

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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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](#) or [Faith Associates Website](#).

This version of the document has been produced following HMG publication of COVID-19: Guidance for the safe use of places of worship from 4 July on the 29th June 2019.

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

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 17).

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

Description						
Mosque (Name)						
Prepared by (<i>print</i>)		Prepared by (<i>sign</i>)		Position		Date
Authorised by (<i>print</i>)		Authorised by (<i>sign</i>)		Position		Date

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

Area of Focus & Concern (SECTION 1)	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – Date and name	Review Date
<p>Section 1/6 Preparation of the Mosque and Islamic Centre for: - (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)</p> <p>Policies and Procedures developed for the Mosque and Islamic centre during the threat of COVID-19 infection are to reduce harm by limiting human</p>	<p>Understand your Mosque capacity for private prayer (later for Jammah also) in light of Social Distancing [SD] – see section 1d)</p> <p>1a) Decide one point of entry & exit to the Mosque or Islamic Centre building clearly identified/signposted/marked. (In/Out protocol in section 1e) Is there capacity to que at the entrance? Are there markings (2 or 1 meter SD) for the people in the que</p>	<p>You may have separate male and female entrances confirm protocol at each location and communicate (See section 2)</p> <p>Social Distancing (SD)</p> <p>(Members of Mosque management/official staff or volunteers should be on the entrance to check and direct worshippers and other entrants, possibly have a person from the team at the exit also)</p>			

Mosque official:

<p>contact with others and surfaces in the Mosques</p> <p>Create a COVID-19 Safety team (Which Includes – Trustee(s) Imam/Madrassah teacher, Caretaker & Health care professionals such a local Doctor or Nurse)</p> <p><u>SAFETY IS PARAMOUNT</u></p> <p>This section corresponds to: Sections 2 and 3 of the Government Guidance document: <u>COVID-19: guidance for the safe use of places of worship during the pandemic</u> MHCLG Published 12-06-10</p> <p>“Places of worship also have a duty of care to volunteers, to ensure that as far as reasonably practicable they are not exposed to risks to their health and safety.”</p> <p>“Social distancing measures are actions to reduce social interaction between people in order to minimise the</p>					
	<p>1b) A suitable lone working policy has been consulted on and communicated with all staff</p>	<p>An example can be seen here (click to download)</p>			
	<p>1c) Stopping / Reducing spread of infection in the Mosque/Islamic centre</p> <p>Mosque has had a deep clean with high concentration surface cleaner After Each Prayer – AEP Daily – D Opening after lockdown/one off at the beging -OF</p> <p>Cleaning Protocol (daily or after every prayer)</p> <ul style="list-style-type: none"> • <i>Always wear disposable latex or Nitrile gloves while cleaning. (make sure cleaning team is not allergic to any of these materials)</i> • <i>Turn off and unplug all electrical device whist cleaning.</i> • <i>In a spray bottle, mix 70 percent isopropyl (rubbing) alcohol with 30 percent water (per CDC recommendations).</i> • <i>Spray this mixture onto a microfiber cloth and gently wipe the surfaces to be cleaned.</i> 	<p>All door handles and railings from the perimeter of the Mosque to the highest floor of the building. Go floor to floor – Check Sheet /Signed/dated on each floor that there has been a verified clean.</p> <p>Carpets Cleaner (External Contractor commissioned before opening) - OF</p> <p>Surface clean Microphone & AV & PA system – AEP/D</p> <p>Surface clean mimbar & podium(s) – AEP/D</p> <p>Surface clean radiators, Quran holders/benches, shoe racks, (remove/store shoehorns) - OF</p> <p>Surface clean chairs and stools and store - OF (elderly people who cannot stand and are frail should be encouraged to pray at home) see section 2</p> <p>Clean & restrict access to floors & levels deemed out of</p>			

Mosque official:

<p>opportunity for transmission of COVID-19.”</p> <p>“All surfaces, especially those most frequently touched such as door handles and rails, should be cleaned regularly, using standard cleaning products. See guidance on cleaning and waste disposal.”</p> <p>After Each Prayer – AEP Daily – D Opening after lockdown/one off at the beginning -OF</p>	<ul style="list-style-type: none"> • Never spray disinfectant directly onto a device. • While cleaning, pay special attention to the surfaces commonly touched by users, such as handles, switches buttons, touchscreens, tray handles, etc. • Make sure all surfaces have completely air-dried • 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) <p>CDC- Centre for Disease Control</p> <p>(Members of Mosque management/official staff or volunteers should be on the entrance and possibly on the exit to direct worshippers and other entrants.</p> <p>Designated staff involved in cleaning and supervision, should receive training and guidance on to how to fulfill required tasks in a safe and satisfactory manner)</p>	service			
		Clean & restrict access to meeting, teaching & consulting rooms to public (Lock or tape off)			
		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 – AEP			
		Remove Mosque Hats and Hijab, thoubes, Hijabs until further notice			
		Clear coat racks of all items			

Mosque official:

After Each Prayer – **AEP**
 Daily – **D**
 Opening after lockdown/one off at the beginning –**OF**

1d) Capacity and Access to the Mosque Or Islamic centre (preventing overcrowding, bottle necks and maintaining ease of social distancing (SD))

In place of worship on Saff distance 2m recommended –

faith ASSOCIATES Musallah Configuration V: 25-06-20

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

Madrassah/Children’s education should be closed and online teaching continued if started

Mark Social distancing (SD) signs at
 # Entrances
 # Prayer hall(s)
 # Corridors

One-way systems in corridors have tape and signage ready to deploy once you have decided your process

Entry and Exit protocol after each prayer

Calculate potential maximum usage with 2 or 1 meter social distancing (SD) rules – expect to lose 80-90% capacity of Mosque.

Clearly indicate your expected number of people

Mosque official:

<p>After Each Prayer – AEP Daily – D Opening after lockdown/one off at the beginning -OF</p>		allowed in the building during salah times. On the main entrance (communicate this before opening the Mosque - See Section 2			
		Mark where people can pray on prayer mat/musalah			
	<p>1e) Checking numbers in and out of the Mosque or Islamic Centre (1 way in & 1 way Out or Traffic light system at entrance if only 1 entry/exit point is available Red – Stop entry – Mosque Full Amber – Stay alert – Mosque Almost full) Green – Available capacity) Door Supervisor controls access and monitoring of traffic light system</p>	<p>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 monitored by a door supervisor - see section 3</p>			
	<p>1f) Access to Mosque or Islamic Centre Library/computers</p>	<p>Qurans/Mushafs/Islamic literature should be restricted, and worshipper recommended to bring their own (on tablets or phones preferably) Communicated See section 2</p>			
	<p>1g) Check and reservice the air conditioning system (Do not use) For ventilation (Open window before every prayer) - OF</p>	<p>Professionally service and receive certificate of service. (make sure Air conditioning system is not switched on during opening</p>			

Mosque official:

		hours)			
	1h) Ensure water systems are flushed through before use. - OF	See Government Guidance for organisations on supplying safe water supplies			
	1i) Switch on and check electrical and heating systems if needed.	Professionally service and receive certificate of service.			
	1j) 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			
	1k) -Reception Staff - Providing clear guidance and access to PPE (Members of Mosque management/official staff or volunteers should be on the entrance and possibly on the exit to direct worshippers and other entrants)	<ul style="list-style-type: none"> • Remove non fixed essential item • signage. • You may Provide worshippers/visitors with sanitizers and masks • Shoe bags 			
1l) Insurance / Liability – Check with insurance provider the level of cover for staff and trustees Do you Trustee Liability insurance and professional indemnity insurance for	Once risk assessment completed and signed off share with insurance company. Consider updating lone working, health and safety and access policy				

Mosque official:

	key worker – eg Imams?				
	1m) Collecting and counting Donations/ Jumma collection/extracting Money from Money Box	Teams collecting should have PPE Counter should PPE (Gloves and Mask, seek advise from your bank on cash handling on depositing			
	1n) Imam Khutbah and Azan (Clean Microphone after Jumma Salah and after every Azan)	Imam Khutbah from Mimbar (With Mask and/or At least 2/3meters from Saff 1/ Azan facing away from Saff 1			
	1m)				

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Mosque official:

Area of Focus (SECTION 2)	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name	Review date
<p>Section 2/6) Communicating Changes of the use of Mosque or Islamic centre</p> <p>This section corresponds to: Sections 4 and 11 of the Government Guidance document: COVID-19: guidance for the safe use of places of worship during the pandemic - MHCLG Published 12-06-10</p> <p><i>“Those in charge of running a place of worship should engage and communicate with worshippers and the wider community to explain what activity is permitted and what is still prohibited.”</i></p> <p><i>“Places of worship and faith leaders should consider how guidance can be communicated to visitors, including before they visit, in a way that is accessible and appropriate for the cultures, languages and reading levels of communities served by the place</i></p>	<p>2a) Provide Clear information and remove any doubt of what is expected by the worshippers</p> <p>Developing content (information/advise and procedures) for Mosque and Islamic Centre</p> <p># Website</p> <p># Social Media Platforms – Facebook Twitter & Instagram</p>	<p>Content Ideas</p> <ul style="list-style-type: none"> • Opening and Closing time of Mosque • Restrict prayer time • Reduced access to the building • Use of hand sanitizers • Use of shoe bags • Leaving entrance 			

Mosque official:

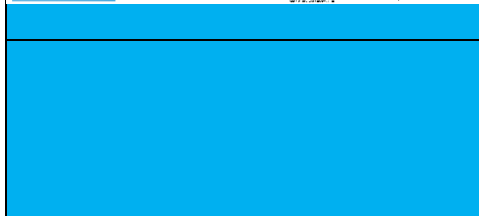
<i>of worship.”</i>					
Check digital Faith Associates Live feed/ Social Media connecting online	2b) Information for notice boards and digital signage screen(s)				
	2c) Signage for directing people away from closed areas and general COVID-19 health and safety advise				
	2d) Immediate communication of changes via email database and WhatsApp/Telegram platforms, directing audience to website and social media				
	2e) Update contact numbers of key appointed communication personnel to address any public or statutory inquiries				
	2f) Confirm changes and opening and closing times with your Local # Council for Mosques # Police/Fire authority/Station # NHS # Council emergency response team/HUB				
	2g) 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				

Mosque official:



2h) Signage encouraging **Test and Trace app** download from NHS COVID-19 APP - <https://covid19.nhs.uk/>

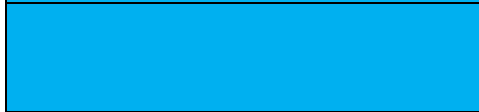
[Information](#) & [Faith Associates Website](#)



2i) Signage for staff to wash hands thoroughly for 20 seconds using soap and water/hand sanitiser when entering and leaving the Mosque.

Additional areas to address

2j)



2k)

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Mosque official:

Area of Focus (SECTION 3)	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name	Review date
<p>Section 3/6) Safety and Escalation procedures</p> <p><u>Security and Door supervisors Man/Women, advice and training</u></p> <p>This section corresponds to: Section 3 of the Government Guidance document: <u>COVID-19: guidance for the safe use of places of worship during the pandemic - MHCLG Published 12-06-10</u></p> <p><i>“Places of worship should continue to take account of protective security considerations to maintain effective security of the premises.”</i></p> <p><u>Review: http://www.mosquesecurity.com</u></p>	<p>3a) Training and Procedure in place for personnel managing entry of worshippers. Managing crowds at entrances/exits and dealing with unhappy community members</p>				
	<p>3b) External contractors for door supervision have all necessary PPE and insurance in place before duties commence</p>				
	<p>3c) Local Police/Fire Station and council emergency Hubs are aware of opening and closing times for Salah (Reduce time allocation)</p>	<p>Catering for high numbers consider multiple allocation of access (Non jammat) No Jummah only read Fard</p>			
	<p>3d) Clear signage that offensive and threatening behavior by any member of the public will not be tolerated and will be reported</p>				
	<p>3e) 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</p>	<p>Make sure fire detection systems / Fire exits are clearly marked and operational. In 1-way systems fire exits are accessible</p>			
	<p>3f) Agree protocols for supervised access for non-Muslims or people unfamiliar with Mosque and Islamic centre e.g. media, school visit, contractors</p>				

Mosque official:

Area of Focus (Section 4)	Controls required (Walk through by the Trustees/Management of the Mosque or Islamic centre)	Additional information	Action by who?	Completed – date and name	Review date
<p>Section 4) Preparation of the Mosque & Islamic Centre for: construction/maintenance workers and/or professional contractors</p> <p>This section corresponds to: Section 3 of the Government Guidance document: COVID-19: guidance for the safe use of places of worship during the pandemic</p> <p><i>“It is permissible for essential maintenance, repair and cleaning to be undertaken in places of worship once re-opened.”</i></p>	<p>4a) Confirm that all steps (above) for access by Mosque staff have been carried out before anyone else accesses the building. (signing in sheet for external contractors – monitored by Mosque officials)</p>				
	<p>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.</p>	<p>Ensure they have included any work equipment, emergency equipment (such as fire extinguishers, lifts), has been checked and it covered by their insurance</p>			
	<p>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)</p>				
	<p>4d) Confirm who has responsibility for locking and unlocking the Mosque or Islamic centre building after contractor have left.</p>				

Mosque official:

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

Mosque official:

Area of Focus (Section 5)	Controls required	Additional information	Action by who?	Completed – date and name	Review date
<p>Section 5/6) Cleaning the Mosque or Islamic Centre after general use (no known exposure to anyone with Coronavirus symptoms)</p> <p>This section corresponds to: Section 3 of the Government Guidance document: COVID-19: guidance for the safe use of places of worship during the pandemic <u>MHCLG Published 12-06-10</u></p> <p><i>“A decision should be made locally on how frequently cleaning should take place based on an assessment of risk and use of the building.”</i></p>	<p>5a) Check all cleaners are not in a vulnerable group or self-isolating.</p>				
	<p>5b) Reporting protocol of any incident, unusual activity or items left behind. Make sure cleaning staff are aware of the location of incident book/forms</p>				
	<p>5c) All cleaners provided with gloves (ideally disposable) to protect their skin from exposure to cleaning materials.</p>				
	<p>5d) Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.</p>				
	<p>5e) Disposal protocol of all contaminated and waste materials are clear</p>				

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Mosque official:

Area of Focus (section 6)	Controls required	Additional information	Action by who?	Completed – date and name	Review date
<p>Section 6/6) Cleaning the Mosque or Islamic Centre after known exposure to someone with Coronavirus symptoms or post Quarantine</p> <p>This section corresponds to: Section 3 of the Government Guidance document: <u>COVID-19: guidance for the safe use of places of worship during the pandemic</u> MHCLG Published 12-06-10</p> <p><i>“Venue managers are strongly advised to take action to minimise the potential for spreading of COVID-19 among worshippers, and those working/volunteering within the building and surrounding grounds.”</i></p>	<p>6a) If possible, suspend services that the Mosque or Islamic Centre offer for 72 hours with no access permitted. This may become a priority when Test and Trace protocols are made available.</p> <p>Communicate your position clearly (see section 2) Contact your - Council for Mosque & - local resilience forum (Run by local council)</p> <p>Following new enforcement powers to shut down facilities known to be infected, guidelines to help with reopening will be provided</p>				
	<p>6b) If 72-hour quarantine is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p>	<p><u>Public Health England guidance available here.</u></p>			

Mosque official:

	6c) If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.				
	6d) Cleaning protocol and frequency reviewed and scaled up				
	6e)				
	6f)				

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