce congestion and contact at all times. 	<ul style="list-style-type: none"> • Staggering not viable due to entrance to garden being on public street. •People naturally arrive over a period of time & queue management is unlikely to be necessary but Stewards will observe 	Stewards	Day of Meeting	
			<ul style="list-style-type: none"> •Continue using online worship and blend online and in-person worship to enable all Friends to access meeting for worship. 	<ul style="list-style-type: none"> •Online Meetings will continue alongside physical 	Safety Committee	Online Meetings weekly	

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
				Meetings at first, with hopes of blending them once physical Meetings move indoors		Blended Meetings tbd	
			<ul style="list-style-type: none"> •Where possible, increase the number of access points to enable social distancing. 	<ul style="list-style-type: none"> •Not possible in the garden 			
			<ul style="list-style-type: none"> •Consider planning/booking who will attend in person. 	<ul style="list-style-type: none"> •N/A as garden can hold many more Friends than expected 			
			<ul style="list-style-type: none"> •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. 	<ul style="list-style-type: none"> •One-way system measured & will be set up. •If needed the system can be reversed temporarily should anyone with limited mobility need. 		Day of Meeting	
			<ul style="list-style-type: none"> •Use signage and floor markings to ensure the two-metre distance is maintained between people. 	<ul style="list-style-type: none"> •Signage is being made & windmills/chairs already set out will mark two 		Day of Meeting	

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				metre distanced spaces			
			<ul style="list-style-type: none"> Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres). 	<ul style="list-style-type: none"> No jobs should require more than one Friend Elders to decide how to end the Meeting without hand shaking 	Elders	Tbd	
			<ul style="list-style-type: none"> Ensure any discussions after Meeting are safe 	<ul style="list-style-type: none"> Information will remind Friends of the restrictions put in place by the Meeting Elder to remind Friends at the start & end of Meeting 	Elders & Overseers to decide	24/08/20 Tbd Day of Meeting	
			<ul style="list-style-type: none"> Ensure arrangements are in place for monitoring compliance. 	<ul style="list-style-type: none"> Information will be reinforced verbally when needed 	Elder & Stewards	Day of Meeting	
12.	Surface transmission of the virus.		<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 based) when entering and leaving meeting house or grounds. 	<ul style="list-style-type: none"> Hand sanitiser is being purchased & will be set out & signposted to Friends 	Resident Friend Stewards	Day of Meeting	

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"> •Reiterate the guidance on the appropriate cleaning and hand washing hygiene. 	<ul style="list-style-type: none"> •To be included in information & hand sanitiser will be used only (unless emergency toilet access is used) 	Clerks	21/08/20	21/08
			<ul style="list-style-type: none"> •Encourage everyone to wash or sanitise their hands upon entering the grounds 	<ul style="list-style-type: none"> •As above 		Day of Meeting	
13.	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"> •An accurate record of all people entering and leaving the building & garden is being kept securely for 21 days to assist the NHS test and trace service. 	<ul style="list-style-type: none"> •Form from Trustees will be used & a named Steward will be put in charge of collecting the information •Information will be kept securely for 21 days and then destroyed 	Named Steward	Day of Meeting	

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"> • Anyone displaying symptoms should not be at the meeting house or in the grounds. 	<ul style="list-style-type: none"> • Has been & will continue to be included in information sent to Friends 	Clerks	21/08/20	21/08
			<ul style="list-style-type: none"> • Should someone arrive at the meeting house or grounds 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 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. 	<ul style="list-style-type: none"> • If they are unable to leave immediately the designated Emergency Friend will don full PPE & take them into the stairwell, which will be unlocked by the Resident Friend. Normal emergency procedure will be followed & the Emergency Friend made aware of the risks of their role & how to minimise them in advance. 	Emergency Friend, Resident Friend, & Safety Committee	Day of Meeting	

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"> • Clear information provided for all potential attendees 	See Above	Clerks	21/08/20	21/08
14.	Risks arising specifically from holding meeting for worship outdoors in meeting house grounds	People are unsure how the meeting will differ from pre-Covid19 meetings. Social distancing is not maintained.	<ul style="list-style-type: none"> • Physical investigation to establish how many people can safely and appropriately be accommodated in each space that may be used, while maintaining social distancing. Everyone should be at least 2 metres from other attendees, unless they are in a single household, in which case they can sit closely together, but all must be 2 metres from other groups or individuals. • Clear indication of positions of seating places. • Clear indication / signage re social distancing when queueing to enter, when moving to seating position, at end of MfW, and when leaving. 	<ul style="list-style-type: none"> • This has been completed • This has been completed & will be marked out by chairs and/or windmills • These measurements have been taken & will be marked out. • Signs are being made to remind Friends • The Elder will remind people 		Day of Meeting	Day of Meeting

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
				about social distancing at the end of the Meeting			
15.	Risks arising from test and trace system		<ul style="list-style-type: none"> Information breach 	<ul style="list-style-type: none"> The information will be held in strict confidence & destroyed after 21 days. The details given will not be used for anything except the test & trace system/ internal test & trace phonecalls 	Named Steward	Day of Meeting – 21 days after Meeting	
			<ul style="list-style-type: none"> Friends may not wish to supply their details 	<ul style="list-style-type: none"> The Trustee form makes it clear that they may simply put 'Friend' and this information will be circulated before the Meeting 	Clerks	21/08/20	21/08