

Holy Mission of Guru Nanak

Coronavirus Risk Assessment

This is based on “COVID-19: guidance for the safe use of places of worship – Updated 16th June 2021” (see below) and on discussions between trustees.

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
General	Contributing to spread of infection within the building and beyond	Volunteers, staff and visitors and those who come into contact with them externally	<p>Display the official NHS QR code poster. Official NHS QR posters can be generated online.</p> <p>Ask every person aged 16 and over provide their contact details at the reception. Times and dates to be recorded. All persons to enter the building through the main entrance via the main</p>		Trustees and volunteers	Immediate	

reception, and to leave via the main dining hall exit.

Data will be retained for 21 days and provided to NHS Test and Trace upon request.

Visitors to be informed of arrangements through signage. Compliance monitored by volunteers and trustees.

All visitors to use hand gel or wash their hands upon entry and exit. Hand gel will be available to visitors.

All visitors will be asked to wear masks for the duration of their visit (except those exempted from doing so).

All visitors from different households to be asked to socially distance from each other, remaining at

			least 2m apart. Floor markings in place where possible.				
Routine visits for private prayer	Crowding preventing social distancing	Trustees, staff, volunteers and visitors	<p>Visitors are limited to a maximum of six visitors from a single household, and attendance by prior arrangement by phone. Appointments to be limited to one hour visits.</p> <p>Take calls and log appointments in the Mandir diary.</p> <p>Mandir volunteers and trustees to be with visitors to ensure compliance</p>		Visitors to be informed by email (NR), website and Facebook to be updated with the same information (MP).	Immediately	
	Infection from visitors and volunteers spread through contact with touch points	As above	<p>(i) Visitors enter through car park entrance. All other entrances to remain closed so that movement through building is limited.</p> <p>(ii) Visitors to wash hands immediately upon entering the door</p> <p>(iii) Route from door to upstairs Mandir hall marked out on floor, along with 2m distance markers to help visitors to remain distant from other people.</p>				

			<p>(iv) Visitors asked to use hand gel each time their hands touch shoes</p> <p>(v) Stairway or lift to be used to reach first floor mandir hall</p> <p>(vi) Visitors asked to use seating on chairs / floor seating location points placed 3m apart / floor in Satsang Hall</p> <p>(vii) Visitors will be instructed not to come into contact with religious objects and deities. Notice to be placed at alter rail.</p> <p>Any person with COVID symptoms will not be permitted entry, and will be asked to self-isolate and to follow NHS guidance.</p>			
Communal events	Prevention of social distancing / infection spread / non-compliance with guidelines	As above	<p>Most events to be run online by trustees and volunteers</p> <p>Significant life events (limited to weddings, engagements, births, and commemorations):</p>		Trustees and volunteers.	

			<p>No more than 30 guests, volunteers, staff and trustees actively participating in provision of service to be admitted into the building. There may be fewer permitted if social distancing cannot be achieved.</p> <p>Seating no closer than 3m apart in any location, to be clearly marked.</p> <p>Volunteers and staff to be briefed before visitors arrive.</p>			
Cleaning	Cross-infection between multiple visitors	All persons	<p>(i) Hand washing upon entry will significantly minimise this. All contact points to be cleaned at least once per day.</p> <p>(ii) These include taps, lift buttons, door buzzers, internal and external door handles and stairway handrails. Mandir already has ample stock of antiseptic wipes and cleaning materials.</p> <p>(iii) cleaners change footwear after entering the building.</p>			Resident trustees have arranged for cleaners to attend routinely.

			<p>(iv) cleaners to use gloves</p> <p>(v) Maintenance of communal toilets:</p> <ul style="list-style-type: none"> - Use of signage - Sanitiser available at reception - Only disposable paper towels available - Doors and windows fixed open to maintain ventilation where possible. - Visible cleaning schedule displayed <p>(v) The building will be sanitised every 90 days.</p>				
Small spaces	Restricted spaces making social distancing difficult.	All persons	The shoe room and lift are the only two small spaces in which social distancing will be difficult. No more than one person permitted in the lift and the shoe room at any one time. Notices will be placed to inform visitors.		All persons	Notices to be placed at entrances (MS)	
Whenever handling shoes	Infection from shoes		Hand sanitiser in shoe room, and instructions to clean hands on handling shoes.				
Visitors leaving	Infection spread from Mandir to other locations	Members of the public	All visitors asked to wash hands before leaving.				

Cash donations	Infection spread from handling cash.		Cash donations not to be handled. Cash to be deposited in donation box only, and to be emptied and banked on a 7-day cycle, as usual (virus will not be viable after about 72 hours); cash to be handled with gloves.		Trustees and designated volunteers	Gloves available.	
Food	Infection spread via food.		<p>Food and drink to be served in line with published guidance.</p> <p>During communal life event services, visitors to be served in groups of 6 people or 2 households of any size indoors, or in groups of up to 30 people outdoors.</p> <p>Visitors must be served, and should eat and drink only while seated at a table.</p> <p>Queueing for food and drink is not permitted.</p>				
Children	Children violating social distancing	All persons	Children to be under control of parents. Asked to leave building and wait in car park if unable to comply.		All persons	Include information on communications.	
Symptomatic visitors			Communications will ask visitors not to attend. If		All persons	Information to be conveyed by email,	

			they arrive with noticeable symptoms, they should be asked to leave and immediately seek medical help and maintain social distancing.			on website and social media	
Asymptomatic visitors				Visitors should be free of symptoms for at least two weeks prior to visiting.	All persons	Information to be conveyed by email, on website and social media	