

CENTRAL ENGLAND QUAKERS TRUSTEES

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C19 project team

COVID-19: Guidance for Local Meetings/Branches on the re-opening of Meeting Houses & Offices

Risk assessments

The Government 's Working safely during coronavirus (COVID-19) identifies practical actions to take based on 5 main steps. (See the Government guidance on working safely <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>)

These form the base line for considering opening our buildings.

5 Steps to working safely

1. **Carry out a COVID-19 risk assessment** – in line with HSE guidance, consult workers, share results.
2. **Develop cleaning, handwashing and hygiene procedures** – follow guidance, provide hand sanitiser, frequently clean & disinfect objects & surfaces that are touched regularly, enhanced cleaning for busy areas. Clear guidance for use of and cleaning toilets, provide hand drying facilities (not cloth towels).
3. **Help people to work from home.**
4. **Maintain social distancing which must not be less than government guidance, where possible** – put up signs, arrange one-way traffic.
5. **Where people cannot maintain social distancing, manage transmission risk** – keep activity time involved as short as possible, staggering arrival & departure times.

New procedures are necessary for protecting people using the CEQ properties, and Area Meeting is especially responsible for assessing the risks faced by staff and volunteers who support Quaker activities.

Each Local Meeting will also have to establish procedures for the right holding of Meeting for Worship and for safe circulation of people within the building to maintain social distancing and cleanliness requirements.

Hirers and contractors will need to assess their risks and advise us of their position. **Hirers will be asked to do a risk assessment for their group activity, and will also be asked to sign an amendment to their Room Hire agreement setting out their responsibilities when using the building (this is mandatory).**

Typical activities to be covered will include: -

1. Opening the car park
2. Opening the building
3. Hand washing facilities and hand sanitising products provided
4. Safe social distancing
5. Setting up the Meeting House for meetings for worship
6. Regular cleaning schedule especially toilets and washrooms and kitchen
7. Response to suspected case of coronavirus
8. Care of staff

Each Meeting and Branch must assess its own risks and record necessary control measures by doing a virtual walk-through of the activities undertaken with a particular focus on points at which contamination

might occur. This will include any contact with hard surfaces which might have been in contact with the virus, and any interface with people that may risk contact outside the social distancing rules.

The Risk Assessments below (Appendices 1 to 3) are examples. There are blank Risk Assessment forms (on the CEQ website) for each Local Meeting to use to record the risks, who is affected and steps to be taken to reduce them. You are welcome to use your own risk assessment template or the one circulated by Britain Yearly Meeting if you prefer. Your Link trustee will need to see the Risk Assessment for your Meeting before you open your Meeting House. It will need to be shared with anyone undertaking the tasks listed. It will be necessary to formalise activities which may in the past have been carried out informally.

Each local meeting/premises committee will need to ensure it has made provision for sensitive control of anyone in their Meeting House, and that the necessary signage is in place to emphasise these procedures.

Further guidance on cleaning, hygiene and signage will be issued separately by the CEQ Trustees C19 project team

Please contact your Link trustee, Property Link Friend or James Bradbury (C19 Project team secretary) if you have any queries.

Appendices: Risk Assessment examples and amendment to Room Hire Agreement

1. Example for Meeting Houses
2. Example for employees,
3. Example for hirers
4. Amendment to Room Hire agreement setting out responsibilities for Meeting and hirer

APPENDIX 1

COVID 19 Risk Assessment for use of the Meeting House

This is an example

Activity	Risk Group	Risk	Control measures (Describe risk control systems in place)
Opening the building	Warden Elder	Possible contamination	Clean door-handles, key pads, locks etc
Arriving at Meeting House	Quakers Users	Spread of infection due to close contact	Social distance rules in place waiting to enter the building. Wash hands or use sanitiser. Ensure movement through the foyer to meeting room. Anyone exhibiting COVID symptoms should not enter.
Meeting Room set up	Quakers	Spread of infection due to close contact	Set up to ensure social distancing, one way system if possible. Individuals must take their own rubbish (tissues, face masks etc) away with them, but Meetings need to consider the risk if someone doesn't. No shared books, each person brings their own Disinfect chairs, ledges, touch points Avoid handling cash
Children's Meeting	Quakers	Spread of infection due to close contact	Designate a room for children's meeting. Set up and to ensure social distancing. Encourage 'family bubbles' No shared books, pens or other learning materials. Clean equipment after use. Remove soft furnishing, toys and books Bring own water bottles. Children to be supervised by parents in public areas and the toilet if this is needed
Toilets & washroom	Quakers	Infection control	One person in the toilet area Handwashing facilities Toilets cleaned regularly.
Use of Kitchen	Quakers	Spread of infection	Do not make drinks.
Ill health	Quakers	Coronavirus symptoms	Anyone with coronavirus symptoms should not attend meeting. Anyone displaying symptoms in meeting should be isolated and cared for appropriately. Areas cleaned when they have left. Spillages of body fluids cleaned up immediately, using PPE and disposed of safely,
Poor management of infectious diseases	Warden Premises Committee	Lack of infection control	Be Alert and vigilant. Nominate a person to monitor the cleaning standards of the cleaners and put in place any additional measures required.

APPENDIX 2

COVID 19 Risk Assessment for employees

This is an example

The Risks for the employee will be based on the **DUTIES** in their own Job Description

Duty	Risk	Control measures (Describe risk control systems in place)
Opening the building	Possible contamination	Clean door-handles & locks before use Using suitable PPE (eg gloves)
Cleaning Meeting Room	Infection control	Clean furniture, all surfaces use of PPE Using suitable PPE (eg gloves)
Cleaning toilets & washroom	Infection control	Use of PPE
Meeting hirers	Possible contamination	Social distancing
Receiving deliveries	Possible contamination	Social distancing
Arranging work to be done in the building	Possible contamination	Social distancing
Dealing with emergencies	Possible Contamination	Social distancing Use of PPE
Handling cash	Possible Contamination	Encourage use of electronic payment Avoid handling cash Use of PPE
Attending meetings	Possible Contamination	Social distancing Encourage use of "virtual" communication eg. video or telephone conferencing

Those who are at increased risk of severe illness from coronavirus (COVID-19) are advised by the Government to be particularly stringent in following social distancing measures. Those at risk include those who are, please tick condition relevant to the employee you are assessing:

- Aged 70 or older (regardless of medical conditions)
- Under 70 with an underlying health condition, essentially anyone instructed to get a flu jab as an adult each year on medical grounds:
 - chronic (long-term) respiratory diseases; asthma, COPD, emphysema or bronchitis
 - chronic heart disease
 - chronic kidney disease
 - chronic liver disease; such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS)
 - diabetes
 - problems with your spleen e.g. sickle cell disease or if you have had your spleen removed
 - weakened immune system as the result of conditions e.g. HIV and AIDS, chemotherapy or medicines such as steroid tablets
 - seriously overweight (a body mass index (BMI) of 40 or above)
- Those who are pregnant

For anyone in these categories to continue to work a full risk assessment must be completed on their work activities and all hazards must be managed effectively. **Safe working arrangements must be reviewed regularly.**

Guidance and support is available from CEQ Trustees Employment Committee so please do contact Richard Tuckett if you have any queries. Email: r_p_tuckett@yahoo.com

APPENDIX 3

COVID 19 Risk Assessment use of the Meeting House by hirers

This is an example please identify YOUR Risks

Activity	Risk Group	Risk	Control measures (Describe risk control systems in place)
Opening the building and room set up	Hirer	Possible contamination	Clean door-handles locks, key pads, key boxes etc before use. Wipe chairs, tables and any surfaces with disinfectant wipes.
Arriving at Meeting House	User group	Spread of infection due to close contact	Social distancing rules in place waiting to enter the building Wash hands or use sanitiser Ensure movement through the foyer to meeting room Anyone exhibiting COVID symptoms should not enter
Group activity (please name)	User group	Spread of infection due to close contact	Set up to ensure social distancing rules One-way system if possible. Individuals must take their own rubbish (tissues, face masks etc) away with them. <i>[note that these arrangements are for the Local Meeting to consider and decide]</i>
Toilets & washroom	User group	Infection control	One person in the toilet area Handwashing facilities Toilets cleaned regularly
Use of Kitchen	User group	Spread of infection	Do not make drinks Ask group to bring own drinks
Ill health	User group	Coronavirus symptoms	Anyone with coronavirus symptoms should not attend meeting Anyone displaying symptoms in meeting should be isolated and cared for appropriately. Areas cleaned when they have left Spillages of body fluids cleaned up immediately, using PPE and disposed of safely. <i>Contact your Quaker Meeting contact person to make them aware of the potential case.</i>
Poor management of infectious diseases		Lack of infection control	Be Alert and vigilant Nominate a person in the group to ensure the guidelines are followed

APPENDIX 4

Xxxx Quaker Meeting House

COVID 19 Health & Safety, use of buildings by hirers

Amendment to Room Hire Agreement

Responsibilities outline

New procedures are necessary for protecting people using the Meeting House in the light of the Coronavirus situation. The purpose of this document is to clarify with whom responsibility lies for actions at this time and will be updated when circumstances change.

The Quaker Meeting will undertake all appropriate measures to prevent the spread of infection. Unfortunately even with all the measures put in place we cannot guarantee 100% that the Meeting House is COVID free.

Responsibilities of XXXXXX Quaker Meeting:

Produce a Covid 19 specific Risk Assessment of the building

Initial thorough clean of venue

Initial installation of social distancing and signage.

Regular cleaning of all areas including kitchen, toilets and washrooms and high touch points.

Providing hand sanitizers and disinfectant

Removal of objects which could be inadvertently touched and are difficult to clean or implement measures eg signage to minimise any possible risk¹.

Responsibilities of hirers:

Providing a copy of their Covid-19 specific risk assessment

Naming a person to be responsible for ensuring the government guidelines are followed

Maintaining social distancing as required by current government guidelines

Ensuring that no one attends your activity or event if they or anyone in their household has had COVID-19 symptoms in the last 7 days. Anyone displaying symptoms should be isolated and cared for appropriately and areas cleaned when they have left. Report to the Quaker Meeting contact person to make them aware of the potential case.

Encouraging hand hygiene by asking members to sanitize hands on arrival

Wiping "high touch points" on arrival

Wiping things that they touched with disinfectant before leaving eg. light switches, taps, toilet door locks, flushes, toilet roll holders, tables and chairs

Disposing of any rubbish safely

Ensuring windows are open as much as possible during the group activity and closed on departure

I have read the above undertakings and agree to abide by them when using the Meeting House

Hire Group Name _____

Signature: _____ Date: _____

Print Name: _____

Telephone: Landline _____ Mobile _____

Email Contact: _____