

## **Meeting House COVID-19 Risk Assessment**

**Risk assessment for 7 and 9 WHITEHALL CRESCENT, DUNDEE LOCAL MEETING, EAST SCOTLAND AREA MEETING**

**Completed/reviewed by Bill Edgar (Clerk Dundee LM), Marion Sharkey (Administrator), Martin Pippard (DFPT Trustee)**

**Date: May 2021**

**Next review due: July 2021**

### **SOURCES USED IN COMPILING THIS ASSESSMENT:**

**SCOTTISH GOVERNMENT: Coronavirus (COVID-19) guidance**

**BYM 9 Steps to Re-opening Quaker Meeting Houses and worship spaces safely**

**BYM Meeting House Handbook Template Covid-19 Risk Assessment**

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
Levels of accountability and responsibility are not clear in LM/DFPT	Role-holders make decisions about holding activities in the Meeting House without careful enough consideration of the risk and responsibility	<ul style="list-style-type: none"> <li>DFPT trustees are keeping up-to-date with Government advice and legislation as it changes.</li> </ul>	DFPT trustees are responsible for regular review of the content of this risk assessment and for updating it when Government guidance changes	Clerk of DFPT	Ongoing	
		<ul style="list-style-type: none"> <li>DFPT trustees are working with Dundee LM to decide when it is reasonable to restart activities in the Meeting House.</li> </ul>	Agreement of overall decisions on reopening by Dundee LM for Worship for Business and DFPT	Clerks of LM and DFPT	Sept	Sept
		<ul style="list-style-type: none"> <li>DFPT trustees are working with LM and the joint Lettings Group to put in place measures that enable safe resumption of Meeting for Worship and letting of rooms, while continuing to let the two upper floor residential flats.</li> </ul>	<ul style="list-style-type: none"> <li>Consult LM</li> <li>Consult Users and inform Tenants</li> <li>Risk Assessment of common areas of the building</li> </ul>	Clerk DFPT Lettings Group DFPT trustees	Sept Sept Sept	Sept Oct Sept
		<ul style="list-style-type: none"> <li>Insurers of buildings have been consulted by DFPT trustees to ensure that the building is covered.</li> </ul>		DFPT	Sept	Sept
People wishing to attend Meeting for Worship /Building users do not	Members and Attenders, and other building users do not follow the new ways of working and risk	<ul style="list-style-type: none"> <li>New practices are communicated clearly and succinctly to all users of the building.</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum of understanding for users of the rooms</li> <li>Summary Note "Coming to Meeting" circulated to Members and Attenders</li> </ul>	Lettings Group	Sept	Oct
				LM Clerk	Sept	Oct

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
understand the need for the meeting house operating in a new way.	transmitting the virus.	<ul style="list-style-type: none"> <li>• New Procedures for Doorkeeper /Welcomers</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare guidance for doorkeepers</li> <li>• Laminated note for display</li> </ul>	LM Clerk Administrator	Sept	Oct
		<ul style="list-style-type: none"> <li>• Notice Board at entrance no. 9</li> <li>• Laminated Notice on Door at no.7</li> </ul>	<ul style="list-style-type: none"> <li>• Display Covid-19 safety guidelines and keep notices up-dated</li> </ul>	Administrator Clerk DFPT	Sept / Oct	Oct
		<ul style="list-style-type: none"> <li>• Table at entrance to MH (no9)</li> <li>• Book for attendees' contact details and date of attendance</li> <li>• Room hirers responsible for managing contact details of their clients / groups</li> </ul>	<ul style="list-style-type: none"> <li>• Place table</li> <li>• Keep addresses 21 days, then destroy (for Test and Protect)</li> <li>• Include in MoU</li> </ul>	Administrator  Doorkeeper / Administrator  Lettings Group	Ongoing  Ongoing	Oct  Oct
		<ul style="list-style-type: none"> <li>• The risk assessment is published /distributed</li> </ul>	<ul style="list-style-type: none"> <li>• Update website</li> <li>• Email RA to Members / Attenders and Users</li> </ul>	Administrator LM Clerk	Oct Sept	Oct
Social distancing not happening	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"> <li>• Chairs are set out in Meeting Room at correct distance</li> <li>• Laminated safety notice placed at reception table and on central table</li> </ul>	<ul style="list-style-type: none"> <li>• Remind people not to move chairs</li> </ul>	Doorkeeper  Administrator Doorkeeper	Ongoing  Ongoing	
		<ul style="list-style-type: none"> <li>• People reminded about when not to come to meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Include in Summary note "Coming to Meeting" sent</li> </ul>	LM Clerk	Sept	Oct

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
			to all Members and Attenders			
		<ul style="list-style-type: none"> <li>• Notice Board to remind people about social distancing and the Government guidelines for Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• Keep up-dated</li> </ul>	Administrator	Ongoing	
		<ul style="list-style-type: none"> <li>• Place Signs for areas out of bounds to visitors (e.g. kitchens, basement and lift)</li> </ul>	<ul style="list-style-type: none"> <li>• Review regularly</li> <li>• Include in Summary note and MoU with users</li> </ul>	Administrator LM Clerk Lettings Group	Sept	Oct Oct
Use of equipment in both no 7 and no 9	Transmission of the virus from sharing equipment.	<ul style="list-style-type: none"> <li>• Books / pamphlets stored in locked cupboards or away from public spaces of the building.</li> </ul>	<ul style="list-style-type: none"> <li>• These are kept on 1st floor and 2nd floor</li> </ul>	None needed		
		<ul style="list-style-type: none"> <li>• There is a cleaning routine and materials in place to ensure chairs and common surfaces are cleaned with alcohol wipes after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove items difficult to clean from public spaces</li> <li>• Include in MoU for room users</li> <li>• Wipes are available in MH</li> </ul>	Lettings Group Lettings Group Administrator	Sept Sept Ongoing	Sept Oct Oct
		<ul style="list-style-type: none"> <li>• Kitchens in basement, 1st and 2nd floors are kept off-limits to users.</li> </ul>	<ul style="list-style-type: none"> <li>• Put up signs</li> </ul>	Administrator	Sept	Oct
		<ul style="list-style-type: none"> <li>• Where possible use of rooms by more than one counsellor will be minimised.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare schedule of use</li> </ul>	Lettings Group	Ongoing	

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"> <li>Eating and drinking on the premises is restricted</li> </ul>	<ul style="list-style-type: none"> <li>Include in Summary note to Members and Attenders and in MoU for room hirers</li> </ul>	LM Clerk Lettings Group	Sept / Ongoing	Oct
		<ul style="list-style-type: none"> <li>Collections are online by preference or in envelope provided</li> </ul>	<ul style="list-style-type: none"> <li>Reminder in Summary note</li> </ul>	LM Clerk	Sept	Oct
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"> <li>Hand sanitisers are available to those entering and exiting the building where handwashing is not possible.</li> </ul>	<ul style="list-style-type: none"> <li>Buy and install at both entrances, rear hall of No 9 , entrance halls of floors 1 and 2</li> <li>Ensure regularly checked and refilled</li> </ul>	Administrator to arrange  Cleaning Rota	Sept  Ongoing	Oct
		<ul style="list-style-type: none"> <li>There is plenty of soap, disposable hand wipes and toilet paper.</li> </ul>	<ul style="list-style-type: none"> <li>In all accessible toilets</li> </ul>	Cleaning Rota	Ongoing	
		<ul style="list-style-type: none"> <li>Decide how cleaning will be done before, during and after use.</li> </ul>	<ul style="list-style-type: none"> <li>Wiping procedure after MfW for common surfaces</li> <li>Cleaning rota</li> <li>Deep clean contract</li> </ul>	All  LM DFPT	Ongoing  Ongoing	
		<ul style="list-style-type: none"> <li>Room hirers to agree to their responsibilities for Covid-19 safety</li> </ul>	<ul style="list-style-type: none"> <li>Include in Memorandum of understanding for room hirers</li> </ul>	Lettings Group	Sept	Oct
		<ul style="list-style-type: none"> <li>Plan and manage people entering and leaving the building (Door keeper) and provide clear signage.</li> </ul>	<ul style="list-style-type: none"> <li>Include in guidance for doorkeeper</li> <li>Include in MoU for hirers</li> </ul>	LM Clerk Doorkeeper Lettings Group	Sept	Oct

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"> <li>Plan and manage the movement of people throughout the meeting house.</li> </ul>	<ul style="list-style-type: none"> <li>Schedule times that rooms are in use</li> <li>Off limit signs</li> <li>Contact tenants</li> </ul>	<p>Lettings Group Administrator</p>	Ongoing	
		<ul style="list-style-type: none"> <li>Schedule of spaces in 7 and 9 is used to assess risks and plan safe use</li> </ul>	<ul style="list-style-type: none"> <li>Decide on safe capacity of all spaces by different users</li> </ul>	<p>DFPT LM Lettings Group</p>	Oct / Review date	Oct
Meeting house attendee develops covid-19 symptoms or tests positive during the next 48 hours, or becomes acutely unwell.	Possible transmission of the virus to building users or employees/volunteers.	<ul style="list-style-type: none"> <li>Close the meeting house for 72 hours with no access permitted.</li> <li>If symptoms develop while in the meeting house end the meeting and clear the room.</li> </ul>	<ul style="list-style-type: none"> <li>Arrange for deep clean of affected areas of building</li> <li>Call emergency services if attendee severely unwell.</li> </ul>	<p>DFPT  LM Clerk / Elder</p>	<p>Ongoing  Ongoing</p>	
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"> <li>Instruct employee and worshippers not to attend meeting/work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.</li> <li>Everyone is expected to follow government guidance on face coverings</li> </ul>	<ul style="list-style-type: none"> <li>Summary note to Members and Attenders</li> <li>Memorandum of Understanding with users</li> <li>Supply of face masks available for anyone who forgets to bring face covering</li> </ul>	<p>DFPT Clerk LM Clerk  Lettings Group  Administrator / LM Clerk</p>	<p>Sept   Ongoing</p>	<p>Sept Oct Oct</p>

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"> <li>• Continue using online worship and blend online and in-person worship to enable all Friends to access meeting for worship.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning by Elders and Overseers</li> <li>• Purchase of additional equipment required</li> </ul>	Es and Os LMf B	Oct Oct	Oct Nov
		<ul style="list-style-type: none"> <li>• Consider planning/booking who will attend in person.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss at LMfB if required</li> </ul>	LM Clerk	To be decided	
		<ul style="list-style-type: none"> <li>• 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 at MfW</li> </ul>	<ul style="list-style-type: none"> <li>• Laminated note on table</li> <li>• Doorkeeper to advise</li> </ul>	LM Clerk Doorkeeper	Oct Ongoing	Oct
		<ul style="list-style-type: none"> <li>• Ensure arrangements are in place for monitoring compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Review seating, circulation</li> </ul>	Elders, Overseers and Clerks	Ongoing	
Surface transmission of the virus.	Transmission of virus between people without physical contact	<ul style="list-style-type: none"> <li>• Reiterate the guidance on the appropriate cleaning and hand washing hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Include in Summary Note to Members / Attenders and MoU with room hirers</li> </ul>	LM Clerk Lettings Group		Oct Oct
		<ul style="list-style-type: none"> <li>• Provide facilities to allow everyone to sanitise their hands when entering and leaving meeting house.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of alcohol-gel dispensers</li> </ul>	Administrator	Oct	Oct

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
Provision for Tenants	Risk of transmission to one of tenants	<ul style="list-style-type: none"> <li>Cleaning procedures will be in place across no 7 and no9, particularly in communal areas and at touch points, including procedures for cleaning at the end of each event or activity.</li> </ul>	<ul style="list-style-type: none"> <li>Each used space area to have cleaning procedure</li> <li>All room hirers to be informed of their responsibilities in MoU</li> <li>Tenants to be informed regarding users in communal areas</li> </ul>	DFPT / LM  Lettings Group  Administrator	Oct  Oct	Oct  Oct
		<ul style="list-style-type: none"> <li>Kitchen Areas not to be available; Basement to be out of bounds - all spaces. Lift to be unavailable - until further notice</li> </ul>		DFPT LMfB	Ongoing	
		Reduce contact with users of the building in common areas by having a schedule of use	<ul style="list-style-type: none"> <li>Inform tenants of plans and ask whether they would like a schedule of room use</li> </ul>	Lettings Group Administrator Factor	Ongoing	