



COVID-19 RISK ASSESSMENT FOR NOOR UL ISLAM

Mosque Activities | Prayers | Jummah | Marriage (Nikah) | Staff Office Use

COVID-19 RISK ASSESSMENT

Site Information

Name Of Organisation	Noor Ul Islam	Type	Mosque and Community Centre
Address	717-723 High Road, London E10 5AB	Contact Number	020 8558 0786
Document Date Of Issue	4 th January 2021	Version	1.6

Document Completed

Risk Assessment Completed By	Aslam Hansa	Position	Operations Manger
Signed		Date:	4 th January 2021

Document Approval

Authorized By	Shariff Jenneth-Hussain	Position	Trustee
Signed		Date	

COVID-19 RISK ASSESSMENT

Amendment Log (Update all changes as activity progresses to ensure it is accurate)

Rev	Name	Date	Section	Comments (What Changes)
1.1	Aslam Hansa	1/7/2020	2	No gazebo to be erected. Prayers deemed to be short enough that in most cases, sending the sufferer home immediately is the advisable course of action.
1.1	Aslam Hansa	1/7/2020	12	Registration of worshippers taken to aid Track and Trace.
1.1	Aslam Hansa	1/7/2020	13 & 14	Facemask advised to be worn instead of mandatory. However without a facemask 1m social distancing must be maintained.
1.1	Aslam Hansa	1/7/2020	15	Shopping trolleys must be left outside
1.1	Aslam Hansa	1/7/2020	17	Mobility vehicles must not be used in areas where other worshipper are at.
1.1	Aslam Hansa	1/7/2020	25	The first row behind the imam has been cordoned off to provide greater space when facing the congregation.
1.1	Aslam Hansa	1/7/2020	27	Shoe racks to be taped off
1.1	Aslam Hansa	1/7/2020	28	Imam to make announcements after each prayer
1.1	Aslam Hansa	1/7/2020	84	To open 15 mins before jamaat and to close immediately after.
1.1	Aslam Hansa	1/7/2020	97	Forms to be completed prior to Nikah ceremony
1.2	Aslam Hansa	8/7/20	24	Exit procedures defined
1.2	Aslam Hansa	8/7/20	39	Location of stock added (security hut)
1.3	Aslam Hansa	8/8/2020	13 & 14	Face covering is now mandatory for worshippers.
1.3	Aslam Hansa	8/8/20	74, 86 & 101	Social Distancing is 1m throughout the masjid now as all need to have a face covering.
1.4	Aslam Hansa	24/9/20	96	Weddings now restricted to 15 people (from 30)
1.4	Aslam Hansa	24/9/20	25	Maximum number in the masjid revised to 250

COVID-19 RISK ASSESSMENT

1.4	Aslam Hansa	24/9/20	137	New entry regarding use of kitchen by staff
1.4	Aslam Hansa	24/9/20	12	Additional mention of NHS App QR code for worshippers to use
1.5	Aslam Hansa	12/12/20	7	Mention that Madrassa pupils can attend classes.
1.5	Aslam Hansa	12/12/20	9	Revised figure of worshippers at 250
1.5	Aslam Hansa	12/12/20	10	Benches are now used by madrassa and cleaned regularly
1.5	Aslam Hansa	12/12/20	27, 28, 91	Due to low numbers for most prayers, the Shoe Racks can be used for all prayers except the Jummuah (Friday) prayers.
1.5	Aslam Hansa	12/12/20	41	Parking exemptions no longer offered
1.5	Aslam Hansa	12/12/20	43 & 55	If face to face meetings take place with external bodies, air conditioning unit is switched off
1.5	Aslam Hansa	12/12/20	56	Zafar Syed is Covid Safety Officer
1.5	Aslam Hansa	12/12/20	87 & 89	Friday prayers now taking place
1.5	Aslam Hansa	12/12/20	90	Caretakers to ensure no crossover of worshippers leaving/entering
1.6	Rashid Hurree	4/1/21	74, 86 & 101	Social Distancing is 2m throughout the masjid now as all need to have a face covering.
1.6	Rashid Hurree	4/1/21	25	Maximum number in the masjid revised to 90
1.6	Rashid Hurree	4/1/21	9	Revised figure of worshippers at 90 (depending on social distancing metre rule)

COVID-19 RISK ASSESSMENT

Risk Assessment

Hazard		Coronavirus (COVID-19)		
Who is At Risk & How		Staff & Volunteers (Caretaker, Committee, Imams...), Worshippers, Visitors Through Exposure To Covid-19		
Control Measures				
#	Managing Those Who Become Ill Or Show Covid-19 Related Symptoms	Comments	Action By	Completed?
1	Individual with symptoms will be instructed to either isolate in designated area, or if possible, to go home and follow NHS guidance on isolation. If details available then next of kin/emergency contact will be informed of their illness.	Caretakers on duty will be advised on how to deal with these cases.	Zafar Syed	Yes 1/7/20
2	If somebody on site develops Covid-19 they will be directed by staff to a designated area which is at least 2 metres away from other people, windows will be opened to increase ventilation. If room is not available, we will provide a small gazebo tent. Designated area will be the annex initially.	With prayers taking place over such a short space of time, the advisable action would be to send the individual home immediately, if possible. This also applied to staff.	Zafar Syed	Yes 1/7/20
3	The area of incident will be decontaminated by our designated cleaning team whilst following the government guidance.	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - deep clean If individual was in an area, that area will be deep cleaned	Caretakers	Yes 1/7/20
4	All staff will be trained on identifying Covid-19 symptoms and emergency procedure for a suspected case of Covid-19.	To hold meeting with all staff currently present at Noor Ul Islam	Zafar Syed	Yes 1/7/20
5	Following an incident/exposure, we will follow normal investigation procedures to identify the causes and take corrective actions.	To review with marshalls whether we should have identified this on arrival.	Aslam Hansa	Yes 1/7/20

COVID-19 RISK ASSESSMENT

6	Following an incident/exposure, we will determine individuals who could possibly have been exposed and advise them of possible contact and to follow NHS guidelines on isolation.	The appropriate attendance list will be reviewed and relevant worshippers contacted and told to follow NHS guidance.	Caretakers	
7	<p>Site will be restricted to those who are;</p> <ul style="list-style-type: none"> • Displaying any symptoms of Covid-19 • Over the age of 70+ • Have underlying healthconditions (i.e. lung, kidney, diabetes, chronic kidney disease, heart disease etc) <p>Under the age of 12 (young children may not understand social distancing) should not be permitted to come for prayers although they can attend madrassa classes</p>	https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/	Caretakers to monitor who is arriving.	On going
8	All Staff, Covid Safety Officer, Covid Marshal will be assessed if they would be at risk before being permitted to return/enter site. (I.e. live with vulnerable person, at risk group, showing symptoms etc.)	Done	Head of department	On going
	Access/Egress & Attendance On Site	Comments	Action By	Completed?
9	We will assess how many individuals can be permitted on site at any one time, so as to ensure social distancing and crowd control can be achieved. (depending on social distancing metre rule)	Prayer hall capacity has been ascertained (90).	Caretakers to monitor for prayer times	Yes 1/7/20
10	Where required we may adjust furniture/layout to ensure social distancing can be achieved and assist with the one-way system and flow of people.	Benches are not generally used except by Madrassa. These are sanitised regularly	Caretaker	Yes 1/7/20
11	One-way system to be implemented to reduce bottleneck and ensure enough space to queue for entry/exit and to assist in ensuring social distancing.	With only one point of entry/exit for both the office and prayer hall, entry / exit will take place at separate times unless completely unavoidable	Caretaker	Yes 1/7/20
12	A Marshal will be located at the site entrance to monitor those coming in to perform checks (including temperature checks if someone appears poorly). Registration of worshippers taken to aid Track and Trace if NHS App QR code not used.	hand sanitisation will be available.	Caretaker	On-going
13	Face covering in the mosque for prayers is mandatory. The organisation will provide required PPE to staff.	Masks, face shields and gloves have been purchased.	Caretaker	Yes 8/8/20
14	(Worshippers) Entry will only be permitted if prayer mat is brought and face covering is worn.	Those without face covering will not be allowed in	Caretaker	Yes 8/8/20

COVID-19 RISK ASSESSMENT

15	Worshippers on site should not bring extra shopping items/bags with them, all items to be kept to a minimum.	Shopping trollies.... Must be left outside. Other smaller bags to be kept on person.	Caretaker	On going
16	If a chair is required by a worshiper, they should bring their own portable chairs for use where possible. A limited number of chairs at Noor ul Islam will be available but these will be wiped clean before and after each prayer.	Very few chairs will be available and will be cleaned after each usage	Zafar Syed	On going
17	If walking sticks are required these should be clean although worshippers in these cases may be seen as vulnerable.	Worshippers with walking sticks to be advised not to come to the mosque for prayers for now. Moibility vehicles should not be used in high traffic areas.	Caretaker	On going
18	If umbrellas are required due to wet weather, worshippers should shake all excess water and will be expected to keep this in a bag that will be kept with them whilst on site.	Some bags will be made available to those who need to store umbrellas and shoes. Umbrellas should be left outside	Caretaker	On going
19	All on site will be reminded that if they do not comply with control measures they may not be permitted on site.	Posters to be on display	Abdool Rashid Hurree / Caretaker	On going
20	Covid Marshal managing the door will be trained on detecting covid-19 symptoms and provided a temperature gun. Those suspected of having symptoms may have their temperature taken and if above 37.8 degrees will not be permitted entry.	Temperature gun has been purchased. Zafar to remind marshalls regularly about symptoms.	Caretakers to control.	On going
21	Staff/worshippers will regularly be reminded on controls to ensure compliance.	Posters to be on display and Imams to regularly mention. Trustees to discuss with Imams to ensure they understand the conditions.	Imams/ Zafar, Rashid & Aslam	On going
22	Use of tape/cones outside entrance to illustrate and assist in keeping social distancing (ensure emergency exits are not being blocked).	These will be set up if required.	Caretakers	Yes 1/7/20
23	Use of tapes/cones within building to illustrate the one-way system. Marshals will be located at relevant areas within the building and tape on carpet to highlight where individuals should stand. Additionally, directional signage may be displayed, if required.	In the absence on a one-way system, entry will be permitted at set times and people can only exit at set times.	Caretakers	Yes 1/7/20
24	No congregation of people will be allowed after prayers. Marshals will enforce this at all times. Worshippers will be instructed to leave soon after prayers have been conducted.	Marshalls will ensure worshippers leave row by row. First from Main hall then Imam area and in the last from the Marquee area.	Caretakers	On going
25	We will limit numbers on site to ensure social distancing can be achieved and reduce congestion/bottleneck on site when leaving. Marshals will assist in the flow of people.	Currently, with 2m social distancing enforced where facecovering is compulsory	Caretaker	On going

COVID-19 RISK ASSESSMENT

		maximum of 250 people will be permitted in the mosque. First line to be blocked behind imam.		
26	Stairs should be used in preference to lifts. Individuals waiting to enter/leave should remain 2 metres apart.	This applies to the office	Zafar Syed	On going
27	Once authorised to enter the building, worshippers will be instructed to remove shoes, place them in a carrier bag and told to keep with them whilst in the prayer hall for Friday prayers.	Shoe rack to be blocked off for Friday prayers	Caretakers	Completed 3/7/2020
28	Once prayer has been completed, when leaving the hall, a designated area will be made for shoes to be put back on.	Imam to make announcements for each prayer	Marshalls	On going
	Personal Protective Equipment (PPE)	Comments	Action By	Completed?
29	Adequate supply of PPE will be available on site at all times (i.e. face masks, gloves, overalls & face shield, if regular contact).	Legal duty for organisation to supply employees with PPE where required.	Zafar Syed	On going
30	Masjid will have an approved suppliers list to ensure PPE can be sourced at all times.	Masjidppe.co.uk may be used, together with other suppliers.	Abdool Rashid	On going
31	Staff will have access to spare PPE at all times this will be stored in Security Hut and office.	To maintain stock of these items	Zafar / Rashid	On going
32	Staff who are on site will be provided the required PPE (i.e. masks, gloves, overalls, face shields etc).	To ensure some items are also kept in the office.	Zafar Syed	On going
33	Single use PPE will be disposed of and cannot be reused. Re-usable PPE will be thoroughly cleaned and not shared between workers (i.e. face shields, masks, overalls etc).	Caretaker and Marshalls are aware of this.	Zafar Syed	On going
34	Staff will be briefed on correct procedure for using and cleaning PPE.	Briefing session has taken place with all caretakers and marshalls.	Zafar Syed	Done
35	Worshippers/Visitors will be instructed to bring their own PPE. If their PPE is not suitable, damaged or lost, we may have spare PPE available or will ask them to leave.		Caretaker	On going
36	Worshippers/Visitors will be instructed to bring their own prayer mats. If their prayer mat is not suitable, damaged or lost, we will look to provide disposable prayer mats.	Disposable prayer mats ordered.	Zafar Syed	On oing
37	Staff will be inducted on importance of PPE, hygiene, detecting symptoms and assess if all control measures are understood.	Regular briefing sessions to take place.	Aslam Hansa Zafar Syed	On going
38	Ensure PPE is not being shared between individuals.	Staff aware of not sharing PPE	Zafar / Rashid	Done

COVID-19 RISK ASSESSMENT

39	Covid Marshall / caretakers will ensure PPE is readily stocked and available at all times in the security shed.		Abdool Rashid	On going
	Staff Activities, Travel & Use Of Offices	Comments	Action By	Completed?
40	Encourage staff to avoid public transport (i.e. use cycling, own vehicles, walking)		Aslam Hansa	On going
41	Will try get additional parking permits and arrangements with council to ensure staff parking arrangements.	To discuss with Chair, if needed. Request made, submitted and approved for one member of staff up to end of August. Since then they have not approved additional permits	Aslam Hansa	Done for one staff
42	Where staff can work from home it will be encouraged (i.e. admin, online lessons).	Done	Aslam Hansa	Done
43	We will keep meetings to a minimum, use virtual meetings where possible, avoid sharing items, ensure 2 metre separation, rooms ventilated for fresh air circulation, holding meetings outdoors where possible, floor signage to ensure social distancing.	Staff meetings have taken place on Microsoft Teams. Face to face meetings have taken place but when this has included people outside the office, the Air conditioning units have been switched off and windows opened.	Aslam Hansa	On going
44	Staff will be reminded to maintain social distancing.	Regular reminders given.	Aslam Hansa, Zafar Syed	On going
45	Ensure all staff have contact details for Covid Safety Officer should they have any concerns or require guidance.	Covid officer contact details to be circulated.	Aslam Hansa	
46	Staff to ensure they are wearing gloves if they will be using equipment which is shared (i.e. computers, office telephone, photocopier) or immediately wash their hands thoroughly before and after using such equipment.	Poster on display to remind staff	Abdool Rashid	Done
47	Provide sanitisation wipes or spray for regular cleaning of equipment which is being shared.	Caretakers are told to regularly disinfect shared equipment (eg photocopier).	Zafar Syed	On going
48	Routine cleaning of office spaces (See Document 4. Cleaning Schedule Rota)	Rota has been passed on to caretakers	Zafar Syed	Done
49	Provide pedal powered waste bins in office spaces and regularly collect waste.	Pedal bin needed for office.	Zafar Syed	Done
50	Consult with staff to involve the workforce at all stages of the pandemic to ensure they feel safe and have been provided suitable information.	Regular reminders to be given	Aslam Hansa, Heads of Department	On going

COVID-19 RISK ASSESSMENT

51	Office spaces will be adjusted where required to ensure social distancing can be maintained.	Screens to be purchased. Aslam to be seated elsewhere in office	Abdool Rashid	Awaiting delivery
----	--	---	---------------	-------------------

COVID-19 RISK ASSESSMENT

52	All office spaces will have hand sanitiser provided or automatic dispenser available	Done	Zafar Syed	Done
53	To reduce risk of cross contamination we will limit use of whiteboards, pens where possible.	Most presentations to be shared online	Aslam Hansa	On going
54	Physical contact will not be permitted (i.e. hugging, handshakes).	Regular reminders given	Aslam Hansa	On going
55	Rooms will be well ventilated through opening doors and windows.	Fire Doors which should remain shut-especially when unoccupied. Air conditioning units can be used when only regular staff are in the office. When external (outside bubble) visitors are here AC unit is now switched off	Zafar Syed	On going
	Managing, Monitoring, Training & Communicating Information	Comments	Action By	Completed?
56	We will appoint a Covid-19 safety officer who is responsible for managing the implementation of risk assessment. (See Document 7. Covid Officer Duties & Appointment)	Zafar Syed is the Covid safety officer.	Trustees	
57	All management/staff will be instructed to read and understand Risk Assessment & Control Measures (See Document 3. Risk Assessment Staff Acceptance) .	Staff to sign after Risk Assessment distributed.	Aslam Hansa / Each head of department	
58	Covid Safety Officer or the respective Head of Department will contact all staff prior to return to site to assess if it's possible for them to work from home/remotely and to assess if they are safe to return to site (i.e. not have symptoms)	Head office – this has been done.	Heads of Department	Done for Head Office
59	Review emergency evacuation procedures to ensure social distancing can be maintained. (i.e. multiple exits to ensure no bottleneck of people).	Emergency evacuation plan reviewed.	Abdool Rashid	Done
60	COSHH (Control of Substances Hazardous to Health Regulations 2002) assessments to be conducted for all hazardous substances including hand sanitisers and cleaning products.	Form circulated and will be completed for hazardous substances..	Abdool Rashid	On going
61	Worshippers will be reminded of site rules, entry requirements and what to expect when attending the Mosque. This will be communicated via our website, WhatsApp & social media.	To create a Covid-19 web page and to add posters on site.	Abdool Rashid	Done
62	Megaphone will be provided should it be required by Marshals for crowd control and providing information to attendees.	To get from Summer Fete stock	Zafar / Abdool Rashid	Done
63	Marshals will remind worshippers of site rules and procedures regularly.	Posters and on-arrival announcements	Caretakers	On going
64	Marshals, Covid-19 safety officer & a member of senior management will make a WhatsApp group to allow for suitable communication, feedback and information sharing.	Whatsapp group between Head of Department and Caretakers already created		Done

COVID-19 RISK ASSESSMENT

65	All contact details between Marshals and Operations Manager will be exchanged should there be a need to contact (i.e. incident, medical assistance, guidance).		Zafar Syed / Aslam Hansa	Done
66	All Marshals will be inducted to ensure suitable information and instruction has been provided for them to be able to conduct their duty safely and effectively. We will assess if they have adequately understood before starting their duties. (See Document 6. Covid-19 Marshal Induction & Appointment)	Br Zafar to go through Document 6 with all caretakers	Zafar Syed	Done
67	All Staff/Marshals will be briefed on emergency procedures, importance/safe use of PPE and other required information.	On-going	Aslam Hansa Zafar Syed	On going
68	Staff to be given suitable information on Covid management for site which can be communicated via email, WhatsApp etc.	Each Head of Department to communicate effectively to their staff.	Aslam Hansa, Heads of Department	On going
	Mosque Activities	Comments	Action By	Completed?
69	Barriers/tape will be placed around the Imam when leading prayers to ensure social distancing between the Imam and public.	Raised area in prayer front room to be restricted to Imam only, plus 1 st line will be blocked off. Imams to have separate prayer mats.	Zafar Syed	Done
70	When staff are using microphone headsets, we will provide an additional headset for each Imam to ensure they are not being shared. Staff using microphone headsets will be instructed to keep it with them.	N/A – No headset to be used		N/A
71	Imams will be advised to wear gloves whilst undertaking congregational activities (due to use of switches, use of microphone transmitter etc) or these areas to be cleaned before and after each prayer.	Imams to be briefed to do things themselves, not to ask Musallis.	Zafar Syed	
72	If a stand-alone microphone is being used by other individuals (i.e for Adhaan, management messages), we will ensure it is not being touched by them unless gloves are used and has been authorised by Marshals. Where required Marshals may adjust equipment.	Imams to be briefed to move microphone if needed.	Zafar Syed	
73	All activities where the public is present will be monitored by Marshals, at all times.	Marshalls and caretakers briefed	Zafar Syed	On going
74	Prayer halls will have stickers/signs on the floor to illustrate where to stand to ensure social distancing.	Signage added. 2m distancing with masks that must be worn.	Caretakers	Done
75	All prayer beads, books, reading stands will be removed from circulation and all bookshelves will be restricted from use and sealed.	Prayer beads, attar, Quran stands... have been removed. Bookshelves have been boarded up	Zafar Syed	Done

COVID-19 RISK ASSESSMENT

76	Instruct worshippers to bring their own prayer beads and to read books from their mobile devices.	Signage has been added	Abdool Rashid	Done
77	Windows will be opened to ensure ventilation and doors will be propped open under the supervision of the Marshals.	Fire Doors to remain closed	Caretaker	On going
78	If lift must be used, ensure it is only used by one person at a time (if must be used by more than one then ensures social distancing can be maintained or it should not be done).	If one person cannot operate the lift of their own, then they will be seen to on the ground floor.	Office Staff	On going
79	Restrict access to public to only those areas required to conduct activity (i.e. Prayer, Marriage & Nikah). This will be achieved with achieved by segregating areas, use of tape, Marshal supervision.	Masjid has limited opening times. Restriction on numbers attending weddings and funerals to be adhered to.	Caretakers	On going
80	All loose items will be removed from the prayer halls.	Done	Caretakers	Done
81	Promote use of contactless donations over cash via contactless payment system, app, website, social media	Contactless Terminal available	Caretakers, office staff	On going
82	Collect donations at site entrance rather than inside prayer halls if possible.	Agreed. Contactless terminals available at front door and front yard	Zafar Syed	On going
83	No food/drink to be consumed on site by public (water may be permitted if required)	Water can be consumed if brought by individual worshippers.	Caretakers	On going
	Jummuah Prayer (In Addition To All Other Measures)	Comments	Action By	Completed?
84	Limit opening times for set number of minutes	To open 30 mins before jamaat and to close immediately after.	Trustees and Imam	Done
85	Worshippers will be reminded to pray Sunnah/Nafil prayers at home	Imam to make announcements	Imam	On going
86	All Rows to be spaced out to ensure 2m distance in all directions	Marking already in place	Zafar Syed	Done
87	Khutbah to be kept short and imam to remind congregation of control measures where required	Jumu'ah for public has fixed times.	Imam	Awaiting
88	Multiple Jummuah congregations to assist in crowd control, social distancing and implementation of controls	Time and availability of Imam to be considered.	Trustees	Awaiting
89	A minimum of 30min between congregations to allow for a clean of surfaces, walls, carpets door handles, pillars etc. (See Document 4. Cleaning Schedule Rota)	In force.	Caretaker	Awaiting

COVID-19 RISK ASSESSMENT

90	Separate Mosque into 'zones' to implement a one-way system and assist in control of attendees. If site has multiple exits assign each exit to a zone. This will ensure people are not crossing paths and will allow for individuals to be screened and flow into the building through multiple exits effectively thus reducing wait times.	" Caretaker will ensure no crossover by worshippers when prayers are finished	Caretaker	On going
91	Shoes and walking sticks to be placed inside of bags at entrance and kept with the worshiper for the duration of time on site during prayer for busier prayers.	Done. Some bags available. For quieter prayers with less dowrds, shoe racks can be used.	Caretaker	On going
92	No access to wash/toilet facilities for public (toilets to be made available for staff/ public emergency use only)	If toilet needed for emergency use, wudhu cannot be performed afterwards.	Caretaker	On going
93	No children under 12 to be permitted on site (as may not understand social distancing rules)	Stated on posters, social media and imam's video.	Caretaker	On going
94	Those who enter mosque in groups/family should split up as per social distancing measures in place	Poster to include this information	Abdool Rashid Caretaker	On going
95	Additional Covid Marshals to be available for Jummuah prayers to manage site and do a sweep at end of prayer to ensure everybody has left.		Zafar Syed	On going
	Marriage & Nikah	Comments	Action By	Completed?
96	Keep those attending to a minimum, as required to conduct Nikah.	Maximum 15 people, excluding Imam	Zafar Syed	On going
97	Provide gloves to all those that are required to hold and sign the Nikah contract.	No gloves needed as form signed in advance	Zafar Syed	On going
98	Ensure room is well ventilated & if possible, conduct activity in an open hall.	Caretaker is aware.	Caretaker	On going
99	Ensure Marshal is overseeing activity to ensure compliance with site rules.		Caretaker	On going
100	Avoid sharing items between individuals.		Caretaker	On going
101	Seating will be 2 metre apart.		Caretaker	On going
	Signage & Posters	Comments	Action By	Completed?
102	Signage at entry points, enclosed noticeboard, signage around site perimeter. Where possible use of tape to illustrate social distancing, reminders & guidance to wash hands and best practice.	Posters on display	Abdool Rashid	Done
103	Where required display 'do not touch' signage (i.e. on clocks, barriers, doors, cupboards).	Will review if sign is needed	Abdool Rashid	Done

COVID-19 RISK ASSESSMENT

104	A poster demonstrating symptoms of Covid-19 and entry requirements, will be displayed at sanitisation station at entrance and at perimeter of site.	On display	Abdool Rashid	Done
105	Display guidance poster on hand wash technique in relevant areas (near hand wash station, wudhu areas).	Office toilet and kitchen to have posters displayed. Heads of Department to ensure likewise in their departments.	Abdool Rashid / Heads of Departments	
106	Display posters on hand cleaning at all sanitisation points.	Poster on display	Abdool Rashid	Done
107	Display signage around site and washing areas reminding importance of hygiene.	Poster on display	Abdool Rashid	Done
108	Use of directional signage to assist in implementation of one-way system and crowd management.	One-way system not practical, so we will control the flow of people to and from the masjid and the office.	Caretakers	Done
109	Reminders of social distancing, hygiene practices and best practice in staff offices.	Regular reminders sent	Aslam Hansa	On going
	Waste Management	Comments	Action By	Completed?
110	Increase number of waste bins on site, provide pedal operated bins which will be located where appropriate	Additional bins now available.	Zafar Syed	Done
111	We will ensure waste is being regularly removed and safely disposed of.	Zafar has informed Caretakers of this.	Zafar Syed	On going
112	Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.	More regular emptying of bins to take place.	Zafar Syed	On going
113	Arrangements to increase collection of waste by waste removal company if required.	To monitor amount of refuse	Zafar Syed	On going
	Deliveries and Collections	Comments	Action By	Completed?
114	If possible, arrange contactless deliveries or drivers to remain in vehicles during load/collection.	Will be done as and when delivery expected.	Zafar Syed	On going
115	Staff to wash/clean hands before and after unloading goods/materials or loading items. Delivery frequency kept to a minimum.	Sign to remind staff of this.	Abdool Rashid	On going
116	If delivery driver requires use of the toilet facilities, ensure they follow site access procedure and provide guidelines for using toilet facilities. This should be authorised by those competent to do so (i.e. management, Marshals).	Will try to avoid this unless absolutely necessary.		On going
	Cleaning, Hygiene & Welfare	Comments	Action By	Completed?

COVID-19 RISK ASSESSMENT

117	Ensure all those entering/leaving the site have sanitised hands on access/exit to site.	Poster to be in display to request this.	Abdool Rashid	Done
118	Increased formal cleaning regime will be implemented throughout site. This will be detailed in a cleaning rota/schedule to assess frequency and method of cleaning (See Document 4. Cleaning Schedule Rota)	Caretakers now aware of this	Zafar Syed	Done
119	Hand wash dispensers will be installed at all relevant points on site.	This has now been done.	Zafar Syed	Done
120	Current water drinking taps, large bottled water and cups will be restricted from use.	Worshippers asked to bring their own water, if required.		On going
121	We will instruct worshipers to bring their own bottled water. Organisation will provide bottled water for Staff. Spare bottles will be available for worshippers should it be urgent (i.e. not feeling well).		Zafar Syed	On going
122	Multi-use handtowels and hand dryers will be removed/restricted from use and single use disposable towels will be provided in wash areas.	Only single use paper towels are in use	Zafar Syed	Done
123	Tissue boxes will be located in all areas where individuals will be present and at sanitisation stations.	To purchase tissues / disposal paper towels	Zafar Syed	Done
124	Tools/equipment should not be shared wherever possible if not then use gloves. Clean all equipment at the end of each shift, between frequent uses and before being packed away.	To ensure all caretakers are aware of this	Zafar Syed	Done
125	End of activity sanitisation will be carried out. (See Document 4. Cleaning Schedule Rota)		Caretakers	On going
126	We will liaise with local cleaning company should there be a need for deep clean or regular assistance.	Will review if needed. Contact details have been collected. Caretakers aware of additional cleaning required.	Zafar Syed	If needed
127	Any tools and equipment used on site such as hoovers, cleaning sprays, tools will be cleaned after use and stored in designated area. Only delegated staff will be permitted to use this.	To ensure hoovers are subject to individual caretakers	Zafar Syed	On going
128	Cleaning of walls, pillars, door handles etc will be regularly carried out. This will be identified in cleaning schedule (See Document 4. Cleaning Schedule Rota)	Done	Zafar Syed	On going
	Toilet, kitchen & Washroom Use	Comments	Action By	Completed?
129	On-site caretaker will be assigned his own designated toilet and wash facilities. (If practical)	Not practical due to limited facilities.		N/A
130	Regular cleaning of all toilet facilities to reduce the risk of Covid-19. (See Document 4. Cleaning Schedule Rota)	Caretakers have been informed of this.	Zafar Syed	On going
131	Toilets/wash facilities will only be used by trustees, staff, delivery drivers and for emergency use by public.	Includes office toilets and masjid.		On going

COVID-19 RISK ASSESSMENT

132	We will limit use of washrooms to those located on the masjid and office to assist in the management of activities.	Toilets will be available for emergency use. Wudhu area will not be available	Caretakers	On going
133	Limit number of people permitted to enter wash areas at any one time (where multiple toilets are available)	Only one toilet will be available	Caretaker	On going
134	Hands are to be washed before entering and leaving the washroom area.	Tap in wudhu area to be limited to just one – to avoid people performing ablution/wudhu there.	Zafar Syed	On going
135	Pedal powered waste bins will be provided for wash area.	Pedal Bins to be purchased	Zafar Syed	
136	Enhanced cleaning regime for bathroom (See Document 4. Cleaning Schedule Rota)		Zafar Syed	On going
137	Office Kitchen to be used by one member of staff at a time	Office staff will devise a rota so no more than one member of staff uses the kitchen for lunch at a time. Disinfectant spray will be available for use.	Aslam Hansa	On going

Further Reading

Muslim Council Of Britain: <https://mcb.org.uk/topic/covid-19/>

British Islamic Medical Association: <https://www.britishima.org/>

Masjid PPE Supplies (UK): www.masjidppe.co.uk

Government, NHS & WHO;

The UK Government advice on what Covid-19 is, what the risks are, the symptoms, how Covid-19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

NHS provides advice on what Covid-19 is, what the risks are, the symptoms, how Covid-19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our Leadership (Trustees/Directors), Employees & Worshippers Covid-19:

<https://openwho.org/courses/introduction-to-ncov>

Government guidance on hand washing is provided in line with the 20 second rule: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>