

Liberal Jewish Synagogue

Risk assessment for Groups meeting at LJS - Covid-19 Virus

Area assessed	Meeting Rooms (Montefiore Hall and Assembly Hall) for the time being; no meetings to be held in other rooms
Undertaken by	Trevor Haynes
Date	29 September 2020
Review date	October 2020

What are the hazards?	Who might be harmed and how?	Mitigating actions	What further action is necessary?	Action by whom?	Action by when?	Done
Spread of virus to vulnerable people	<ul style="list-style-type: none"> All users through contact and close proximity 	<ul style="list-style-type: none"> The following should not be permitted access to the offices: <ul style="list-style-type: none"> anyone who (in the previous 14 days) shows any symptoms of Covid-19 or who lives with people who do or who has been in contact with a confirmed case anyone who has been asked to self-isolate anyone who has been quarantined having travelled recently Medically vulnerable and older people (and certainly those over 70) should use their judgment to decide whether to visit the building, taking into consideration the heightened potential risk to their health 		Executive Director		
Spread of virus among participants	<ul style="list-style-type: none"> All participants through contact and close proximity 	<ul style="list-style-type: none"> A maximum of 30 participants can attend Use the Montefiore Hall or Assembly Hall only Booking system to provide timed admissions and to record who attends each meeting together with contact details for effective track and trace Separate desk to be provided in foyer for check-in Eliminate transmission across reception and check-in desks Coat storage area to be taken out of use Introduce one-way system to ensure no clashes between people entering and leaving All participants must wear face covering Encourage participants to follow guidance on hand washing and hygiene All participants to use sanitizer when entering and leaving the building All participants should remain at least 2m apart from each other when queueing to enter the building, while in the building and when leaving Introduce one-way system in meeting room to ensure no clashes between people entering and leaving 	<ul style="list-style-type: none"> Participants to agree that details be kept (GDPR). Records to be kept for 3 weeks only Provide sneeze screens for reception and check-in desks Provide sanitizer at check-in desk For a video presentation or lecture, seating to be laid out theatre-style with 2m between each chair in all directions For discussion groups, chairs to be placed 2m apart in every direction. Group leader to sit 2m from the nearest participant's chair Physical contact between all participants must be avoided except between members of the same household or bubble. No meetings permitted across tables Display signs to remind users of social distancing guidance Use floor tape or paint to mark areas to help people keep to a 2m distance 	Executive Director		

What are the hazards?	Who might be harmed and how?	Mitigating actions	What further action is necessary?	Action by whom?	Action by when?	Done
Spread of virus among participants	<ul style="list-style-type: none"> All participants through contact and close proximity 	<ul style="list-style-type: none"> Use plastic chairs only Chairs not to be moved once set out Frequently clean and disinfect objects and surfaces that are touched regularly Enhance cleaning for busy areas PPE to be used when cleaning; and safely discarded after use 	<ul style="list-style-type: none"> Where it's not possible for people to be 2m apart, do everything practical to manage the transmission risk Socialising is not permitted People must wear face coverings at indoor places where social distancing may be difficult or where they will come into contact with people they do not normally meet 			
Spread of virus through contact with surfaces	<ul style="list-style-type: none"> All users through contact with door handles, door plates, chairs, storage cupboards and other hard surfaces 	<ul style="list-style-type: none"> All door handles, door plates, light switches, handrails, chairs, storage cupboards and other hard surfaces to be cleaned and sanitized after each meeting. Rooms not required to be kept locked shut to avoid contamination 	<ul style="list-style-type: none"> Establish cleaning schedule to cover all areas to be cleaned and sign off on completion of each cleaning session 	Executive Director		
Spread of virus in kitchens	<ul style="list-style-type: none"> All users through contact with any kitchen equipment 	<ul style="list-style-type: none"> Ground floor kitchen to be locked out of use No refreshments to be provided 	<ul style="list-style-type: none"> Encourage users to bring their own drinks and food to reduce contact points Any cutlery or crockery used must be discarded immediately after use 	Executive Director		
Spread of virus through toilet use	<ul style="list-style-type: none"> All users through use of hand-driers All users by access to refuse bins All users through touching toilet cubicle doors, toilet seats and lids, toilet roll holders and toilet flush controls 	<ul style="list-style-type: none"> Signs displayed to limit numbers using toilets Posters displayed to encourage regular handwashing using soap and paper towels Provide hand sanitizer in toilets Switch hand-driers out of use Provide large bins without lids Bins to be emptied each day Sanitise all surfaces each day Toilet seats and lids to be cleaned each day Toilet paper dispensers to be cleaned each day Full PPE to be used when cleaning; safely discarded after use 	<ul style="list-style-type: none"> Display cleaning schedule and keep it up to date Provide extra paper towels (but no towel dispensers) 	Executive Director		

Updates from previous issue:

	Item	Date
1	Various minor amendments to conform to latest HMG guidance	29 Sep 2020
2		
3		