

## Brigflatts Meeting House COVID-19 Risk Assessment

Risk assessment completed/reviewed by Andy Weller and Brigflatts Covid 19 Working Group

Date checked and updated May 25.5.2021 Jenny Pearman, (Trustee)  
place.

Next review due: post **July 19<sup>th</sup> 2021** if Step 4 has taken

Agreed by Dorte-Lis Stephenson (on behalf of Premises) and Janet Chetwood.. (on behalf of the clerking team and the website team)

See online:

- [The UK Government guidance for England on safely re-opening places of worship from 4 July 2020](#)
- [The UK Government has also published for England: Guidance for the safe use of multi-purpose community facilities 30 June](#) . Regularly updated since – checked at 25.5,21.

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1.	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.	High	• Cleaning is carried out before reopening and confirmation of this visible on entering the building.	Clean throughout before re-opening.	Low	Premises Committee in conjunction with the cleaner		
		There may be significant dust/mould. Water systems will need to be flushed through before being used.		• Check for dust and mould and air the building as needed to ensure that it is suitable for use.			Premises Committee in conjunction with cleaner		
				• The building has been thoroughly aired and remains ventilated			Premises Committee rota in conjunction with		

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				ahead of re-opening.			the cleaner.		
				<ul style="list-style-type: none"> <li>• Switch on and check electrical systems if needed.</li> </ul>	Full check of electrics, heating and water systems if required.				
				<ul style="list-style-type: none"> <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.</li> </ul>	Re-flush taps, water outlets etc prior to re-opening		Premises Committee rota in liaison with the cleaner.		
				<ul style="list-style-type: none"> <li>• Check there are no signs of people entering the building without permission.</li> </ul>	On going weekly check		Premises Committee in conjunction with the cleaner.		
				<ul style="list-style-type: none"> <li>• The building is secure and there is no damage to access and ventilation points.</li> </ul>	On-going weekly check		Premises committee		
2.	Building users don't	Members of the community,	High	<ul style="list-style-type: none"> <li>• New practices are</li> </ul>	Produce updated procedure	Low	Premises Committee, Elders,		

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	understand the need for Brigflatts to operate in a new way.	volunteers and other building users do not follow the new ways of working and risk transmitting the virus.		communicated clearly and succinctly to all users of the building.			and Clerks			
					Circulate updated procedure.		Communications Clerk			
					• There are no exceptions to the new practices and ways of working	Introduce and record documents at LBM		Business Clerk		
					• Communication to groups is supplemented with signage within the building, updated on the website to alert users and visitors to ways of operating.	Update website. ..		Website Team		
				Signage checked and replaced if needed		Premises Committee				
	• Regular reminders of new ways of working are sent and changes highlighted as they happen.	LBM minute of record on actions updated		Premises Committee, Elders and Business Clerk, Communications Clerk.						
	• Expectations are made clear of what is being done by Brigflatts and what is	Guidance circulated to Friends in attendace		Updated procedure to be circulated to all Friends likely to						

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				expected of all building users.			attend by Communications Clerk		
				<ul style="list-style-type: none"> <li>The risk assessment is published, preferably online.</li> </ul>	Update website		Website Team		
3.	Social distancing not possible in grounds of Brigflatts	People may get too close to each other and risk transmitting the virus when coming on and off the property.	High	<ul style="list-style-type: none"> <li>Put external signage in place to remind people about social distancing and the relevant Government guidelines for places of Worship in England.</li> </ul>	Check signage is in the Meeting House	Low	Premises Committee		
4.	Use of Kitchen equipment	Transmission of the virus from sharing	High	<ul style="list-style-type: none"> <li>Sign on kitchen door to say that the Kitchen cannot currently be used due to COVID</li> </ul>	Review situation depending on level of risk post June 21st	Low	Premises Committee		
				<ul style="list-style-type: none"> <li>Eating and drinking on the premises is restricted to Friends, attenders and visitors</li> </ul>	Signage to be put in the kitchen. Members and attenders to be		Premises Committee  Circulated in		

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				bringing their own drinks and snacks	asked to bring their own flasks and snacks		procedure		
5.	Possible contamination throughout the building. The Centre 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.	High	<ul style="list-style-type: none"> <li>Hand sanitisers are available to those entering and exiting the building.</li> </ul>	Hand Sanitisers now bought and are in place	Low	Premises committee		
				<ul style="list-style-type: none"> <li>There is plenty of soap, disposable hand wipes and toilet paper in the toilets. All fabric hand towels are removed.</li> </ul>	Establish a new cleaning regime/check still in lace 25.05.		Premises committee in liaison with the cleaner		
				<ul style="list-style-type: none"> <li>Special attention is paid to cleaning light switches, door handles and other furniture that people touch regularly.</li> </ul>			Premises committee in liaison with the cleaner		
				<ul style="list-style-type: none"> <li>Plan and manage people entering and leaving the building. Allocate someone to help people navigate and/or provide clear signage.</li> </ul>	Outlined in procedure and guidance from welcomers on duty.		Premises Committee		

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				<ul style="list-style-type: none"> <li>• Enter and leave the building one household at a time.</li> </ul>	Included in guidance to Friends		Identified rota members-welcomers at MfW		
				<ul style="list-style-type: none"> <li>• Plan and manage the movement of people throughout the Meeting House.</li> </ul>	Plan of flow made		Identified rota members -welcomers		
				<ul style="list-style-type: none"> <li>• While doors and windows play an integral role in building safety, key doors and windows may need to be temporarily held open to avoid handle contamination and to allow a through draft</li> </ul>			Identified rota members		
				<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>			Procedure circulated.		
			High	<ul style="list-style-type: none"> <li>• Meeting Room is</li> </ul>	Seating plan suggested and	Medium			

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				<p>assessed to determine the maximum number of people that can be accommodated to enable adequate social distancing (currently 2 metres). 16 people can be accommodated -11 in main body of the meeting room and 5 on the gallery suitably spaced.</p> <ul style="list-style-type: none"> <li>• Friends are asked to book attendance weekly to ensure maximum occupation levels are not exceeded.</li> <li>• Website notice asks visitors to make contact via the enquiries page to book a visit to Meeting for Worship</li> </ul>	<p>small piece of masking tape put on each bench to indicate where people can sit/ Redone prior to reopening.</p> <p>Five Friends from the booking list will be allocated seats on the gallery and will enter first, in order, socially distanced.</p> <p>Remaining Friends will enter in order socially distanced, filling the Meeting Room from the far rear right hand first. Friends will exit in reverse order.</p>		Rota members - welcomers		

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				to ensure safe maximum numbers are not exceeded	Friends will be reminded to move well away from the door and into the garden on exit.				
6.	Possible contamination from the use of toilets	Possible virus transmission from touching surfaces, towels and fixtures	High	<ul style="list-style-type: none"> <li>•Cleaning is carried out before reopening and confirmation of this is visible at the entrance.</li> </ul>	Cleaning rota form to be produced and placed in the back entrance of the Meeting House.	Medium	Premises Committee in liaison with cleaner		
				<ul style="list-style-type: none"> <li>•Hands must be washed thoroughly after using toilet facilities.</li> </ul>	Signage within circulated guidance documents etc		All users		
				<ul style="list-style-type: none"> <li>•Sufficient soap in all the toilets.</li> </ul>	Levels of soap will be checked by the cleaner and will be replaced/topped up as required		Cleaner supported by Premises Committee		
				<ul style="list-style-type: none"> <li>•Hand drying by disposable paper</li> </ul>	Paper towels to be bought -		Premises Committee		



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				towels.	ongoing				
7.	Cleaning Brigflatts after known exposure to someone with the coronavirus symptoms	Possible transmission of the virus to building users or employees/volunteers.	High	<ul style="list-style-type: none"> <li>• Close the building for 72 hours with no access permitted.</li> <li>• Only after this time has elapsed allow cleaning to take place.</li> </ul>		Low	Decision to close made by the Clerking team.		
8.	Airborne transmission of coronavirus	Transmission of the virus between people within the same space without having physical contact.	High	<ul style="list-style-type: none"> <li>• Instruct people not to attend Meeting for Worship if they have symptoms of Coronavirus (COVID-19) and to follow guidelines (See below). Also ask people not to attend if identified by Test and Trace even if without symptoms</li> </ul>	Made clear within written guidance circulated to Friends	Low	Rota member - welcomer		

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				<ul style="list-style-type: none"> <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> </ul>	Signage		Rota member - welcomer		
				<ul style="list-style-type: none"> <li>• People from different households/support bubbles must maintain at least 2 metre separation from each other.</li> </ul>	Signage and circulated guidance to Friends				
				<ul style="list-style-type: none"> <li>• Everyone is expected to follow government guidance on face coverings. These are</li> </ul>	Signage and circulated guidance to Friends		Communications Clerk circulating procedure. Rota members –		

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				currently required for places of worship (18.8.2020)			welcomers on duty ensure signage in place. Library is currently out of bounds due to building works		
			High	<ul style="list-style-type: none"> <li>•Hand sanitising equipment available at the entrance to the meeting house</li> <li>•For those less able or with limited mobility fill up the ground floor furthest away from the door.</li> <li>•Arrows on floor to show direction of movement</li> </ul>	Signage and clear guidance issued	Medium	Rota members - welcomers		
				<ul style="list-style-type: none"> <li>•Ensure good ventilation through opening doors and windows before Meeting for Worship and keeping windows and doors open</li> </ul>	<p>Building to be aired during the week</p> <p>Person assigned to welcoming to air building</p>		Cleaner does this whilst cleaning. Rota members – Premises Committee		

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				during Meeting.	before Meeting for Worship				
				<ul style="list-style-type: none"> <li>•Ensure arrangements are in place for monitoring compliance.</li> </ul>			LBC		
9.	Surface transmission of the virus.	Transmission of the virus between people within the same space without having physical contact.	Medium	<ul style="list-style-type: none"> <li>•Reiterate the guidance on the appropriate cleaning and hand washing hygiene.</li> </ul>	Signage	Low	Premises Committee		
				<ul style="list-style-type: none"> <li>•Provide hand sanitiser (minimum 60% alcohol based) when entering and leaving meeting house.</li> </ul>	Signage reminder re hand-sanitising		Premises Committee		
				<ul style="list-style-type: none"> <li>•Encourage everyone to sanitise their hands upon entering the building.</li> </ul>	Signage and guidance circulated to Friends		Rota members – welcomers.		
				<ul style="list-style-type: none"> <li>•Enhanced cleaning procedures will be in place across Brigflatts, particularly</li> </ul>	Put in place a cleaning regime for the cleaner (toilets, kitchen, high contact		Premises Committee in liaison with the cleaner.		

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				<p>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.</p>	<p>surfaces).</p> <p>Remove potential contaminated waste from the building after use.</p> <p>Implement cleaning rota at entrances which must be signed after each thorough clean.</p> <p>Cleaning rota established with paper evidence</p> <p>After meeting for worship remove all seat cushions whilst wearing gloves and masks. Store in the bedsit until required the following week.</p>				

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					Seat cushions to be sprayed with anti bacterial spray.				
10.	Surface transmission of the virus	Virus transmitted on Books	Medium	<ul style="list-style-type: none"> <li>Library is currently not available for exchange of books</li> <li>Signage on book shelf to this affect</li> <li>Books to be covered with plastic</li> </ul> <b>NB Library out of use due to building work</b>	<p>.</p> <p>Friends to be asked to bring their own copies of Advices and Queries and Quaker Faith and Practice if required.</p>	Low	Premises Committee		
11.	Possible contamination from a symptomatic person on site.	Building users are exposed to someone who could have COVID-19 and transmit the	High	<ul style="list-style-type: none"> <li>Anyone displaying symptoms should not be at Brigflatts</li> </ul>	Guidance circulated to Friends	Low			
				<ul style="list-style-type: none"> <li>An accurate record of all people entering</li> </ul>	Signage		Rota Member - welcomer- shared		

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		virus.		<p>and leaving the building is being kept securely to assist the <a href="#">NHS test and trace service</a>. Any users of the building will be requested to keep their own records as above and notify (what other users would these be?)the Centre should anyone become ill 10 days after being in the building.</p> <ul style="list-style-type: none"> <li>•Booking system to ensure that Brigflatts is not overwhelmed with visitors.</li> <li>•Any extra visitors can meet for Meeting for Worship outside or go for a meditative walk.</li> </ul>	File to record names of users with blank sheets – under the stairs in the Meeting House		recording system		

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				<ul style="list-style-type: none"> <li>Should someone arrive at Brigflatts with symptoms, develop symptoms on their way to Brigflatts or whilst at Brigflatts, they will be required to leave the building immediately. If they need collecting, they must sit in a dedicated/isolated room – the entrance porch - supervised by a member or attender of Brigflatts Local Meeting, 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</li> </ul>	PPE has been bought and will be stored under the stairs in the Meeting House		Rota members – welcomers.		



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				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.					