

Sheffield and Balby Local Meeting Houses COVID-19 Risk Assessment

Completed/reviewed by: The Reopening the Meeting Houses Working Group: Robert Almond, Jill Cooper, David Edmonds, Liz Hannah and Gillian Hind.

Covid Safety Coordinator: Robert Almond on behalf of the Area Meeting Trustees.

Date: 04/09/2020

Next review due: Fortnightly initially then in line with any Government or Health and Safety guidance changes.

This document sets out the risks and actions that Sheffield and Balby Local Meetings will address in order to re-start activities for Meeting for Worship. *It is based on a template risk assessment document provided by Britain Yearly Meeting (BYM) and has been developed using the BYM planning support document "9 Steps to Re-Opening Quaker Meeting Houses and Worship Spaces Safely". It is guided by current Government and Health and Safety Guidance. This risk assessment should be used as a living document which is reviewed frequently in line with government guidance changes and evolving local circumstances.*

It covers the activities of Meeting for Worship but touches on some areas of the lettings business. A further risk assessment will be developed for the lettings business which provides greater detail for the risk management of commercial activities.

This document is a condition of our COVID Secure certification.

PLEASE NOTE: Some text is colour coded as below for ease of reference for the delivery of specific volunteer responsibilities and signage requirements.

Volunteer Safety deputy role

Signage required

tbc at Balby in time for re-opening

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"> Reopening working group established on 4th June (Minute 5) by S & B AM Trustees with reps from Sheffield Central, Balby (Doncaster) Trustees, Elders, Premises Committees and staff 	Working Group and Trustees	June 2020	4 th June 2020 and 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"> Minute 10 of S& B AM 11th July the group recommended that decisions on re-opening, whether for worship or lettings should be taken jointly by the working group in conjunction with each of our four Local Meetings. 	AM Trustees	ongoing	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"> The reopening will only happen when meetings are Covid compliant and fully risk assessed COVID19 Safety Coordinator Trustee role agreed. Volunteer Deputies have been found through nominations. 	AM Trustees Reopening Working Group	Ongoing 1/9/2020 August 2020	Ongoing

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"> To be confirmed at Business meetings on 23/8 Sheffield central and 6/9/2020 Balby • 23/8/2020. SC Business Meeting to agree opening up arrangements. • Balby: 6th Sept: Clerking Team, Elders, Overseers and Treasurer to agree opening up arrangements for MfW • This action will be completed when the MH opens for lettings 			
			<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"> • Sheffield insurers have been consulted. 17/05/2020 • Balby insurers have been consulted on re-opening. See E mail 3/7/20 Congregational 	Liz Hannah		Sheffield: 17 th May 2020
			<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"> • See above 	LBM AM Trustees	Sept/Oct	In progress

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	
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 and confirmation of this visible on entering the building. 	<ul style="list-style-type: none"> • Initial cleaning planned for MfW Balby 24th Aug Sheffield: 20th Aug • Lettings as yet no agreed date for opening. • Rota of cleaning to be clearly displayed for all entering the building. Volunteer Deputy • Sheffield: Initial cleaning planned for 20th August for MfW. • Cleaning company quotes being sought for COVID deep clean if required (for Sheffield and Doncaster). 	Reopening Working Group	Sept/Oct	Sheffield and Balby: MfW cleaning completed 20 th and 24 th August 2020.	
			<ul style="list-style-type: none"> • Check for dust and mould and air the building as needed to ensure that it is suitable for use. 	<ul style="list-style-type: none"> • Done • To be completed on Sheffield 20th and Balby 24th cleaning visits. 	As above	Tbc	Lettings Reopening date. Tbc	
			<ul style="list-style-type: none"> • The building has been thoroughly aired and remains ventilated ahead of re-opening. 	<ul style="list-style-type: none"> • Done • Sheffield: Air conditioning unit not to be used when room is use. Window locks on First Floor to be looked at. 	Liz Hannah	Sept 2020		3 rd September 2020 for Sheffield Doncaster tbc

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				<ul style="list-style-type: none"> Balby: To address any issues with the fan assisted heating system Doors and where feasible windows to be left open to increase ventilation. To be part of the routine for preparations for weekly MfW. Volunteer Deputy 			
			<ul style="list-style-type: none"> Switch on and check electrical systems if needed. 	<ul style="list-style-type: none"> Done 	Reopening Working Group	Sept	August 2020
			<ul style="list-style-type: none"> Lift to have had relevant maintenance work carried out 	<ul style="list-style-type: none"> Sheffield: MfW: lift not in use Lettings: maintenance to be completed prior to opening. 	Liz Hannah	October	tbc
			<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 the water system has been thoroughly flushed through. If you have any concerns seek appropriate professional help/advice. 	<ul style="list-style-type: none"> Water has been run weekly since beginning of lockdown. Formal testing of water to be carried out by Food Water and Microbiology Services (Environmental Health Office) Letter 9/6/2020. 	Reopening Working Group	ongoing	ongoing

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				<ul style="list-style-type: none"> • Advice obtained on whether SC heating system has risk of legionella. No risk identified as no standing water. • We will seek help if have concerns 			
			<ul style="list-style-type: none"> • There are no signs of people entering the building without permission. 	<ul style="list-style-type: none"> • Visits to check on building have all been recorded, signed and dated 	Reopening Working Group	ongoing	ongoing
			<ul style="list-style-type: none"> • The building is secure and there is no damage to access and ventilation points. 	<ul style="list-style-type: none"> • Yes 	Reopening Working Group	ongoing	ongoing
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. 	<ul style="list-style-type: none"> • Working group has devised and circulated an advice sheet to Friends with details of new working practices • Community Behaviour agreement forms part of Information to Friends. Volunteer deputies to support delivery: training provided. 	Reopening Working Group	MfW: complete.	Sept 2020 and ongoing

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				<ul style="list-style-type: none"> • Signage to support social distancing measures displayed. • RA to be shared via website • Lettings: further detail to be provided in Room Hire specific RA. 		Lettings: prior to opening. October	tbc
			<ul style="list-style-type: none"> • There are no exceptions to the new practices and ways of working 	<ul style="list-style-type: none"> • Training to volunteer deputies and staff regarding gentle challenging of exemptions or guidance not being followed. 	Sept	Sept	1 st September 2020
			<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. 	<ul style="list-style-type: none"> • MfW: done. • Balby: A photo of signage in building will be sent electronically to all users. • Further promotion on social media to take place when MfW is up and running 	Reopening Working Group	MfW by Sept Lettings: By opening date	Sheffield: 4 th September 2020 Balby 24 th August 2020 tbc

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"> Regular reminders of new ways of working are sent and changes highlighted as they happen. 	<ul style="list-style-type: none"> Regular updates for Friends are sent out with measures and protocols made clear <p>FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: to include</p> <ul style="list-style-type: none"> Hirer Expectations document (inc Test and Trace) As above for customers Regular staff updates 	<p>Reopening Working Group. Elders via booking system</p> <p>Liz Hannah</p>	<p>MfW and</p> <p>Lettings: By opening date</p>	<p>Ongoing</p> <p>tbc</p>
			<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 above FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	<p>See above</p>	<p>Lettings: By opening date</p>	<p>tbc</p>
			<ul style="list-style-type: none"> The risk assessment is published, preferably online. 	<ul style="list-style-type: none"> When agreed 	<p>Reopening Working Group. Liz Hannah to put online</p>	<p>September 2020</p>	<p>4th September 2020</p>
4.	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"> Part of the signage plan Sheffield: only limited outside space. Floor markings for possible queues 	<p>Reopening Working Group.</p>	<p>September 2020</p>	<p>Sheffield 24th August 2020</p> <p>Balby 20th August 2020</p>

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	meeting house property.	on and off the property.		<ul style="list-style-type: none"> Balby: Car park and Floor markings for possible queues 	MH visits 20 th and 24 th August 2020- follow up visit tbc		
			<ul style="list-style-type: none"> Car park may need to be closed or some spaces blocked off to avoid people parking too close to other users. 	<ul style="list-style-type: none"> To be addressed at Balby, but sufficient car park space should be available 	Jill Cooper	September 2020	tbc
			<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"> Part of the signage plan 	Reopening Working Group. MH visits 20 th and 24 th August- follow up visit tbc	September 2020	Sheffield 24 th August 2020 Balby 20 th August 2020
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 house and stored in locked cupboards or away from public spaces of the building. 	<ul style="list-style-type: none"> To be completed on Sheffield 20th and Balby 24th Aug visits 	Reopening Working Group.	September 2020	Sheffield 24 th August 2020 Balby 20 th August 2020
			<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"> Sheffield: Hearing loop headsets (single use only then placed in quarantine box ready for cleaning). Cleaning to take place 72hrs after use or to 	Complete for MfW Liz Hannah	September 2020 Sept	Sheffield: 1 st September 2020 Weekly

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				<ul style="list-style-type: none"> follow procedures using appropriate PPE. • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: to include • Balby: Electronic equipment procedure to be put in place • Sheffield: Staff to set up and clean as appropriate for safe customer use 	Lettings by opening date/staff training	October	Tbc
			<ul style="list-style-type: none"> • Remove copies of <i>Quaker faith & practice</i>, bibles, <i>Advices and queries</i> and other leaflets or loose papers from the meeting house and areas that might be touched by building users. 	<ul style="list-style-type: none"> • All books/papers from central table removed and library cupboards display reasons for non-usage. All leaflets taken from stands and walls • Balby: To be completed on 24th Aug visit • Sheffield: to agree approach on 20th August visit. 	Reopening Working Group	September 2020	Sheffield 24 th August 2020 Balby 20 th August 2020
			<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"> • Details of online books are indicated in the document for users 	Reopening Working Group	September 2020	27/8/20 for Central Add date circulated- Balby

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"> Eating and drinking on the premises is restricted and possible only within the specific Government guidance. 	<ul style="list-style-type: none"> No access signage to go on kitchen door Information to Friends asks individuals to bring own water canteens. Rooms not in use to be kept locked Sheffield: Water Filter Ground Floor: cover and remove from use for MfW 	Reopening Working Group	September 2020	27/8/20 for Central Add date circulated- Balby
			<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"> As above Rooms not in use to be kept locked 	Reopening Working Group	September 2020	Sheffield: 4 th September 2020 Balby: tbc
			<ul style="list-style-type: none"> Collections are online or contactless. 	<ul style="list-style-type: none"> Balby: Already established by our treasurer see minute 5i) of LBM 5th July Sheffield: arrangements in place. Wall safe still in use. Cash not to be counted for 72hrs after MfW 	Reopening Working Group	September 2020	Balby: 5 th July 2020 Sheffield: No cash to be collected in the short term
6.	Possible contamination	The virus could transmit between people within due to	<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"> New wall mounted units to be fitted in September 	Reopening Working Group	September 2020	Sheffield: 1 st September 2020

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	throughout the building. Meeting house is not ready for first use.	contact with each other or contaminated surfaces in shared spaces.		<ul style="list-style-type: none"> Hand gel bottles with pumps to be used as an interim method. They will be placed at the entrance and exit to the building 			Balby: tbc
<ul style="list-style-type: none"> There is plenty of soap, disposable hand wipes and toilet paper. 			<ul style="list-style-type: none"> Volunteer Deputies to check regularly To be checked during cleaning visits Sheffield: Hand dryers out of use for time being. 	Reopening Working Group	September 2020	Sheffield: 4 th September 2020	
<ul style="list-style-type: none"> 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"> FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Liz Hanna/Staff Team	October 2020	tbc	
<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"> For MfW 72hrs to be left before any cleaning is carried out. FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	September 2020 October 2020	ongoing	
<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"> Clear signage and floor marking to be established in a one way flow system 	Reopening Working Group	September 2020	MfW. Sheffield: 4 th September 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
				<ul style="list-style-type: none"> • Clear signage that face masks must be worn at all times when inside the building, signage (exc. government exemptions on medical grounds) • Information to be provided prior to arrival to build understanding • Volunteer deputy/Staff member with clear responsibility for this task • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 			Balby: 20 th August 2020
			<ul style="list-style-type: none"> • Enter and leave the building one household at a time. 	<ul style="list-style-type: none"> • Done • Volunteer deputies to oversee. • Sheffield: communication via booking system 	Reopening Working Group	September 2020	ongoing
			<ul style="list-style-type: none"> • Plan and manage the movement of people throughout the meeting house. 	<ul style="list-style-type: none"> • Clear guidance provided to Friends, hirers and users of the building • Signage to support this area 	Reopening Working Group	September 2020	ongoing

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				<ul style="list-style-type: none"> FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 			
			<ul style="list-style-type: none"> While fire doors play an integral role in building safety key corridor doors may need to be temporarily held open to avoid handle contamination. Fire doors to be closed when users are remaining within one space or when everyone leaves building. 	<ul style="list-style-type: none"> Both fire doors and fire exit doors will be used in order to manage a flow through the building. Care must be taken by the person closing the building for internal fire door closure and safety of building by securing fire exits Ventilation of room to be considered 	Reopening Working Group	September 2020	ongoing
			<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"> Eating not permitted currently Visitors to the building encouraged to bring own water canteens FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	September 2020	ongoing
			<ul style="list-style-type: none"> All meeting rooms 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 	<ul style="list-style-type: none"> Assessed and will vary according to number of household bookings as determined by booking system 	Balby: completed for current MfW usage Sheffield: completed	September 2020 for MfW	Sheffield and Balby completed August 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
			building, this can be done for every room or shared areas.	<ul style="list-style-type: none"> Balby: Assessed but will put up clear signs on room doors defining maximum occupancy level Signage plan to include information about new room capacities. All rooms in use to display this for lettings. (Later on, for staff could include: library, storage rooms, kitchens, boiler room etc) 	for current MfW usage. Further review for future meeting usage.	October 2020	tbc
			<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"> Ensure cleaning of chair arms and fabric or rotation of chairs Balby: N/A, Sheffield: tbc 	Balby and Sheffield: completed	Sept 2020	Completed September 2020
			<ul style="list-style-type: none"> Additional rooms are made available (e.g. for worship) as appropriate. 	<ul style="list-style-type: none"> Balby: N/A Sheffield: tbc 	To be considered if numbers increase.	tbc	tbc
			<ul style="list-style-type: none"> Additional rooms are made available for visitors who feel unwell or are distressed. 	<ul style="list-style-type: none"> Identified for both Sheffield and Balby Sheffield: follow up visit to mark out Library chairs in use. 	Reopening Working Group	September 2020	Completed September 2020 for Sheffield and Balby

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.	<ul style="list-style-type: none"> As above – cleaning carried out, office (if a separate space within the meeting house) aired and check electrical, water systems. 	<ul style="list-style-type: none"> To be undertaken Sheffield: Office to be part of cleaning and decluttering plans 	Initial clean completed for MfW. Balby Sheffield: office to be decluttered and cleaned prior to lettings opening.	September 2020 October 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020 tbc
			<ul style="list-style-type: none"> Hand sanitiser points and hygiene signage once office in use 	<ul style="list-style-type: none"> FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: 	Reopening Working Group	September 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020
			<ul style="list-style-type: none"> Maximum occupancy level clearly visible on or near the door 	<ul style="list-style-type: none"> To be done, part of signage plan. For MfW capacity determined by no. household bookings – FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: 	Reopening Working Group	October 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020
			<ul style="list-style-type: none"> Assess the size of each room, layout and special limits. 	<ul style="list-style-type: none"> Already undertaken for MfW 	Reopening Working Group	September 2020	Sheffield: 24 th August 2020

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				<ul style="list-style-type: none"> • Different room formats to be considered for lettings • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: 		October 2020	Balby: 20 th August 2020
			<ul style="list-style-type: none"> • Non- staff are not to enter the staff area (e.g. office), requests to be made through the glass in reception/office areas. 	<ul style="list-style-type: none"> • Part of signage plan FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS: 	Reopening Working Group	October 2020	tbc
			<ul style="list-style-type: none"> • Staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of equipment. 	<ul style="list-style-type: none"> • Cleaning procedures to be put in place • Sheffield: identify individual work stations/ staff bubbles as appropriate. • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	October 2020	tbc
			<ul style="list-style-type: none"> • If employees/volunteers share desks, these must be cleaned between usage 	<ul style="list-style-type: none"> • Cleaning procedures to be put in place • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	October 2020	tbc

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			<ul style="list-style-type: none"> Decision to be made by Staff/Premises Committee/AM trustees on food consumption within the building following Government guidance. 	<ul style="list-style-type: none"> To be looked at in line with government guidance Cleaning procedure to be developed as appropriate FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	October 2020	tbc
			<ul style="list-style-type: none"> Employees/ volunteers to avoid use of hand towels in kitchen areas 	<ul style="list-style-type: none"> Hand drying procedure for use in kitchens 	Reopening Working Group	October 2020	tbc
8.	Possible contamination within children's meeting space and other meeting rooms	Possible transmission of the virus between people or from surfaces	<ul style="list-style-type: none"> As above – cleaning carried out, rooms aired and check electrical, water systems. 	<ul style="list-style-type: none"> Sheffield: Not planned initially. To be reviewed at a later date 	Reopening Working Group	tbc	tbc
			<ul style="list-style-type: none"> Specific Government guidance for including children and young people to be followed. 	<ul style="list-style-type: none"> Sheffield: As above 	Reopening Working Group	tbc	tbc
			<ul style="list-style-type: none"> Maximum occupancy level clearly visible on or near room entrances. 	<ul style="list-style-type: none"> Part of signage plan 	Reopening Working Group	tbc	tbc
			<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"> N/A Balby Sheffield: 20th cleaning visit or 2nd phase. 	Reopening Working Group	tbc	tbc
			<ul style="list-style-type: none"> Children to bring their own water bottles or drink from disposable cups provided. 	<ul style="list-style-type: none"> N/A Balby Sheffield: As above 	Reopening Working Group	tbc	tbc

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			<ul style="list-style-type: none"> All soft furnishings removed e.g. cushions, mats, beanbags, etc. 	<ul style="list-style-type: none"> N/A Balby Sheffield: As above 	Reopening Working Group	tbc	tbc
			<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"> N/A Balby Sheffield: As above 	Reopening Working Group	tbc	tbc
			<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"> N/A Balby Sheffield: As above 	Reopening Working Group	tbc	tbc
			<ul style="list-style-type: none"> Outdoor playgrounds have been risk assessed if open. 	<ul style="list-style-type: none"> N/A 	N/A	N/A	N/A
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. 	<ul style="list-style-type: none"> Signage plan Cleaning procedures in place Signed and dated rota clearly visible FOR LETTINGS 	Reopening Working Group	October 2020	tbc
			<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"> Balby: Use of only one toilet (disabled) Sheffield: Use of toilets limited to 1 person at a time initially (Volunteer deputy oversight: issues with queuing to be monitored) 	Reopening Working Group	September 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020
			<ul style="list-style-type: none"> Hands must be washed thoroughly after using toilet facilities. 	<ul style="list-style-type: none"> Signs in place to remind of this. Washing facilities and hand 	Reopening Working Group	September 2020	Sheffield: 24 th August 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
				<ul style="list-style-type: none"> sanitisers throughout the building. Monitoring and supervision needed • Information to be included in Hirer Expectations • LETTINGS: Part of staff procedures to routinely check guidance followed by visitors 		<p>October 2020</p> <p>October 2020</p>	<p>Balby: 20th August 2020</p> <p>Tbc</p> <p>tbc</p>
			<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. 	<ul style="list-style-type: none"> • Once decision taken on hiring, cleaner will undertake a daily check • Part of staff procedures 	Reopening Working Group	October 2020	tbc
			<ul style="list-style-type: none"> • Hand drying by air hand drier or disposable towels. 	<ul style="list-style-type: none"> • Disposable towels to be used, remove all hand towels • Sheffield: Hand dryers to be put out of use. 	Reopening Working Group	September 2020	Sheffield: 4 th September 2020 Balby?
			<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"> • Balby: Pedal bins purchased, remove all plastic flip tops • Sheffield: Pedal bins purchased 	Reopening Working Group	September 2020	Sheffield: 4 th September 2020 Balby: August 2020
			<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"> • To be added to Hirer expectations 	Reopening Working Group	October 2020	tbc

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
				(Conversation Club consideration)			
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"> • If possible, close the meeting house for 72 hours with no access permitted. 	<ul style="list-style-type: none"> • Balby: Clear procedure in place. • Cleaning company quote in place for deep clean 	Reopening Working Group	September 2020	September 2020
			<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"> • Cleaning procedure inc appropriate PPE where this is not possible • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 	Reopening Working Group	September 2020	September 2020
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"> • 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"> • Defined on letter to Friends • Sheffield: Booking information messaging • Prominent sign on entrance with symptoms info to which people respond. 	Reopening Working Group	September 2020	September 2020
			<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"> • Deputy safety supervisors have this responsibility • Procedure for what to do when someone confirms they are unwell: PPE, Test and Trace, support to move 	Reopening Working Group	September 2020	September 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
				away from main meeting, first aid			
			<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. 	<ul style="list-style-type: none"> Sheffield booking system Questions to read on arrival with yes/no answers: e.g. have you got a temperature, have you been in contact with some with COVID symptoms etc. Source text. 	Reopening Working Group	September 2020	September 2020
			<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 Check current guidance and update information to friends. 	Reopening Working Group	September 2020	September 2020
			<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"> Signage Volunteer deputy to help oversee 	Reopening Working Group	September 2020	September 2020
			<ul style="list-style-type: none"> Everyone must follow government guidance on face coverings^[1] (exc. Medical exemptions). 	<ul style="list-style-type: none"> Volunteer Deputies to check on entry Disposable masks available on request 	Reopening Working Group	September 2020	September 2020
			<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"> N/A Sheffield: Booking system to address this 	Reopening Working Group	September 2020	September 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
			<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"> Balby: Not necessary with our numbers Advice to be provided prior to arrival Signage plan includes outside the building 	Reopening Working Group	September 2020	September 2020
			<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"> Balby: Worship in the home will continue alongside actual MfW for those who are still choosing not to attend in person Sheffield: Zoom MfW will continue separately to the actual MfW. Blended worship to be considered at a later date if appropriate. 	Reopening Working Group	ongoing	ongoing
			<ul style="list-style-type: none"> Where possible, increase the number of access points to enable social distancing. 	<ul style="list-style-type: none"> One-way systems, socially distancing signage part of plan. Disarm fire exit door alarm on MMR 	Reopening Working Group	September 2020	September 2020
			<ul style="list-style-type: none"> Consider planning/booking who will attend in person. 	<ul style="list-style-type: none"> Sheffield: via booking system Balby: N/A 	Reopening Working Group	September 2020	ongoing
			<ul style="list-style-type: none"> Consider temperature checks for employees (and staff in hiring organisations) when they arrive at work. 	<ul style="list-style-type: none"> Purchase of hand held temperature gauges being pursued 	Reopening Working Group	October 2020	tbc

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"> Part of staff planning 			
			<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 being established Volunteer Deputies to oversee 	Reopening Working Group	September 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020
			<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"> To be undertaken on 20th and 24th Aug 2020 	Reopening Working Group	September 2020	Sheffield: 24 th August 2020 Balby: 20 th August 2020
			<ul style="list-style-type: none"> Ensure good ventilation. 	<ul style="list-style-type: none"> Sheffield: social area windows to be opened and MMR fire door to be kept ajar. Balby: Meeting room windows to be opened for ventilation 	Reopening Working Group	September 2020	Ongoing
			<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"> Part of staff planning and volunteer training/ deputy role 	Reopening Working Group	September 2020	Ongoing
			<ul style="list-style-type: none"> Discourage lots of socialising and encourage one large group conversation. 	<ul style="list-style-type: none"> People to remain in seats for any conversation after MfW. Balby: Foyer area and chairs blocked off to prevent group usage Sheffield: staggered breaks for customers. 	Reopening Working Group	September 2020	Ongoing

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
				Social areas need to be looked at on 20 th Aug.			
			<ul style="list-style-type: none"> • Ensure arrangements are in place for monitoring compliance. 	<ul style="list-style-type: none"> • Volunteer Deputy role • Catch up to address any difficulties. • COVID Safety staff responsibilities to be agreed 	Reopening Working Group	September 2020	Ongoing
12.	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"> • Volunteer and staff training • Signage Plan • Cleaning to take place 72hrs after MfW 	Reopening Working Group	September 2020	Ongoing
			<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. 	<ul style="list-style-type: none"> • Hand sanitiser points available at building entry / exits and adjacent to toilets • When lettings resume Meeting Rooms will have hand sanitiser points. 	Reopening Working Group	September 2020	Sheffield: 4 th September 2020 Balby: tbc September 2020
			<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"> • Volunteer and Staff training • Advice to visitors: signage and other communications 	Reopening Working Group	September 2020	ongoing
			<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, 	<ul style="list-style-type: none"> • Balby and Sheffield: Initially We are using 	Reopening Working Group	September 2020	Ongoing

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
			<p>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> <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. ○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"> volunteer cleaners or unfurloughed staff ●MfW Procedure: 72hrs before cleaning takes place. ●Cleaning products and wipes available ●Identify how we are going to replenish cleaning products ●Check cleaning products are still fit for purpose in line with government guidance ●<i>LETTINGS Seek clarity on cleaning guidance as per government requirements- Liz</i> ●Training for staff and volunteers ●Cleaning Rota to be agreed ●Rota to be dated and signed and clearly displayed for all entering the building (safety volunteers / staff). 	Liz Hannah	October 2020	tbc

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"> • 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"> • MfW Procedure: 72hrs before cleaning takes place. • Equipment to be identified: and procedure agreed. • Hearing loop: safety volunteers to be oversee • See earlier detailed June plan • Guidance given during Volunteer training. • Part of considerations for staff planning 	Reopening Working Group	September 2020	Ongoing
			<ul style="list-style-type: none"> • Employees and others encouraged to remove clothes when they return home, and wash them immediately at 60 degrees. 	<ul style="list-style-type: none"> • Guidance given during Volunteer training. • Part of considerations for staff planning 	Reopening Working Group	October 2020	tbc
			<ul style="list-style-type: none"> • Employees and others encouraged to remove clothes when they return home, and wash them immediately at 60 degrees. 	<ul style="list-style-type: none"> • Guidance given during Volunteer training. • Part of considerations for staff planning 	Reopening Working Group	September 2020	Sheffield: 1 st September 2020 Balby: tbc September 2020
13.	Possible contamination from a	Staff, Quakers and other building users are exposed to someone who could	<ul style="list-style-type: none"> • Anyone displaying symptoms should not be at the meeting house. 	<ul style="list-style-type: none"> • Booking system info • Information to Friends document 	Reopening Working Group	September 2020	September 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
	symptomatic person on site.	have COVID-19 and transmit the virus.		<ul style="list-style-type: none"> • Entrance statement on sign. • COVID info on social media and website • Signage plan • Staff temperature checks 		October 2020	tbc
			<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Test and trace procedure • Hirer expectations • Check government guidance • GDPR lead to be consulted/involved 	Reopening Working Group	September 2020	Ongoing
			<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 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 	<ul style="list-style-type: none"> • Face masks and all PPE equipment needs marking for each safety deputy • Training on usage required • Volunteer Safety Deputy role • Those in contact advised to remove clothes when they return home, and wash them immediately at 60 degrees. 	Reopening Working Group	September 2020	Ongoing Sheffield 1 st September 2020. Balby tbc September 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
			be encouraged to go home and shower/change clothes.	<ul style="list-style-type: none"> • Procedure to developed with steps detailed in left hand column. • FURTHER WORK TO BE UNDERTAKEN FOR LETTINGS 			
14.	Falls in outdoor worship	Worshippers may trip or fall on uneven ground.	<ul style="list-style-type: none"> • The ground for outdoor worship has been assessed as safe for walking by people with a range of abilities. 	<ul style="list-style-type: none"> • N/A 			
15.	Contamination of building users if required to evacuate the building for a fire alarm	Insufficient social distancing space is allocated for exiting building and at evacuation site	<ul style="list-style-type: none"> • Need to revisit the fire drill/procedure document in order to redefine these points. 	<ul style="list-style-type: none"> • Possible need for floor markings at cluster sites? • Consider exit routes with social distancing in place • Designated Fire Marshall/ holder of attendance list? • Revisit procedures. 	Fire procedures to be checked and amended by Liz Hannah and Jill Cooper.	October 2020	tbc
16.	Mental health issues and wellbeing affected by isolation or anxiety	Paid staff	<ul style="list-style-type: none"> • Keeping workers updated on what is happening so they feel involved and reassured. Sharing relevant minutes from Trustee meetings • Holding zoom staff meetings • Identifying staff training 	<ul style="list-style-type: none"> • Involving staff in completing risk assessments so they can help identify potential problems and identify solutions 	Reopening Working Group	Ongoing	Ongoing