

# **Towards Re-opening of Mosques and Islamic Centre Building(s): Covid-19 Risk Assessment/Checklist for Mosques & Islamic Centre's in the UK**

Version Control

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11 <sup>th</sup> June 2020	2.0	Faith Associates (Beacon Mosques Working Group) <a href="http://www.faithassociates.co.uk">www.faithassociates.co.uk</a>

## **Who makes the decision to re-open the Mosque and Islamic Centre to the wider public?**

*Depending on what the UK governments easing of restriction guidelines are, the ultimate decision lies with the trustees and personnel who have legal authority over the Mosque or Islamic centre or organisation running the building(s).*

*They need to be mindful of their legal responsibility to maintain the*

*Health, safety and wellbeing of their staff, visitors, and worshipers*

*Comply with the law and regulations stipulated by either national or local authorities*

*To preserve unity as best as possible with local Islamic bodies such as your local Council for Mosques*

*This document provides a template risk assessment, with links to the relevant advice notes. It relates to situations where there is limited access to Mosque madrassah and Islamic Centres for the purposes of private prayer, live streaming, construction, carrying out of contractual work, building maintenance and cleaning. This template relates exclusively to COVID-related risks, not general risks. If you would like more information about your responsibilities under the Management of Health and Safety at Work Regulations then information and templates can be found on the [HSE website](http://www.hse.gov.uk) or [Faith Associates Website](http://www.faithassociates.co.uk).*

*A further version of this document will be produced when smaller services such as Nikkah and Janazah are allowed, then for private prayer, then for some form of public worship such as Jummah or Jammah. At present no public access is permitted to Mosque and Islamic Centre's under government guidance. As soon as lock down rules change Faith Associates will revise this document.*

Mosque official:

Risk assessment – Safe Mosque, Safe Worshippers, Safe information

## Towards Re-opening of Mosques and Islamic Centre Building(s):

### Part 1: MOSQUE RISK ASSESSMENT FOR CORONAVIRUS (COVID-19)

Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected, leaders, workers (Imams & Madrassah teachers) worshippers and visitors, use the briefing record to capture their names (Page 14).

**Note:** The assessment has been started – add to the assessment as appropriate.

Description							
Mosque (Name)							
Prepared by (print)		Prepared by (sign)		Position		Date	
Authorised by (print)		Authorised by (sign)		Position		Date	

#### Risk assessment template (COVID-19 is present and a risk to life)

Area of Focus & Concern	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – Date and name
<b>Section 1 Preparation of the Mosque and Islamic Centre for:</b> - (Phase 1) Private prayer and/or live streaming by a single member of the Management team (and a member of Mosque live in staff (Imam/Caretaker) if needed)  <b>Policies and Procedures developed for the Mosque and</b>	<b>1a)</b> Decide one point of entry & exit to the Mosque or Islamic Centre building clearly identified/signposted/marked. (In/Out protocol in section <b>1e</b> This there capacity to que at the entrance? Is there marking (2 meter SD) for the que	You may have separate male and female entrances confirm protocol at each location and communicate (See section 2)  Social Distancing (SD)		
	<b>1b)</b> A suitable lone working policy has been consulted on and communicated with all staff	An example can be seen here <a href="#">(click to download)</a>		

<p><b>Islamic centre during the threat of COVID-19 infection are to reduce harm by limiting human contact with others and surfaces in the Mosques</b></p> <p><b>Create a COVID-19 Safety team (Which Includes – Trustee(s) Imam/Madrassah teacher, Caretaker &amp; Health care professionals such a local Doctor or Nurse)</b></p> <p><b><u>SAFETY IS PARAMOUNT</u></b></p>	<p><b>1c) Stopping / Reducing spread of infection in the Mosque/Islamic centre</b></p> <p>Mosque has had a deep clean with high concentration surface cleaner</p>	<p>All door handles and railings from the perimeter of the Mosque to the highest floor of the building.</p> <p>Go floor to floor – Check Sheet /Signed/dated on each floor that there has been a verified clean.</p>		
	<p><b>Cleaning Protocol (daily or after every prayer)</b></p>	<p>Carpets Cleaner (External Contractor commissioned)</p>		
	<ul style="list-style-type: none"> <li>Always wear disposable latex or Nitrile gloves while cleaning. (make sure cleaning team is not allergic to any of these materials)</li> </ul>	<p>Surface clean Microphone &amp; AV &amp; PA system</p>		
	<ul style="list-style-type: none"> <li>Turn off and unplug all electrical device whilst cleaning.</li> </ul>	<p>Surface clean mimbar &amp; podium(s)</p>		
	<ul style="list-style-type: none"> <li>In a spray bottle, mix 70 percent isopropyl (rubbing) alcohol with 30 percent water (per CDC recommendations).</li> </ul>	<p>Surface clean radiators, Quran holders/benches, shoe racks, (remove/store shoehorns)</p>		
	<ul style="list-style-type: none"> <li>Spray this mixture onto a microfiber cloth and gently wipe the surfaces to be cleaned.</li> </ul>	<p>Surface clean chairs and stools and store (elderly people who cannot stand and are frail should be encouraged to pray at home)</p>		
	<ul style="list-style-type: none"> <li>Never spray disinfectant directly onto a device.</li> </ul>	<p><b>see section 2</b></p>		
	<ul style="list-style-type: none"> <li>While cleaning, pay special attention to the surfaces commonly touched by users, such as handles, switches buttons, touchscreens, tray handles, etc.</li> </ul>	<p>Clean &amp; restrict access to floors &amp; levels deemed out of service</p>		
		<p>Clean &amp; restrict access to meeting, teaching &amp; consulting rooms to public (Lock or tape off)</p>		

	<ul style="list-style-type: none"> <li>• <i>Make sure all surfaces have completely air-dried</i></li> <li>• <i>Discard latex or Nitrile gloves after each cleaning and wash your hands after removing the gloves. (Have disposal method for all used item and liquids from the Mosque)</i></li> </ul> <p><b>CDC- Centre for Disease Control</b></p>	Clean & restrict Kitchen access to public (Lock or tape off) clear signs indicating eating, drinking and distribution of food and drink on site is prohibited		
		Clean & restrict access to Toilet and Wudu areas to Public (sign encouraging make Wudu at Home)		
		Possible controlled access to disabled toilet in case of emergency (with usage register and cleaning protocol) (All personal information stored according to GDPR rules and regulations) – could be used as a staff toilet		
		Remove Mosque Hats and Hijab, thoubs, Hijabs until further notice		
		Clear coat racks of all items		
		Clean and remove movable water fountains and close/restrict access to fixed fountains		
		Clean & restrict access to electric sockets to public (to prevent charging of devices)		

		Clean and restrict touch information screen displays. Update information on them.		
	<b>1d) Capacity and Access to the Mosque Or Islamic centre (preventing overcrowding, bottle necks and maintaining ease of social distancing (SD))</b>	Mark Social distancing (SD) signs at # Entrances # Prayer hall(s) # Corridors		
		One-way systems in corridors have tape and signage ready		
		Calculate potential maximum usage with 2-meter social distancing (SD) rules – expect to lose 60-80% capacity of Mosque. Clearly indicate your expected number of people allowed in the building during salah times. (communicate this before opening the Mosque - <b>See Section 2</b>		
	<b>1e) Checking numbers in and out of the Mosque or Islamic Centre</b>  (1 way in & 1 way Out or Traffic light system at entrance if only 1 entry/exit point is available  <b>Red</b> – Stop entry – Mosque Full <b>Amber</b> – Stay alert – Mosque Almost full)	Direct all users to leave the building by one exit only (Maybe side door from the main prayer Hall), avoiding bottlenecks and contact with people coming in.  If same door is going to be used for entrance and exit, have a one way system		

	<b>Green</b> – Available capacity) Door Supervisor controls access and monitoring of traffic light system	monitored by a door supervisor - <b>see section 3</b>		
	<b>1f)</b> Access to Mosque or Islamic Centre Library/computers	Contact with Mosque and Islamic Centre's Qurans/Mushafs/Islamic literature should be restricted, and worshipper recommended to bring their own (on tablets or phones preferably) Communicated <b>See section 2</b>		
	<b>1g)</b> Check and reservice the air conditioning system (Do not use)  For ventilation (Open window before every prayer)	Professionally service and receive certificate of service. (make sure Air conditioning system is not switched on during opening hours)		
	<b>1h)</b> Ensure water systems are flushed through before use.	<a href="#">See Government Guidance for organisations on supplying safe water supplies</a>		
	<b>1i)</b> Switch on and check electrical and heating systems if needed.	Professionally service and receive certificate of service.		
	<b>1j)</b> Purchasing of PPE equipment for staff (Male & Female) facemasks and gloves (essential)  Other equipment for consideration: sanitizers, soap, disposal towels, disposal bags, bins for used PPE	Has training been provided on how to safely don/doff PPE Direction of where PPE is stored in the building. Procedure of disposal and removal of used PPE from Mosque or Islamic centre		

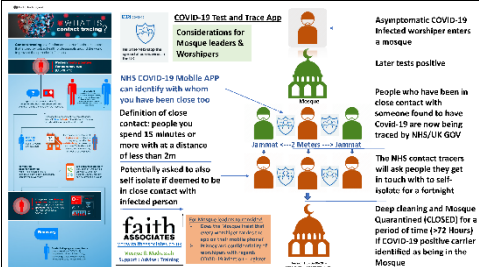
	<b>1k) -Reception - Providing clear guidance and access to PPE</b>	<ul style="list-style-type: none"> <li>• Remove non fixed essential item</li> <li>• signage.</li> <li>• Provide worshippers/visitors with sanitizers and masks</li> <li>• Shoe bags</li> </ul>		
	<b>1l) Insurance Liability – Check with insurance provider the level of cover for staff and trustees</b>	Once risk assessment completed and signed off share with insurance company. Consider updating Lone working, health and safety and access policy		
	<b>1m)</b>			
	<b>1n)</b>			

Mosque official:

**NOTES**



Area of Focus	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name
Section 2) Communicating Changes of the use of Mosque or Islamic centre	<p><b>2a)</b> Provide Clear information and remove any doubt of what is expected by the worshippers</p> <p>Developing content (information/advice and procedures) for Mosque and Islamic Centre</p> <p># Website</p> <p># Social Media Platforms – Facebook Twitter &amp; Instagram</p>	<p>Content Ideas</p> <ul style="list-style-type: none"> <li>• Opening and Closing time of Mosque</li> <li>• Restrict prayer time</li> <li>• Reduced access to the building</li> <li>• Use of hand sanitizers</li> <li>• Use of shoe bags</li> <li>• Leaving entrance</li> </ul>		
Check digital Faith Associates Live feed/ Social Media connecting online	<b>2b)</b> Information for notice boards and digital signage screen(s)			
	<b>2c)</b> Signage for directing people away from closed areas and general COVID-19 health and safety advice			
	<b>2d)</b> Immediate communication of changes via email database and WhatsApp/Telegram platforms, directing audience to website and social media			
	<b>2e)</b> Update contact numbers of key appointed communication personnel to address any public or statutory inquiries			
	<p><b>2f)</b> Confirm changes and opening and closing times with your Local</p> <p># Council for Mosques</p> <p># Police/Fire authority/Station</p> <p># NHS</p> <p># Council emergency response team/HUB</p>			

	<p><b>2g)</b> Prepare team to respond to regular elderly worshipers who may want to come, but are deemed by Government guidelines to be vulnerable and should isolate or avoid contact</p>			
	<p><b>2h)</b> Signage encouraging <b>Test and Trace</b> app download from NHS COVID-19 APP - <a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a></p> <p><a href="#">Information</a> &amp; <a href="#">Faith Associates Website</a></p>			
	<p><b>2i)</b> Additional areas to address</p>			
	<p><b>2j)</b></p>			
	<p><b>2k)</b></p>			

## NOTES

Area of Focus	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name
<b>Section 3) Safety and Escalation procedures</b>  <u>Security and Door supervisors</u> <u>Man/Women, advice and training</u>	<b>3a)</b> Training and Procedure in place for personnel managing entry of worshippers. Managing crowds at entrances/exits and dealing with unhappy community members			
	<b>3b)</b> External contractors for door supervision have all necessary PPE and insurance in place before duties commence			
	<b>3c)</b> Local Police/Fire Station and council emergency Hubs are aware of opening and closing times for Salah (Reduce time allocation)	Catering for high numbers consider multiple allocation of access (Non jammat) No Jummah only read Fard		
	<b>3d)</b> Clear signage that offensive and threatening behavior by any member of the public will not be tolerated and will be reported			
	<b>3e)</b> Queuing, movement, and emergency evacuation protocols in the Mosque or Islamic centre are clearly defined and agreed with external contractor or internal staff with regards safety and security	Make sure fire detection systems / Fire exits are clearly marked and operational. In 1-way systems fire exits are accessible		
	<b>3f)</b> Agree protocols for supervised access for non-Muslims or people unfamiliar with Mosque and Islamic centre e.g. media, school visit, contractors			

Mosque official:

Area of Focus	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name
Section 4) Preparation of the Mosque & Islamic Centre for: construction/maintenance workers and/or professional contractors	4a) Confirm that all steps (above) for access by Mosque staff have been carried out before anyone else accesses the building. (signing in sheet)			
	4b) Confirm that each contractor has carried out their own risk assessment (for themselves and their staff and sub-contractors) and has their employers have public liability and professional indemnity insurance in place.	Ensure they have included any work equipment, emergency equipment (such as fire extinguishers, lifts), has been checked and it covered by their insurance		
	4c) Have hand sanitizer available for people to use on entry and exit of the Mosque or Islamic centre building. (male and female entrance/exits points)			
	4d) Confirm who has responsibility for locking and unlocking the Mosque or Islamic centre building after contractor have left.			

	<p><b>4e)</b> Confirm which areas of the Mosque or Islamic centre the contractors have access to and whose has the responsibility to carry out cleaning, including &amp; removing rubbish and contaminated waste from:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Kitchen</li> <li>• Offices</li> <li>• Frequently touched surfaces e.g. doors</li> </ul>			
	<p><b>4f)</b> Confirm any contracted work has been approved by Trustees and Management and the budget is available. Health, Safety and insurance criteria have been agreed by the contractors</p>			
	<p><b>4g)</b> Contractor external equipment is secured and inaccessible outside of the Mosque or Islamic Centre External: portaloo, portacabin, diggers, scaffolding</p>			
	<p><b>4h)</b> Prepare a suitable form to record contact details of people entering the building.</p>			
	<p><b>4i)</b> Confirm evacuation procedures in the case of an emergency.</p>			

Area of Focus	Controls required	Additional information	Action by who?	Completed – date and name
<b>Section 5) Cleaning the Mosque or Islamic Centre after general use (no known exposure to anyone with Coronavirus symptoms)</b>	<b>5a)</b> Check all cleaners are not in a vulnerable group or self-isolating.			
	<b>5b)</b> Reporting protocol of any incident, unusual activity or items left behind. Make sure cleaning staff are aware of the location of incident book/forms			
	<b>5c)</b> All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.			
	<b>5d)</b> Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.			
	<b>5e)</b> Disposal protocol of all contaminated and waste materials are clear			

**NOTES**

Mosque official:

Section 6) Cleaning the Mosque or Islamic Centre after known exposure to someone with Coronavirus symptoms	<p><b>6a)</b> If possible, suspend services that the Mosque or Islamic Centre offer for 72 hours with no access permitted. This may become a priority when <b>Test and Trace</b> protocols are made available. Communicate your position clearly (see section 2)</p> <p><b>Contact your</b></p> <ul style="list-style-type: none"> <li>- <b>Council for Mosque &amp;</b></li> <li>- <b>local resilience forum (Run by local council)</b></li> </ul>			
	<p><b>6b)</b> If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p>	<p><a href="#">Public Health England guidance available here.</a></p>		
	<p><b>6c)</b> If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.</p>			
	<p><b>6d)</b> Cleaning protocol and frequency reviewed and scaled up</p>			
	<p><b>6e)</b></p>			
	<p><b>6f)</b></p>			

## NOTES

Mosque official:

Awareness briefing of the risks and actions identified provide to			
Name	Position	Date	Signed