

COVID19: Phased Re-opening Risk Assessment and Action Plan
CANTERBUY MUSLIM CULTURAL COMMUNITY & CANERBURY MOSQUE (CMCC)

ASSESSMENT DATE: 20 May 2020: REVIEW DATE: 03 JULY 2020

WORKING PARTY:

Co-ordinator: Dr Naz Bashir (Trustee of CMCC)

Health & Medical input: Dr Mohamed Ali (Chairman of CMCC)
Dr Nihad Tamimi (Trustee)

Imam & theological input: Raffaele Abdul Haqq (Imam of CMCC)
Dr Sinan Rawi (Trustee/deputy Imam)
Dr Amjad Altadmri (Imam in residence)

External Relationship: Ramzan Altun (Trustee)
Masood Sabour (Deputy Chairman of CMCC)

Health & Safety Officer/ Salah Eddine Belhenniche

Volunteers: Dr Ayesha Masood
Dr Rana El Azab

What is COVID19:

COVID19 is caused by coronavirus. Coronavirus are a large family of viruses and it is a highly contagious disease that can have severe effects on people, especially those who are vulnerable and having underlying health issues. Scientific evidence shows the virus is able to pass from person to person through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Because it's a new illness, some people may not show immediate symptoms but could be very contagious and spread the infection in communal places and gatherings. In addition, scientific evidence also shows the virus may persist on surfaces for a few hours or up to several days.

Treatment for COVID19: THERE IS NO SPECIFIC CURE FOR COVID19. Antibiotic do not work. IT IS A VIRUS. Current methods only relieve the symptoms.

COVID19 effects EVERYONE. In recent months evidence is emerging the disease is having a devastating impact on the Black, Asian and Minority Ethnic (BAME) groups.

According to UK government statistics on average 3 in 10 deaths are from BAME groups. To date 12,664 deaths are from the BAME group.

The BAME groups form a large part of the CMCC membership, congregation and for Saturday/Sunday Arabic school. The stark reality is that in a congregation of 200 there is a probability that on average 60 people may die.

This document is designed to take into consideration the assessment and the plans appropriate for CMCC.

Purpose of this document:

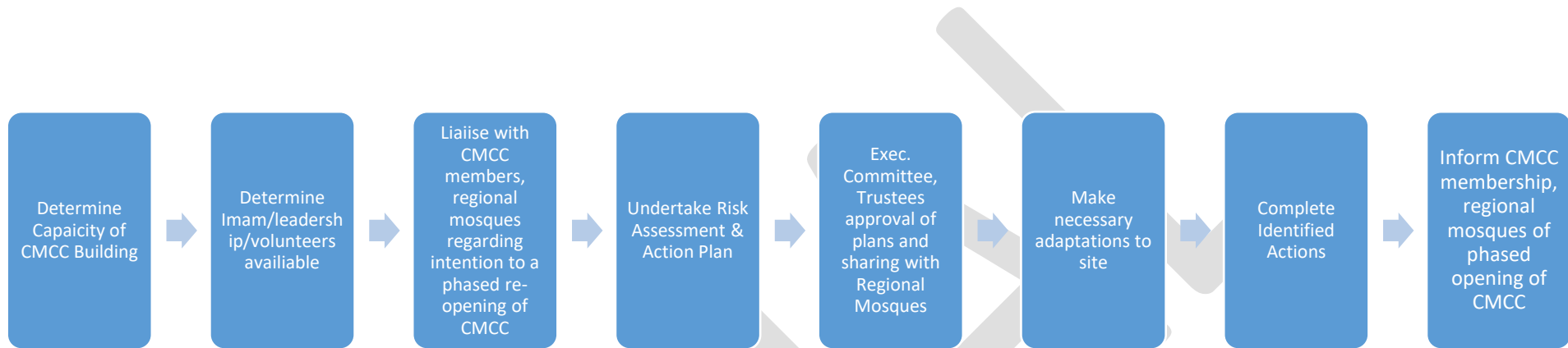
This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the CMCC and ensure the mosque continues to operate in a safe and effective way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Charity Commission COVID 19 Guidance for Charities 2020
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- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (Coronavirus Restrictions) 2020
- Public Health England (PHE) (2020) 'Guidance for the safe use of places of worship from 4 July 2020'
- Muslim Council of Britain (2020) 'Guidance on safe opening of Mosques'

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Steps of Phased re-opening Preparation:



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COVID19: Re-opening Risk Assessment and Action Plan

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions taken / to be taken	Risk Level pre action	Step 4 Is anything further needed?	Step 5 Action & review
<p>Spot hazards by:</p> <ul style="list-style-type: none"> walking around CMCC (external & internal) asking those doing the task what they think (lone worship, group worship, lone or group Arabic school) checking manufacturers' instructions (audio, security etc) considering health hazards <p>Identify a 'theme' on which to focus</p>	<p>Identify groups of people, consider:</p> <ul style="list-style-type: none"> employees contractors (janitors, handyman etc) volunteers members of CMCC children- Arabic classes lone working (eg. with children Arabic classes) lone/group worships service users Leadership teams 	<p>List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:</p> <ul style="list-style-type: none"> guarding training procedures, safe systems for lone/group worship daily prayers and/or for Jummah personal protective equipment (PPE) 	<p>Trivial, low, medium, high or stop (please see matrix below)</p>	<p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'.</p> <p>An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.</p>	<p>Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first.</p> <p>List:</p> <ul style="list-style-type: none"> actions required who needs to do them by when check actions completed

Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts must be made to reduce the risk and the reduction measures should be implemented before CMCC opens. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	CMCC will not open until the risk is reduced to an acceptable level. Considerable resources can be allocated to reduce the risk. Where the risk involves work in progress, urgent action must be taken.		
Stop	CMCC will not open until the risk has been removed or reduced to an acceptable level. If it is not possible to reduce risk even with unlimited resources, CMCC has to remain closed.		

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COVID19: Re-opening Risk Assessment and Action Plan

CMCC

Assessment date: 20 MAY 2020

Review date: 03 JULY 2020

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions	Risk Level Pre Action trivial/low/medium/high/stop	Step 4 Is anything further needed?	Completed /agreed	Step 5 Action & Review		
						Action required	Person responsible	Date completed
Buildings and facilities - Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Car parking area • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	Potential hazards to all CMCC users if servicing/checks are inadequate and the building is not compliant	Essential service contracts and relevant works will be checked and certificates updated as required. Committee team to carry out regular checks on all areas and ensure all safety measures have been implemented before the phased re-opening date of 04 July 2020	Low	Report required confirming all checks have been completed and the building and all services are compliant. Ramzan Atun to check insurance cover. Public liability to be increased to £10M	Completed	Document inspection pack required to be filed and location identified.	Chairman of Exec. Comm and Trustee	20 June 2020

<ul style="list-style-type: none">• Insurance covers reopening arrangements								
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<u>Step 1</u> Theme	<u>Step 2</u> Who might this effect?	<u>Step 3</u> Actions	Risk Level Pre Action	<u>Step 4</u> Is anything further needed?	Completed /agreed	<u>Step 5</u> Action & Review		
Social distancing in prayer hall(s)/office spaces	Worshippers, Imam(s) and any person entering the building/prayer hall(s)	Prayer hall(s) re-designed to allow safe worship. Appropriate H&S signs in place, 2m ground markings put in place	Low	Social distancing signs and hand sanitisation signs place in appropriate places/locations.	Exec Chair & Trustees			26 June 2020
Entry and exit routes to the CMCC	All- worshipper(s), leadership teams, volunteers	Minimising entry and exit points for CMCC members/worshipper(s). Accessible only during allocated prayer times. Leadership teams managing entry and exit of buildings ensuring social distancing maintained. Signs erected around the building indicating a one-way system to control movement and minimise contact in any unstructured time.	Low	Signs in place and one way traffic system in place. Entrance through main side entrance and exit though the conservatory door into the CMCC car park	Exec Chair & Trustees			2 July 2020
Consideration given to premises lettings	All CMCC users	All non-core activity lettings/use cancelled for the foreseeable future	Trivial		Exec Chair & Trustees			30 June 2020
Consideration given to the arrangements for any parking in front of building	All user	Parking area in front of the building will be sealed to maintain social distancing and safe exit/entry into the building	Low	Signs to be erected	Exec Chair & Trustees			3 July 2020

Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions	Risk Level Pre Action	Step 4 Is anything further needed?	Completed /agreed	Step 5 Action & Review		
Emergency Evacuations	All those on site	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Low	Fire drill to be scheduled under the new site layout	Exec chair & Trustees			3 July 2020
		Assembly point /areas are confirmed and accurately reflects this	Low	Advisory notice to all worshippers with reduced mobility to refrain from visiting the CMCC until ease of restrictions are in place				
		Arrangements in place to support individuals with reduced mobility.	Medium					
Cleaning and waste disposal	All those on site	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Low	Adequate cleaning supplies and facilities around the CMCC are in place. New cleaning rota in action.	Exec chair & Trustees			3 July 2020
		Capacity of cleaning volunteers is adequate to enable enhanced cleaning regime. H&S Officer to maintain cleaning rota	Low	Lidded bins to be placed in strategic areas				
		Hand sanitiser available at the CMCC entrance, in each prayer hall and at strategic points around the building. Disposable tissues in each classroom	Low	All sanitizers to be checked daily by H&S Officer				

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		to implement the 'catch it, bin it, kill it' approach						
Sufficient time is available for the enhanced cleaning regime to take place between prayer times	All those on site	New cleaning rota in place every prayer and end of day cleaning plan. H&S officer or maintain	Low		Exec Chair			3 July 2020
Waste disposal process in place	All those on site	Bins with lids emptied daily by H&S officer and other volunteers	Low	Consider waste disposal process for potentially contaminated waste. Waste bags and containers - kept closed and stored separately from communal waste and double bagged	Exec Chair			3 July 2020
Arabic teaching and teaching space	Staff and students Cleaners	Student numbers dictated by social distancing markers of 2m marked out in the teaching areas	HIGH	CMCC has decided to STOP all teaching on premises until further notice	Exec Chair & Trustees			
		Largest rooms will be used, for ensuring safe numbers are achieved. Net capacity report used to determine when student number known.	High					
		Teaching re-arranged to allow adequate space between individuals. Entry and exit routes determined with appropriate signage	High					

		Students taught in same room for the day and allocated own space. Desks and chairs cleaned, in any transition period, minimum beginning and end of each day	High					
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Temperature/ Hand Washing/ablution /toilet facilities	All those on site	On site entrance clear signage for wash, wear and distance are placed. Hand sanitizer dispensers placed at strategic points around entrance and prayer area.	Low	Signage continually reminding worshipper(s) of the need to follow hand hygiene and PH advice guidelines	Exec Chair			3 July 2020
		All areas in use provided with hand sanitizer dispenser	Low		Exec Chair			3 July 2020
		Toilet areas sealed off and locked	Low		Exec Chair			3 July 2020
		Wuda areas sealed off. Signs on displayed near toilet ablution area not in use.	Low		Exec Chair			3 July 2020
		All instructed to wash hands/use sanitizer on entry and exit of building and every room on each occasion.	Low		Exec Chair			3 July 2020
		Temperature checks on entry to building	Medium		Exec Chair & Trustees	Decided by leadership team temperature measurement not required on	This will be kept up under review	3 July 2020

					site. Messaging and comms to all worshipper(s)) coming to CMCC. If unwell or in doubt don't come to CMCC		
Ventilation		All areas in use well ventilated. Doors wedged open (in the knowledge this may contravene strict fire regulations and insurance) to improve ventilation and minimise the need for contact with handles. Imam/ leadership team open windows at the start of midday prayer and close them at the Isha.	Medium	H&S Officer to ventilate areas 1 hour before and 1 hour after each prayer	Exec chair & trustees		3 July 2020

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Guided Prayers/PA Resources /including Prayer Mats	All those on site	Sharing of equipment or stationery or prayer mats not allowed. Surfaces should be cleaned and disinfected frequently [source: protective measures guidance]	Low	Disposal prayer sheets to be provided	30 June 2020			3 July 2020
		Use of PA system not permitted. Due to droplets of moisture from the user may contaminate the microphone.	Low	PA system removed				
Prayer issues	All those on site	Levels of numbers required for phased re-opening of CMMCC has been determined to be 30. Following are required: Headcount Rota/timetable to ensure H&S and cleaning in place	Low	Number of daily prayers do not reach in normal times reach 30. In the event id does arrangements in place to control such numbers through control measures in place				3 July 2020

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Group Worship Daily prayers only	Imam	Maximum number in worship area is 30. Social distance measures, wash and wear measures in place	Low	Review	Exec chair/trustees			3 July 2020
	Imam/worshippers	Maximum number in worship area is 30. Social distance measures, wash and wear measures in place	Low	Review	Exec chair/trustees			3 July 2020
Friday Prayers	All those on site	Measures cannot be put in place to maintain sufficient controls do to unpredictable numbers	High	NO FRIDAY PRAYERS until further notice	Exec chair/trustees			
Social Distancing	All Imam Volunteers Staff Leadership team CMCC members Students Worshipper(s)	Arrangements for social distancing in place: <ul style="list-style-type: none"> • Arrival at/departure from CMCC supervised • Muster points identified • Movement around CMCC building and immediate vicinity limited • All areas designed to maintain distancing • Prayer timetable appropriate • No food, drinks allowed in the building • No Toilet arrangements. Only hand sanitisation and use of taps for hand wash only. 	Low		Exec chair/trustees			3 July 2020

	All arrivals	Information shared with all and signage regarding all travelling to CMCC encouraging walking, use own transport and avoiding public transport as much as possible.	Medium					
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Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions	Risk Level Pre Action	Step 4 Is anything further needed?	Completed /agreed	Step 5 Action & Review		
Social Distancing	Imam Support staff All Volunteers Worshippers	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Medium	Constant reminders, signage in place. Deliberate transgression will result in removal from site.				
	Imam Leadership Students Cleaners Volunteers Worshippers	Social distancing plans communicated to all including approach to breaches.	Low	Email/social media to communicate actions with all				

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PPE	All those on site	Government guidelines indicate PPE does not need to be worn by teachers or students or imam. Social distancing and appropriate cleaning are the primary defence against the spread of infection. Outside cleaning contractors will have their own safe guidelines	Low	All may wear face mask				
Response to suspected/ confirmed case of COVID19 in CMCC	Imam Support staff Students Cleaners Volunteers Contractors Members of the public CMCC members Worshippers	A person on CMCC site with either suspected or confirmed infection will be sent away. If a case is identified the person will immediately self isolate and inform CMCC providing details who he/she may have been contact with. Government guidelines concerning isolation and testing will be followed from that moment for all that may have come in presence with the contaminated source.	High	Site may be closed				
	Imam Support staff Students Cleaners Volunteers Contractors Members of the public CMCC members Worshippers	All areas person suspected or confirmed of having Covid19 cleaned and sealed and will result in complete shutdown of CMCC	High	Site may be closed				
	Imam Support staff Students	All members of CMCC and all agencies that are required by law will be informed of any suspected or	High					

Cleaners Volunteers Contractors Members of the public CMCC members Worshippers	confirmed cases of Covid19. Arrangements for informing the wider community in place via social media and web site						
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Step 1 Theme	Step 2 Who might this effect?	Step 3 Actions	Risk Level Pre Action	Step 4 Is anything further needed?	Completed /agreed	Step 5 Action & Review		
Finance	Imam Teaching staff Support staff Students Volunteers CMCC members Leadership team	Additional costs incurred due to COVID19 understood and documented	Medium	Review in place				
		Claims submitted for reimbursement for example, increased premises related costs; additional cleaning	Low	review				
		Loss of income/donations/activities understood, including impact of lettings and financial implications of possibly not restarting.	Medium	Review as restrictions ease – contact being maintained				
		Insurance claims?	Low	Review				
		Reintroduce services, such as: • Cleaning	Medium					
		Consideration given to any support that may be brokered through working together, for example, partnerships	Medium	Trustees in contact with other mosques exploring possibilities??				

Step 1 Theme	Step 2 Who might this effect?	Step 3 What are you already doing?	Risk Level Pre Action	Step 4 Is anything further needed?	Completed /agreed	Step 5 Action & Review		
Trustees/ Executive Committee (Leadership Team)/ Governance	Imam Teaching staff Support staff Students Volunteers CMCC members Leadership team Member of the public	Approach to communication between Leadership team is clear and understood.	Low	Regular meetings between leadership teams	Exec chair/trustees			
		Leadership team is clear on their role in the planning and phased re-opening of the CMCC, including supporting staff, volunteers and CMCC members	Low	Regular meetings between leadership teams	Exec chair/trustees			
		Certain aspects of governance are on-hold in order to deal with the immediate situation, agreed and cleared with all Leadership team, and there is a plan for when to review and potentially reinstate.	Low	Regular meetings between leadership teams	Exec chair/trustees			
		Meetings and decisions that need to be taken prioritised.	Low	Regular meetings between leadership teams	Exec chair/trustees			
Assessor name(s): Dr Naz Bashir Dr Mohamed Ali Dr Nihad Tamimi Dr Sinan Rawi Dr Amjad Altadmri Mr Raman Altun	Trustee Exec Chair of CMCC Trustee Trustee (Imam in residence) Imam in residence Trustee	Review date: 3 July 2020						
Signature (s):								

These pages are left blank for comments/suggestion from the H&S officer and the Leadership team where the measures may require further review.

Theme for Review	Suggested Improvement	Suggested by:

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