

## Leicester CV19 LIVE Masjid Risk Assessment

Institution/ Masjid Name	Covid Safety Officer(s)	Assessment carried out on:	Review Date 1	RAG Key	
Usmani Mosque	Safety Officer: Taahir Ahmed Patel  Deputy COVID Safety Officer (DCSO): Anas Ibrahim Ismail	24/06/2020	10/07/2020	<b>RED</b>	High Risk - not resolved
Institution/ Masjid Address		Assessment carried out by:	Review Date 2	<b>AMBER</b>	Moderate Risk - with plan to minimise risk
308 St. Saviours Road, Leicester, LE5 4HJ		Safety Officer & Deputy	16/08/2020	<b>GREEN</b>	Mitigated Risk - Complete/ Ongoing

### Pre-opening/ Planning

Category	Hazards	WHAT - Current actions	Further actions	WHO	WHEN	RAG	Signature
	<i>What are the hazards/ considerations?</i>	<i>What are you currently doing to control the risks?</i>	<i>What further action do you need to take to control the risk?</i>	<i>Who needs to carry out the actions?</i>	<i>When does it need to be completed by?</i>	<i>What is the completion/ RAG status?</i>	<i>Has this been checked &amp; signed off/ Initialled?</i>
<b>Accountability</b>	Lack of clear responsibility and leadership structure for emerging situation (Do you have a Safety Officer/ Team in place?)	Management committee appointed a designated responsible CV19 Safety Officer (and Deputy for contingency) and Team with clear responsibility to the board	Develop team and provide capacity and resources ensuring balance of challenge and support.	Management Committee	26-Jun	<b>GREEN</b>	<b>YES</b>
<b>Expertise - Legal</b>	Lack of specialist legal expertise (Do you have a any legal expertise to draw on?)	Appoint paid Legal professional OR co-opt from congregation to support the board	Continued specialist guidance and support	Management Committee	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Expertise - Medical</b>	Lack of specialist medical expertise	Co-opt from medical/ healthcare professional from congregation to support the board	Continued specialist guidance and support	Management Committee	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Liability</b>	Lack of liability or coverage	Sourced insurance documents, policy number and contacted insurance company to update and confirm liability coverage	Maintain contact as appropriate	Management Committee	10-Jul	<b>GREEN</b>	<b>YES</b>
<b>Planning</b>	Lack of planning (Has the board communicated to plan next steps? Do you have a detailed plan in place?)	Convene emergency CV19 response meeting to discuss how to open, when to open, what to open and all associated aspects or services. Appoint leads and initiate plan.	Continue to meet and review progress and updates from the team. Finalise and complete ratification of plan and Risk Assessment.	Management Committee	29-Jun	<b>GREEN</b>	<b>YES</b>
<b>Risk Management</b>	Updated, live risk assessment to reflect and incorporate new and emergings hazards to users. Do you have a detailed risk assessment in place?)	Undertaken risk assessment - conducted series of walked through inspections of site to work out all possible risks at different thresholds, what could possibly go wrong and how these will be mitigated to minimise risk	Set regular meetings to review and reassess particularly in light of new emerging trends, a second wave and the latest guidance. Final decision and ratification to open at each phase.	Management Committee/ CV19 Officer, Safety Team and Volunteers	LIVE/ ONGOING	<b>GREEN</b>	<b>YES</b>

<b>Risk Management</b>	Failure to follow National Government Guidelines. Do you keep abreast of the latest Government guidelines and amend planning accordingly?	Daily checks are made with the Government online guidance.  Government guidance may be issued overnight, so regular checks will be made prior to opening each day.	Ongoing: Up to date guidance is distributed and communicated to Management, Staff, Volunteers.  Ongoing: Changes to arrangements will be communicated to Management, Staff, Volunteers and all site users.	Management Committee/ CV19 Officer,	Ongoing	<b>GREEN</b>	<b>YES</b>
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### Environment/ Premises & Logistics

Category	Hazards	WHAT - Current actions	Further actions	WHO	WHEN	RAG	Signature
	<i>What are the hazards/ considerations?</i>	<i>What are you currently doing to control the risks?</i>	<i>What further action do you need to take to control the risk?</i>	<i>Who needs to carry out the actions?</i>	<i>When does it need to be completed by?</i>	<i>What is the completion/ RAG status?</i>	<i>Has this been checked &amp; signed off?</i>
<b>Current status</b>	Current risks since and preceding closure What is the current status of your building, site and any existing risks?	The building currently complies with all H&S expectations and building requirements. The building has remained closed to the public or regular staff throughout. This excludes key workers and management who have had access to limited areas of the building in order to risk assess and prepare the site.	A deep clean with particular attention to carpets and touch points will be undertaken 24 hrs before opening.	Management/ CV19 Officer, Safety Team and Volunteers	In advance of opening and at regular intervals in accordance to the cleaning rota	<b>GREEN</b>	<b>YES</b>
<b>Modifications</b>	Will the building need any extra work to make it usable in the current circumstances or is the building fit for purpose?	No significant modifications required. However, the decision has been made to close all non essential areas of the site (and activities).  Consideration has been taken throughout to ensure that any modifications or processes do not create any additional hazards:  1) Fire risk 2) Impede emergency exit routes 3) Trip hazards	Future considerations of contactless sensor taps in hygiene/ ablution areas, automatic entrance/ exit doors automatic fire door closers, contactless payment card machines for charitable donations and other such endeavours.  Avoid and discourage any visitors or contractor works unless emergency or essential.	Management	Complete/ Ongoing	<b>GREEN</b>	<b>YES</b>
<b>High risk areas</b>	(What are the) Areas of high risk or vulnerabilities due to spread of infection such as bottle-necks, entrances to prayer halls, corridors and hygiene areas	Hygiene/ ablution areas, shoe racks and corridors of the site have been cordoned off and therefore are not accessible. A solitary toilet/ WC has been designated strictly for emergency purposes only.	Ongoing monitoring and review of people flow and spatial ergonomics.	Management Committee/ CV19 Officer, Safety Team and Volunteers	Complete/ Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Designated areas</b>	What are the Non essential access areas of the Masjid	The main prayer hall will only be accessible from the community hall entrance <b>will pass through the community hall to gain entry to the prayer hall</b> . All other non essential areas including toilet/ hygiene areas will remain closed to the general public.	Ongoing staff/ volunteer monitoring of restricted areas of the site particularly ablution areas	Deployed Safety team staff/ volunteer	Complete/ Ongoing	<b>GREEN</b>	<b>YES</b>

<p><b>Capacity</b></p>	<p>What is new safe capacity of the premises taking into consideration the latest guidance and social distancing rules?</p>	<p>Calculated the maximum safe capacity for the Masjid and marked out prayer spaces clearly to make social distancing easy to follow. The previous capacity of the Masjid was approx. 550; the new maximum capacity based on the <a href="#">according to 1M distancing it would equate to 290. This is based on a 10% calculation having planned and marked the prayer spaces. Prayers excluding Friday Jumuah is prayed at 2M distance.</a></p>	<p>Prayer space markings to be reviewed based on the latest guidance. Capacity to be monitored, administered and decreased/ increased by the CV19 Officer, Safety Team and Volunteers subject to Management approval.</p>	<p>Management</p>	<p>Complete/ Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Ventilation</b></p>	<p>How will you overcome issues with Ventilation and airflow - Is the site well ventilated? Windows?</p>	<p>Windows will remain open to ensure effective and natural ventilation of the site. Staff will ensure that all doors and windows are open prior to each opening and for at least 15 minutes after the congregation has exited to allow circulation of fresh air. Where possible windows will remain open between prayers. Air conditioning systems will only be used for extremely hot days.</p>	<p>Long term site audit/ review on the rate at which the air inside the Masjid is replaced with air from the outside, alternative methods to filter the inside air to remove dangerous particles shifting from re-circulation air-con units. Maintain optimum humidity levels.</p>	<p>Management Committee/ CV19 Officer,</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Entrances/ Exits</b></p>	<p>Overcrowding, irregular flow, lack of social distancing and congregant adherence.</p> <p>Which entrance and exit routes will be opened? One-way system been considered? <a href="#">(Preferable but if not feasible remove)</a></p> <p>How will crowd control be ensured especially at entrances/exits?</p> <p>How will social distancing be achieved at the entrance/exits?</p> <p>Have/ can buffers/ overspill areas be created?</p> <p>Are all fire exits still available/ clear?</p>	<p><a href="#">The site has been prepared for congregants to access the site from the community hall entrance with a one way system implemented. Upon arrival all attendees will be expected to queue maintaining social distancing adhering to the markings provided externally and internally. Attendees will follow the clear signage, instructions, directions/arrows throughout the route. Staff and volunteers have been deployed at all key points to provide and reiterate instructions on the process, avoid congestion and provide additional guidance. Touch points have been minimised to reduce the risk of contamination. This includes keeping all doors internal and external doors open for the duration of the allocated prayer time. Staff/ volunteers will monitor doors for security and fire management purposes.</a></p>	<p>Ongoing monitoring and review of people flow and spatial ergonomics.</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Hand washing/ Sanitisers</b></p>	<p>Will hand wash/ sanitisation facilities be provided? How will this work?</p>	<p>Congregants will be asked to perform their ablution at home immediately before leaving home. <a href="#">A Hand sanitising station (touchless) will be provided on arrival to site and upon exit.</a></p>	<p><a href="#">Refill and maintain stock levels, daily Rota has been created to record checks.</a></p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>

<b>Cleaning</b>	Contamination/ Spread of Covid-19 Coronavirus  What are the new cleaning procedures?  What equipment/PPE is required?  What cleaning solutions will be used?  What is the new cleaning schedule?	A routine cleaning regime has been designed to include an appropriate weekly deep clean and routine cleaning before and after each congregational prayer or activity. This includes frequently cleaning and disinfecting objects and surfaces that are touched regularly such as microphones/ stands and particularly in areas of high use such as door handles and light switches using appropriate cleaning products and methods as per public health guidance.  Cleaning staff will be provided with appropriate equipment to undertake the cleaning of the Masjid and areas outside prayer hall.	Ongoing. Rigorous checks will be carried out by CV10 Officer and management to ensure that the necessary cleaning procedures are being followed.	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Waste</b>	Disposal of potentially sensitive items (How will you safely dispose of waste items such as used PPE)	Waste (i.e. used tissues, disposable cloths, disposable gloves, disposable plastic prayer mats) used MUST be managed by: 1) Placing in a plastic rubbish bag – tied when full and placed in closed lid pedal or sensor bins 2) Plastic bag placed in a second bin bag and tied. 3) Bins MUST be emptied regularly throughout the day 4) If there are any concerns stored for at least 72 hours before it can be placed in normal waste disposal facilities.	Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Prayer Hall Carpet</b>	How will users be protected when performing their prayers in their allocated prayer area?	Regular cleaning regime to avoid fomite transmission. Marked out prayer spaces clearly to ensure that each user is in adherence to the latest social distance guidance	Prayer space markings to be reviewed based on the latest guidance (See capacity)	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Prayer Mats</b>	Fomite transmission (What are the considerations for the personal prayer mat brought from home to reduce risk?)	All attendees must bring their own prayer mat to the masjid that is washed regularly and preferably folded inwards after each salah. It should be of an adequate material and thickness to prevent any droplets permeating through the material.	Staff/ Volunteers to monitor at entrance to ensure that each attendee has a prayer mat with them. For emergency, the mosque will provide mats/cloths.	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Shared communal items or artefacts</b>	Spread of infection through communal-use items (E.G shared Quran, tasbeeh)	Communal items to support prayer such as Holy Qurans, religious books and other artefacts such as tasbeeh/ counting beads will not be accessible/ locked	Future considerations of endorsed Masjid Quran/ Tasbeeh mobile phone apps.	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>
<b>Staff and Volunteers</b>							
<b>Category</b>	<b>Hazards</b>	<b>WHAT - Current actions</b>	<b>Further actions</b>	<b>WHO</b>	<b>WHEN</b>	<b>RAG</b>	<b>Signature</b>
	What are the hazards/ considerations?	What are you currently doing to control the risks?	What further action do you need to take to control the risk?	Who needs to carry out the actions?	When does it need to be completed by?	What is the completion/ RAG status?	Has this been checked & signed off?

<p><b>Staff and Volunteers</b></p>	<p>Staff vulnerabilities - Have the staff been risk assessed?</p> <p>Are you aware of the latest prescribed Government categories for individuals?</p> <p>Are you aware of any underlying health issues?</p> <p>Have you checked?</p>	<p><b>Clinically extremely vulnerable</b> individuals have been advised not to work outside the home.</p> <p><b>Clinically extremely vulnerable</b> staff have been advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position have been advised not to attend work.</p> <p><b>Clinically vulnerable</b> individuals are advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Identified staff confidentially based on the above prescribed Government categorisation who are clinically extremely vulnerable and clinically vulnerable. Discussed medical needs disclosed by staff and support mechanisms implemented.</p> <p>Arrangements implemented to support any additional needs if they arise will be documented within an individual risk assessment.</p>	<p>Continued communication with staff to review personal circumstances and needs.</p>	<p>Management, Line managers, CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Staff and Volunteers</b></p>	<p>Staff vulnerabilities - Will certain staff need amended roles?</p>	<p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles. Certain staff have been redeployed to support the preparation associated with the opening and closing of the Masjid.</p>	<p>Continued communication with staff to review personal circumstances and needs.</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Staff and Volunteers</b></p>	<p>Staff understanding (Do they understand the key issues and core themes sufficiently to undertake their role?)</p>	<p>Staff are able to recognise key COVID-19 symptoms.</p> <p>Staff instructed that Government stay at home guidance MUST be followed if they develop a:</p> <ol style="list-style-type: none"> <li>1) New continuous cough, or</li> <li>2) High temperature</li> <li>3) Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste</li> </ol>	<p>Should the need arise, individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. Staff are encouraged to book a test directly for themselves or members of their households who are exhibiting symptoms.</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Complete/ Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Training</b></p>	<p>What additional training is required to undertake their duty/ roles/ responsibilities?</p>	<p>All staff and volunteers have been inducted and trained in cleaning &amp; disposal criteria, security/ queue management and crowd control. They have also been trained in maintaining social distancing, hand hygiene and minimising individual risk. They are also up-to-date with the governments criteria on shielding and high-risk individuals and also on who should be self-isolating. We have set up a process for ongoing training for staff depending on areas of concern and on any updated guidance from the relevant</p>	<p>Maintain induction and training records. Organise First Aid training and possibly Fire Safety for the entire team.</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Complete/ Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>

<b>RPE/ PPE</b>	What additional equipment/ PPE for staff is required?	All staff will be provided with the appropriate PPE/ equipment including gloves, aprons and masks to fulfil their duties efficiently and safely. Staff will be trained in the safe putting on, removal of and disposing of items	Constant reminders to staff and volunteers that additional PPE MUST be worn	CV19 Officer, Safety Team and Volunteers	Complete/ Ongoing	<b>GREEN</b>	<b>YES</b>
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### Community/ Congregation

Category	Hazards	WHAT - Current actions	Further actions	WHO	WHEN	RAG	Signature
	<i>What are the hazards/ considerations?</i>	<i>What are you currently doing to control the risks?</i>	<i>What further action do you need to take to control the risk?</i>	<i>Who needs to carry out the actions?</i>	<i>When does it need to be completed by?</i>	<i>What is the completion/ RAG status?</i>	<i>Has this been checked &amp; signed off?</i>
<b>Congregation/ Service Users</b>	Prescribed vulnerable service users - Who will be restricted from attending the Masjid?	<p>Individuals displaying <b>any symptoms</b> of covid-19 (cough, fever, loss or change to sense of smell or taste) must not attend, even if they have tested negative for covid;</p> <p>Those with <b>any similar symptoms</b> must not attend even if it has been confirmed to be of a non-covid cause (eg Hayfever);</p> <p><b>People at high risk</b> (clinically extremely vulnerable) will be asked not to attend. Those <b>living within the same household</b> will also be asked not to attend.</p> <p><b>People at moderate risk</b> (clinically vulnerable) will be asked not to attend. Those living with them will be reminded of the risks of them attending; those isolating for any reason will also be reminded not to attend.</p> <p>We will advise our congregants that any visit to the Masjid should be an exclusive trip, before leaving and not following any trip to other public or private places and they should perform ablution/ wash hands as prescribed</p>	Continue to educate and communicate congregants via signage, electronic and online platforms	CV19 Officer, Safety Team and Volunteers	Ongoing	<b>GREEN</b>	<b>YES</b>

<p><b>Congregation/ Service Users</b></p>	<p>Other vulnerable or restricted service users - Who will be restricted from attending?</p>	<p>Children under the age of 16 are kindly asked not to attend due to associated risk of supervision and likely low adherence to procedures such as maintaining social distancing</p> <p>Individuals from BAME background are reminded of their own individual increased risk from Covid 19</p> <p>Other vulnerable congregants such as those over 70 years, eligible for the flu vaccine, frail or condition set as high risk by NHS (e.g. chronic respiratory, heart, kidney, neurological or liver diseases, diabetes, problem with immune system, immunosuppressant drugs, any cancer or solid organ transplant) should consider their own individual risk.</p>	<p>Healthcare professionals such as Doctors, nurses &amp; staff working in clinical settings should consider their attendance due to increased exposure to patients and the virus</p> <p>If stringent social distancing cannot be adhered or any procedure outlined then such individuals may be requested not to attend to protect all congregants.</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
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**Communication**

Category	Hazards	WHAT - Current actions	Further actions	WHO	WHEN	RAG	Signature
	<i>What are the hazards/ considerations?</i>	<i>What are you currently doing to control the risks?</i>	<i>What further action do you need to take to control the risk?</i>	<i>Who needs to carry out the actions?</i>	<i>When does it need to be completed by?</i>	<i>What is the completion/ RAG status?</i>	<i>Has this been checked &amp; signed off?</i>
<p><b>Communication</b></p>	<p>How will all of your planning, processes and procedures be communicated?</p>	<p>Public health and Masjid announcements will be communicated be via signage posters, online platforms.</p>	<p>Update communications in line with latest guidance and amended timings/ processes. Plan for this new hybrid approach of services: consider using YouTube or other platforms for lectures and events. Future considerations of website development, official Masjid phone app, wifi, quality audio visual equipment and wireless microphones</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>
<p><b>Educate &amp; Inform</b></p>	<p>Congregant sustained vigilance and understanding - (Do they understand the expectations of them sufficiently attend salah?)</p>	<p>In addition to spiritual messages - Educate and remind congregants on the criteria for coming to the Masjid, expectations, restrictions such as accessing communal items or areas, performing ablution at home and other messages.</p>	<p>Continue to educate and communicate congregants via signage, electronic and online platforms. Consider flyers, posters, email or social media Verbal/ Video by your Imam(s) or other mosque representative, explaining the new rules, short reminders of the new rules before/after daily prayer services and via the receiver/ online</p>	<p>CV19 Officer, Safety Team and Volunteers</p>	<p>Ongoing</p>	<p><b>GREEN</b></p>	<p><b>YES</b></p>

## Salah (Individual, Congregation and Jumuah)

Category	Hazards	WHAT - Current actions	Further actions	WHO	WHEN	RAG	Signature
	What are the hazards/ considerations?	What are you currently doing to control the risks?	What further action do you need to take to control the risk?	Who needs to carry out the actions?	When does it need to be completed by?	What is the completion/ RAG status?	Has this been checked & signed off?
Individual	What are the new arrangements? E.G opening times outside of prayer times	The mosque will only be open for congregational prayers, individual prayers will not be permitted until reviewed by safety officer.	Ongoing review	CV19 Officer, Safety Team and Volunteers	In advance of commencement of individual salah	GREEN	YES
Pre-Salah/ Prayer	Risk of transmission - How to pre-empt/ prevent before salah (How will you prepare before salah to minimise risk?)	Attendees reminded to not congregate at entrance gates or doors or enter the site. Socially distanced markings for attendees waiting to enter the masjid. To ensure crowd control on entry and exit, congregants will be asked to queue if any areas have reached their maximum capacity or backlogs develop.	Future considerations of some form of basic screening at entrance for temperature in addition to existing checks for visible symptoms and prayer mats	CV19 Officer, Safety Team and Volunteers	In advance of commencement of congregational salah	GREEN	YES
Congregational Prayer	(How do you plan to minimise the) Risk of transmission during salah	Limited and reduced opening times, restricted sunna/ nafl as advised to pray at home, keeping Khutba short and maintaining Social distancing which MUST and will be maintained from entry to exit ensuring that all site users are spaced out at all times (See prayer spaces).	Ongoing review	CV19 Officer, Safety Team and Volunteers	In advance of commencement of congregational salah	GREEN	YES
Jumuah	(How will you cater for) Excessive demand and numbers - Increased risk of transmission due to increased users in closer proximity.	Enhance queue management and staff/ volunteer numbers to maintain effective crowd control and social distancing.	Future considerations of multiple congregations allowing sufficient time to clean and clear the site. Professional stewards to maintain security may be a future option for larger settings, or those in vulnerable areas to Islamophobia.	CV19 Officer, Safety Team and Volunteers	In advance of commencement of Jumuah salah	AMBER	NO
	(What if you are) Unable to distance indoors	Controlled trial run of only staff and volunteers with an agreement on the maximum numbers relevant at the time with restriction on types and unauthorised attendees for the purpose of review	Future considerations of outdoor locations where appropriate such as car parks, local parks in partnership with the Local Authority	CV19 Officer, Safety Team and Volunteers	In advance of commencement of Jumuah salah	AMBER	NO