Mosque / Islamic centre name:

OVERVIEW:

This document is exclusively related to COVID-19 and aims to guide you on the steps you should take to protect all visitors to your mosque or Islamic centre through having the correct policies, procedures and associated risk assessments. The responsibility for the health and safety of all staff, volunteers and visitors sits with the trustees or personnel who have legal authority over the Mosque or Islamic centre. They are required by law to protect them from harm, this includes to protect all and reduce the risk of transmitting COVID-19.

The minimum that must be done is:

- 1. identify what could cause infection or transmission of COVID-19 (hazards)
- 2. decide how likely it is that someone could contract COVID-19 (the risk)
- 3. take **action** to eliminate the hazard, or if this isn't possible, reduce the risk to an acceptable level (control measures and actions)

These steps formulate the core components of a risk assessment.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks. Your risk assessment will help you decide whether you have covered all you need to. Below is a template risk assessment for your to review and adapt to become site specific for your mosque or Islamic institute. This risk assessment should act as a 'reference point'. Assessing risk is just one part of the overall process used to control risks in your workplace and must be followed up by action and review.

WHO IS THIS DOCUMENT FOR:

Trustees and committee members.

Bring awareness to the higher levels up discuss building readiness, hours and times of facilities to be made available, security, staff, services, feasibility funds, community, emergency services and other resources and to discuss the summary of hazards and risks.

Assigned safety officers, available staff and volunteers.

The risk assessment document should be worked through and delegated taking into consideration resources, building(s), service and opening times of the building(s)

HOW TO USE THE DOCUMENT:

- 1. **Print and read through the whole risk assessment** to get an understanding of the hazards and risks involved in re-opening and their associated control measures.
- 2. **Identify any site-specific changes are required** and record in the notes section on page 46 with reference to the hazard number. Note: NOT ALL HAZARDS MAY BE APPLICABLE TO YOUR SITE
- 3. **Initial the responsibility for each hazard** and formulate a re-opening plan to be actioned or overseen by the person who has been assigned to it.
- 4. **Arrange volunteers and staff members** to set up the plans for re-opening. Assign tasks and responsibilities of all safety officers and core operational staff.
- 5. Create the following check sheets
 - a. Volunteers and staff register and rota
 - b. An equipment list
 - c. Cleaning checklist and schedule
 - d. Communications list
 - e. Infographic / Posters list

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Mosque / Islamic centre name:

Prepared by: S. E. Mia BSc (Hons) NEBOSH	Date: 11/06/2020	Reviewed by:	Date:
Name, Address of mosque / Islamic centre:		COVID Safety officer:	Date:

This document is a template risk assessment for the sole use of mosque / Islamic centres operating under UK law wanting to re-open safely in the current COVID -19 Climate. All information that has been provided within this document has derived from government guidelines, best practises in terms of health and safety and the legal responsibilities of such establishment and organisations outside of COVID-19 guidance. This document provides insight into the levels of COVID-19 related risks identified from hazards that exits in the current climate of the COVID-19 Virus affecting communities. Taking into account that the Muslim community is predominantly Black, Asian, and minority ethnic, which are classed as high-risk categories this document does not discriminate or is specifically aimed at a particular risk category. Control measure are to be made site specific and relevant to the particular community that this template is to be used for. For further information, please consult the HSE, NHS, Gov.uk and Public health websites and guidance's online.

	What Are The Hazards	Who might be harmed and what are the risks?	Control Measures	Further Control Measures	Actions to be taken/ Points to remember	Actioned by who/when	Complete
STE	P 1: PLAN HOW AN	D WHEN.					
1	The re-opening of the Mosque/Islamic Centre in line with legislation and guidelines and best practices to the community.	All staff and volunteers on site, the management team and the local community. Moral and legal adherence to the guidelines and responsibility of following the COVID-19 government guidelines, to prevent a negative impact on the spread of the virus in the community. The mosque / Islamic centre is unaware of the legal responsibilities and duties to its members of staff and the attendees. There is fear of the law and lack of awareness that prevents the mosque / Islamic centre from reopening.	Islamic centre and the responsibility over staff and volunteers including management and responsibility of all sections of the Health and Safety at Work Act 1974. The welfare of those on site, Fire Regulations 2005 and The Management of Health and Safety at Work Regulations 1999. The mosque / Islamic centre also has a moral responsibility and a legal requirement to provide provisions for wellbeing, access egress from any emergency situations for all users, first aid provisions and ensure that adequate signage awareness and communication is provided. To also provide a safe environment where walls floors ceilings are maintained, equipment on site is maintained on the provision of suitable lighting ventilation and levels of noise are comfortable.	The mosque / Islamic centre also has a duty to ensure the environment is safe and clean. Any infection control measures required are in place. Anything outside of the mosque / Islamic centre would be as per government guidance for fines penalties by law enforcement. Obtain advise from medical professionals. Make insurance companies aware of this risk assessment and ensure that adequate insurance is in place. Update policies for Covid-19.	Mosque / Islamic centre website and all associated social media platforms – Facebook Twitter & Instagram communicating the following: — Opening and Closing time of Mosque / Islamic centre. — Prayer times. — Access to the building. — Washing of hand sanitisers. — Use of shoe bags. — Leaving the mosque / Islamic centre. Emergency evacuation. — Car parking, local community. — Use of prayer mats. — Quran and tasbih. — Respect for the social distancing of others. — Limiting waiting outside the mosque / Islamic centre. — Queuing areas inside the mosque / Islamic centre	Initial/s: Date/s:	

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Mosque / Islamic centre name:

2	COVID-19 Safety Officer and team	Staff and volunteers to be supported and given the confidence to enforce the rules set out by the mosque / Islamic centre.	Allocate the role of security officer to a number of senior management or staff members that can be on site at different times or rotate in between the jamaat to reduce fatigue and stress.	Informed the volunteers and staff members of who the COVID safety officer is and alert them to the contact details and location of the covert safety officer on duty.	Have you created training provisions for the safety officer and are all staff and volunteers aware of the role of a safety officer?	Initial/s:	
		The local community to have the messages reinforced by a person that is able to reinforce the messages and site rules agreed. Risk of the spread of infection to the Covered safety officer due to exposure to multiple prayers and attendees. Risk of stress and fatigue due to being available to all volunteers and staff members and the responsibility of the mosque / Islamic centre. Security risk of targeting officer outside the mosque / Islamic centre or been faced with behavioural concerns from attendees and public.	Provide adequate PPE that can be accessible easily in the event of any behavioural concerns darts results in physical contact.	Provide training for the COVID safety officer to maintain social distancing whilst being able to control operand and play responsible part in the mosque / Islamic centre during this climate.		Date/s	

Mosque / Islamic centre name:

3	Attendees
	classed as
	COVID-19 risk
	categories who
	choose to
	attend the
	Mosque/Islamic
	Centre.

Employees, attendees that are classified as being on the Government vulnerable list as per https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria should remain isolated at home whilst the current Government advice remains in place.

Spread of the virus to those who are vulnerable and deaths. Possible increase in the number of positive cases in the community.

Penalties for improper communication to the attendees.
A lack of moral responsibility if proper measures are not in place to ensure that those who do attend are not on the vulnerable list.

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Restrict those who are vulnerable or with low immunity from attending the site.

Those over the ages of 65 to 80 and that fall into the category of potentially vulnerable, to be asked to self-access before they attend.

Those above the age of 80 to be asked to not attend the mosque / Islamic centre for any prayers.

This to be communicated via available channels to the community and to the local attendees. I.e. social media channels, WhatsApp ad website.

Restrict those who are on the vulnerable list and have underlying health issues or low immunity.

Access the entry of those who have low immunity levels and those between the ages of 65 and 80.

Those attending who have family members in the above category are advised to take the appropriate precautions before entering the mosque / Islamic centre.

Have you considered elderly worshipers who may want to come to the mosque / Islamic centre?

Initial/s:

Date/s

Advice and information should be provided to the team of the actions to be taken, in accordance with government guidelines.

What checks for health and of virus symptoms are going to be taken at the doors? i.e. temperature

What is the age and BAME considerations to be taken in your community?

Will you restrict by preregistration and provide registration facilities before you open?

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Mosque / Islamic centre name:

4	Nikkah ceremonies, consultation, surgeries and meetings, food banks.	Attendees, employees, volunteers, management, Contractors, visitors, Local public. Social distancing reductions promoting virus spread Separate arrival times as required and access to the mosque / Islamic centre may be difficult.	Any requirement for ceremony to take place in the mosque / Islamic centre should be made at times either before or after attendees may arrive or depart the mosque / Islamic centre for jammat. Minimum numbers according to Islamic understanding should be allowed into the mosque / Islamic centre to be a part of the ceremony reconsideration of the risk assessment should be made.	Any further attendees required for the ceremony should be restricted. Communication to reduce waiting or queuing outside the mosque / Islamic centre to be made as part of these ceremonies. Any such activities other than prayer should be conducted when government guidelines allow for ceremony to take place and social distancing has further relaxed.	Have you provided communication to ensure that the community understand the reasons for delays and postponing of ceremonies? Consider information posters or signage?	Initial/s: Date/s	
5	Use of Madrassah, classes, libraries, teaching and education facilities and meeting rooms.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Difficulties controlling numbers. Predominantly children.	Children difficult to control/may not have sufficient understanding of the measure put in place · Children are high-risk group? Suspend Madrasa facilities and provide home learning material online.	Any teaching facilities that the mosque provides should be conducted online where possible.	Have you made provisions for online learning?	Initial/s: Date/s	
6	Availability and use of Ghusl facilities.	Attendees, employees, volunteers, those performing the action may be more at risk than others may. Social distance in barriers are broken down due to the nature of the facility. Cost and expense of PPE required may not be feasible.	Provide appropriate PPE that would include gloves masks aprons. Potentially visors that would protect individuals further. Have washing facilities for those who are near this process.	Ensure a change of clothes is provided or facilitated for the staff and volunteers who perform the service.	Provide a timetable and written procedure of the Ghusl in line with government guidelines. Do not mix staff and volunteers between roles.	Initial/s: Date/s	

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Mosque / Islamic centre name:

Ste	p 2: Plan the space.						
7	The availability of toilets facilities.	Attendees, employees, volunteers, management, Contractors and visitors. Making available the welfare facilities for staff and site users. Risk of spreading the disease via the touch points in the toilets. Breaking of social distancing whilst using toilet facilities.	Due to staff and volunteer wellbeing on site, toilets should be made available for staff and volunteers use only. The staff and volunteers on site should refrain from using such facilities until they return home where possible in between prayers. Social distancing whilst using the facility should ensure that one person at a time uses the toilet facility.	A thorough cleaning schedule to be put in place for the cleaning of touch points of the toilet facilities, the floors and walls at least every 72 hours.	Have you made available, the facility to allow access (with restrictions), on queuing for a single disabled toilet facility?	Initial/s: Date/s	

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Mosque / Islamic centre name:

Mosque / Isla	mic centre name:					
Scheduling infection control and being able to control the virus being present at the mosque / Islamic centre.	•	Cleaning schedules to be used by staff and volunteers. Daily cleaning schedules to include all surfaces and touch points that are in the mosque / Islamic centre. The carpets to be dry mopped with disinfectant spray in between prayers and any floors to be wiped with disinfectant. Any toilet areas to wipe with anti-bacterial. All equipment and furniture to be cleaned as required. Thorough clean to be done every 72 hours. The cleaning of all handles, doors and walkways, floors and facilities with the use of disinfectant liquid and water.	Deep Clean that is to be carried out on the discovery of a person having found to have symptoms on site. With the use of disinfectant and antibacterial the cleaning of all floors, doors and walls. The cleaning of carpets and equipment more than a general daily clean.	Three types of cleaning schedules are required: Daily clean that is regular and in between jamaat times and any carried out again at the end of the day. Use of chemicals and wipes. Thorough clean that is carried out every 72 hours with the use of soapy water and covers all equipment, furniture and surfaces Deep clean on the event that positive symptoms have been confirmed. To include carpets and surfaces and to commence if feasible after 72 hours of shut down of the site.	Initial/s: Date/s	

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Mosque / Islamic centre name:

		inc centre name.					
9	Location of mosque / Islamic centre	Attendees, employees, volunteers, Management, Contractors, visitors, Local public.	Capacity will need to be substantially reduced from the norm to be able to introduce effective social distancing measures.	Internal markers to ensure attendees remain 2m apart whilst praying and other communal areas.	Introduce registration system for attendance; attendees to be required to pre-register to attend on specific day and specific Jamaat.	Initial/s:	
		Normal Mosque / Islamic centre Capacity in relation to size/prayer space makes social distancing difficult	For the most popularly attended Salah, introduce staggered/multiple Jamaat.	One-way system for entry and exit, preferably with separate entry and exit points.		Date/s	
10	Provisions and the use carparks and outdoor spaces.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Cars parked side by side in parking bays reducing the levels of social distancing between drivers. The control of those entering the carpark and leaving the carpark adhering to social distancing rules. The spread of the virus between drivers. In addition, passengers leaving and returning to the vehicles.	Communication before the opening of the mosque / Islamic centre of the use of the carpark and social distancing measures. Posters to advise of the social distancing in the carpark and the moral responsibility to others using the car parking facility. If the carpark uses pay and display facilities, the use of gloves before using the machines to be advised and the use of hand sanitisers or washing of hands after using the machine.	If the pay and display machine is owned by the mosque / Islamic centre, provide alternate methods of payment either with the use of pay by phone methods or contactless payments. Develop a one-way system with the use of cones and rope to barriers for those entering the mosque / Islamic centre and leaving the mosque / Islamic centre. Posters to be displayed to highlight the social distancing rules and one ways systems of the car park.	Have you marked spaces that can and cannot be used due to social distancing? Are car parks of better use as waiting and assembly points in the case of an emergency and before prayers? What signage have you in place to advise of social distancing and hand sanitation on the use of the facilities in the car park?	Initial/s: Date/s	
11	Use of stairs in multiple storey mosque / Islamic centre buildings.	Attendees, employees, volunteers, Management, Contractors, visitors,				Initial/s: Date/s	

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Mosque / Islamic centre name:

12	Prayer area reaching full capacity inside the mosque / Islamic centre and miscalculation of the 'new capacity'.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. The reduction of social distancing. Crowd control measure that will require the use of more volunteers and door stewards reducing the stewarding elsewhere in the mosque / Islamic centre. The maintaining of social distancing for entrance and exiting of the mosque / Islamic centre.	Volunteers to monitor and maintain new capacity numbers that have been calculated and set out by the mosque / Islamic centre. Before opening all volunteers and staff to aware that any breach of this capacity to be rectified with remedial action immediately.	If after opening the capacity is unmanageable or inadequate for the site, a new calculation and capacity number should be decided This again is to be reviewed to ensure that social distancing and government guidelines are met.	New capacity at about 25 to 35 percent of full capacity. Prayer spaces to be marked cross or small box with tape for prayer mats to be placed on top of markings. Personal belongings to be placed beside the prayer mat during Salah. Calculate the prayer areas not for maximum capacity but to include movement and manageability.	Initial/s: Date/s	
13	The maintenance and suitability of surface floors and walls for cleaning.	Attendees, employees, volunteers, Management, Contractors, visitors Walls and floors damaged and difficult to clean and wipe. Further injury or accidents as a cause of poor maintenance of surfaces, floors and walls.	Surface walls and Floors should be checked for any damage or cracks that may be apparent. Damage found should be covered or repaired and maintained before the opening of the mosque / Islamic centre so that cleaning processes can be effective. Any tiles or broken flooring to be repaired immediately before reopening to ensure that there is no additional cause of first aid requirements from cuts, trips or Falls.	Any soft flooring like rugs or mats to be removed permanently Lee and any wall coverings or soft wall furniture to be removed or covered with dust sheets and included in the cleaning schedules staff and volunteers to be made aware of any damages or maintenance requirements for floors walls and surfaces	Have you checked your floors and walls for cracks and loose surfaces that may fall or cause injury to others? Have you checked the property for suitability of use after if it has been closed since lockdown? Create a repairs log to prepare for opening.	Initial/s: Date/s	

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Mosque / Islamic centre name:

		nic centre name:					
14	Capacity restrictions with the current government guidelines.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public.	Capacity will need to be substantially reduced from the norm to be able to introduce effective social distancing measures. For the most popularly attended Salah, introduce standard development.	One-way system for entry and exit, preferably with separate entry and exit points.	Make aware the total capacity available and use signage at the entrance of the mosque to alert of the limited spaces available.	Initial/s:	
		Normal availability in the Mosque / Islamic centre. Capacity in relation to size/prayer space makes social distancing difficult	Introduce staggered/multiple Jamaat. Introduce registration system for attendance; attendees to be required to pre-register to attend on specific day and specific Jamaat. Internal markers to ensure attendees remain 2m apart whilst praying and other communal areas.			Date/s	
15	Rest areas and out of use areas.	Attendees, employees, volunteers, Management, High use area – higher risk of social distancing breaches and contaminated surfaces. Provisions for staff and volunteers in uncontrolled areas.	Where possible access and egress route into and out of rest area should be defined with two-metre social distancing markers along route. If tables and chairs within the area are used these should be wiped down before and after use with disinfectant wipes.	Where rest area is not large enough to allow staff to have lunch in the area whilst maintaining social distancing, then staff should be allowed to leave site and return. Disinfectant wipes to be available in the area to wipe down surfaces and equipment after use.	Encourage staff and volunteers to leave the site after the time allocated to be on site. Remove/block all seating and rest areas that are in communal area and restrict staff and volunteer numbers in allocated rest areas.	Initial/s: Date/s	
16	Legionella checks and build-up of the bacteria in water systems	Contractors, visitors, Local public becoming ill from water borne bacteria. Risk of dead-legs in the building and taps, sinks and toilets that have been blocked off from use could have a build-up of the bacteria.	All toilets to be flushed daily, and sinks that are not used to be run weekly for up to 5 minutes The wudu areas have the taps run for a minute each daily to flush the systems of any bacteria build-up	To prevent any build of the legionella bacteria in the water system get the water system checked for legionella and 'deadlegs or pipe endings where water is stagnant. Ensure that legionella risk assessments and test are conducted regular.	Consider flushing of all taps, showers and at least every week for 3 to 5 minutes. Any sinks, showers or wudu and toilets facilities to be flushed or run weekly.	Initial/s: Date/s	

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Mosque / Islamic centre name:

17	Fire panels, detectors and alarms checks and maintenance.	Attendees, contractors, visitors, Local public including staff and volunteers on site. Alarms and detectors may be subject to the cleaning schedule but chemicals aerosols and cleaning products may affect the functionality of the detection systems.	Reduce the cleaning fire panels and detectors to be carried only weekly without the use of chemicals. All systems to be checked weekly and a test alarm to be sounded weekly.	Ensure that a recent full maintenance or service has been carried out for the fire alarm system, to ensure that it is functioning properly in the event of a fire emergency.	Do you have fire alarm maintenance and safety checks that are scheduled regularly? Are you aware and are the users of the site aware of what to do in a fire evacuation? Include basic, site-specific fire training for all volunteers and staff with the new COVID layouts in mind. Are staff aware of what the alarm sounds like and how to sound the alarm in the event of a fire emergency?	Initial/s: Date/s	
18	Assembly points.	Attendees, employees, volunteers, Management, During an emergency a lack of social distancing due to a panic or situation that has not been experienced previously	Ensure that assembly points are suitable for the use of the new capacity numbers and within social distancing rules	Revise or create a COVID-19 fire risk assessment and policy. Allow staff to undertake fire warden or fire awareness training. Would you require new or an additional assembly point to maintain social distancing with the capacity/staff/volunteers on site?	Access the accessibility and ease of maintaining social distancing for the new capacity at assembly points. Would you be able to practice a fire drill and emergency evacuation?	Initial/s: Date/s	

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Mosque / Islamic centre name:

19	Location residents (in emergency	Attendees, employees, volunteers, Management,	Attendees to be encouraged to stay within vehicle until informed to exit and join queue/enter Mosque / Islamic centre	If car park is off site; stewards to be placed at Mosque / Islamic centre and at car park in	Have you a site plan that you can mark the best routes and attendee waiting areas?	Initial/s:	
	situations).	Physical location of the site in relation to the roads and streets in the vicinity may cause social distancing issues.	Restrict and steward access to carparks. Find alternative routes for attendees to access the site to prevent spread of virus.	communication by phone/walkie talkie to stagger release of attendees from vehicles to Mosque / Islamic centre.	Do you need to consult local residents or law enforcement to assist in the safe access and egress of attendees?	Date/s	
		Access to car parks and parked vehicles may cause further concern to local residents.	Ensure that carparks restriction does not impede emergency service access.	If no car park, then consider parking to be encouraged as per normal practice.	Communicate the restrictions and place signage on site and around the site to advise of plans.		

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Mosque / Islamic centre name:

20	Emergency routes. Fire doors and	Contractors, visitors, Local public who may be unfamiliar with the site and any one-way systems created. Fire doors and Fire exits may become blocked with any items of furniture positioned to promote social distancing and ease cleaning measures Fire escape routes could be compromised and emergency services unable to access areas because of the movement of furniture. To improve social distancing fire exits could be blocked by one-way systems that have been created to ensure social distancing rules are adhered to.	To improve social distancing, store any moved furniture or soft furnishings away from Fire escape routes in a fire escape door. Add new signage to one-way system to indicate fire escape routes advise all attendees of the fire procedures and location of assembly points. Social distancing is not to be observed on the sound of the fire alarm however social distancing recommences again at the assembly points/s.	Communication with the community of the capacity and availability of jamaat. Train volunteers, stewards, and staff to ensure that the numbers within new capacity are maintained.	Fire doors and escape routes to be checked regular routes to ensure functionality. Advise volunteers and staff on site of the locations and use of fire escape exit doors and equipment. Place new signage for any changes in fire escape routes or exits.	Initial/s: Date/s	
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Mosque / Islamic centre name:

21	Waiting areas queues for mosque / Islamic centre.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Reduced social distancing due to waiting in uncontrolled areas outside the mosque / Islamic centre Weather issues that could affect the wellbeing of those waiting. The queuing for a jamaat that is already at full capacity.	Communicate to all attendees and staff to ensure that anyone waiting to enter the mosque / Islamic centre is either to wait in their cars or return home. Where possible the provision of marquees, canopy's or parasols to protect those waiting against weather conditions. Restrict the number of persons waiting outside the mosque / Islamic centre.	Use an effective system whereby the attendees are registered before the opening of the mosque / Islamic centre and provided with a specific jamaat time for each jamaat. Allow attendees to register for the number of prayers they wish to register for. Communicate with the community the new capacity of the mosque / Islamic centre and arrange suitable system to prevent large numbers of attendees waiting for entrance to the site.	Are you able to restrict the number of attendees allowed to wait outside the perimeter of the mosque / Islamic centre and at gates?	Initial/s: Date/s	
22	Wheelchairs and disabled access	Attendees, employees, volunteers, Management, Contractors, visitors, Local public who have accessibility requirements. Maintaining social distancing during an evacuation.	Disabled users should only be accessed on ground floor sites to reduce the risks of close proximity required in the use of an Evac-Chair.	If a disabled evacuation is required, face masks should be provided for the employees and members of the public involved.	Do you have a wheelchair access and provisions for safe use of wheelchairs in and around the site? Do you planned one way and routes in the mosque allow for wheelchair or disabled access? Do you fire escae routes include wheelchairs?	Initial/s: Date/s	

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Mosque / Islamic centre name:

23	Emergency procedures	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Social distancing procedures concerns and maintaining the social distance guidelines.	To ensure that no bottlenecks occur during an evacuation it is essential that the fire escape routes are checked on a daily basis, and the final exit doors are not locked or blocked. Further assessment maybe required as to how an evacuation will be conducted to try to reduce congestion at any point within the evacuation. Social distancing measures to be observed at the dedicated assembly points.	PEEPS in place for staff members who require assistance Due to the close proximity that may be required during a PEEP evacuation and as per current social distancing guidelines, employees with mobility issues should work from home for the period of the pandemic.	Inform local police/Fire authority/Station of the following information: -Opening times -Closing times -Numbers on site and number of -Jamaat times	Initial/s: Date/s	
24	Areas closed off and made unavailable to all.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. If staff, volunteers or attendees access this part of the mosque / Islamic centre, the virus could spread to these areas. The cleaning schedules may not include these areas as they are classed as closed to general use. The areas may be required in the event of an emergency evacuation.	Cleaning schedule to include all areas of the mosque / Islamic centre and parts of the mosque / Islamic centre that are closed for general use also. Emergency exits to be considered when closing these areas and should not be locked or completely inaccessible if it is part of the original fire escape route.	Signage to advise of no entry or access and if required the times of the accessibility.	Spare keys and access codes to be centrally located to be accessible to management and staff if these rooms are to be kept locked.	Initial/s: Date/s	

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Mosque / Islamic centre name:

25	Use of reception and communal areas	Attendees, employees, volunteers, Management, Contractors, visitors, If unmanaged would cause gatherings and further spread of the infection. The social distancing becoming difficult to observe and judge to maintain social distancing guidelines. Staff and volunteers congregating at times of breaks. Furniture being used could be not been included in the cleaning schedule of the mosque / Islamic centre.	Markers and paths ignored and those in the mosque / Islamic centre not following one-way systems the floor and wall Provide marked allocated break out areas for staff and volunteers. All communal areas to be restricted.	Allocate space for emergency services to use if in the event of a medical emergency and further social distancing is required.	Do you have all areas of the mosque included in the cleaning schedules? Signage may be required to advise of restrictions to areas of the site.	Initial/s: Date/s	
26	Use of air-con and cooling fans	Attendees, employees, Management Employees, volunteers contractor, members of the public Lack of natural ventilation in confined spaces increase risk of spread of COVID-19 via air con.	Air Con and Cooling fans should be prohibited in multi-occupied office spaces when occupied, as there is evidence that these can spread the virus significant distances and further than the 2-metre social distancing requirements. Blinds can be during the day to reduce solar gain or reflective film.	Wherever possible natural ventilation should be used within the offices. Assessment for the possibility for office cooling, with Air Con being used at night.	Have you removed the use of portable fans, as they are uncontrolled? Have you included any fixed wall fans in the daily cleaning schedule?	Initial/s: Date/s	

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Mosque / Islamic centre name:

Ste	o 3: Plan the Equip	ment.					
27	Deliveries	Attendees, employees, volunteers, Management, Post and parcels being delivered to the mosque / Islamic centre whist entrances are being occupied by stewards and attendees awaiting the next jamaat times. Maintaining social distancing and integrity of access/egress and escape routes.	A zero-contact table inside the mosque to be allocated that allows any parcels or post to be placed. Parcels can be wiped with anti-bacterial wipes or left for 72 hours before the contents are handled.	Establish an area for deliveries that avoids them being taken through the building. Where possible agree delivery times to avoid access and egress peak periods.	Make available an area that all volunteers and staff are aware off any deliveries are to be made. Provide a 'zero contact table'.	Initial/s: Date/s	
28	First aid provisions	Contractors, visitors, Local public. Risk of cross infection.	First aiders should be provided with PPE in case they have to administer first aid - apron, glasses, facemask and surgical gloves. The injured person should also be provided with a facemask.	First aiders to remove PPE and wash hands as set out in https://www.gov.uk/government /publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures CPR can be carried out in conjunction with a defibrillator if available. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-COVID-19-coronavirus-cpr-and-resuscitation/COVID-community/If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services.	Is your First aid box within date and fully stocked? Do you have a first aider on site and is their training up to date?	Initial/s: Date/s	

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Mosque / Islamic centre name:

29	Cleaning procedures – infection control	Employees, contractor, members of the public Risk of contamination of surfaces in high use areas	To reduce the risk of infection, a robust cleaning schedule of contact points, rest areas, and toilets is implemented. To reduce potential points of contamination desk bins are to be removed.	Disinfectant wipes to be used throughout the office and available at high use areas. COSHH Assessment to be completed and in place for usage.	Have these areas been considered in the cleaning schedules? — All door handles and railings — surfaces commonly	Initial/s:	
		and across the site. Maintaining basic virus control is otherwise impossible.	Waiting area, prayer halls and any prayer areas to be cleaned between prayers. Staff to wash hands as part of postural DSE (Display Screen Equipment) break routines.	Cleaning sheets to be available at all high contact points/areas to show compliance with cleaning scheduling and to be checked by the site responsible person.	touched by users — switches — Clean Toilet and Wudu areas to — radiators, — Quran holders/benches, — shoe racks	Date/s	
		Cleaning for the safety of those on site to provide reassures involves cost and resources.	Disinfectant wipes to be used throughout the site and available at high use areas. Due to increased hand washing, this can	Central waste point is identified and used.	 Since racks AV & PA system Podium Kitchen chairs and stools electric sockets water fountains 		
		The local community show concern for virus control methods used on site. Skin exposure, dermatitis	trigger Irritant Contact Dermatitis by frequent exposure to a weak irritant, such as soap or detergent. It may also develop if you have been in contact with a stronger irritant for a short		— water fountains — radiator — — — — —		
		due to additional use of hand sanitisers and hand washing.	while. Provide any moisturising solutions to staff and volunteers.		Points to remember: Turn off and unplug all electrical device whist cleaning. Suitable Equipment required for cleaning, floors, walls and		
					surfaces. Discard gloves after each cleaning and wash your hands after removing the gloves.		

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Mosque / Islamic centre name:

	• •	inc centre name.					
`30	Waste disposal and storage	Contractors, visitors, Local public. Excess waste produced from the discarding of PPE. Handling of waste that could be contaminated. The disposal of waste that has come from cleaning and sanitisation that could be infected after a deep clean.	Remove all waste after each jamaat. Have separate allocation of waste bins to place any used PPE. Ask that all on site take home with them any rubbish or waste personal to them. Any items of clothes to be disposed of immediately. All stewards to check for any left unclaimed items at the end of every jamaat and dispose of any found items.	For anyone that has symptoms on site any items of clothing or belonging left on site should be placed in double bin bags and disposed of in biological waste or stored of 72 hours before being disposed of in general waste.	Do you have procedures to place all contaminated and waste materials in double bin bags and await 72 hours before adding this to the general waste?	Initial/s: Date/s	
31	Fundraising and collections	Any Fundraising conducted outside the mosque / Islamic centre may cause concern for social distancing rules being broken. volunteers and staff conducting the fundraising may cause a threat to others including the general public and themselves. Higher risk of spreading the virus and donations in the form of money could be contaminated with the virus.	Restrict one-to-one fundraising activities where the fundraiser would come into contact with others. Restrict the collection of money to contact list options available via wireless digital card reader machines. Place emphasis on PPE and provide static stations with the use of tables or physical barriers. Decontaminate money that is collected. Any coins and paper should be separated for 72 hours before being counted or accounted for. Any equipment used for fundraising should be deep cleaned.	A change of clothes should be recommended at the end of the fundraising session. Ultimately despite fundraising being key to support for mosque / Islamic centres it should be avoided until further lockdown measures are in place. Fundraising activities to be held online where possible and online donations to be a part of fundraising activities.	Have you checked that the contactless card reader is functional? Will you need additional buckets to use for different jamaat?	Initial/s: Date/s	

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Mosque / Islamic centre name:

32	Chemical use	Attendees, employees, volunteers, Management, Introduction of new cleaning products and chemicals that are not familiar to staff and volunteers Allergies from new chemicals The risk of the virus being on the containers of the cleaning products The chemicals causing irritation or itching after use by staff and volunteers	Restrict the use of the chemical to those who have been introduced to the methods and use of the chemicals. Provide gloves and the required safety measures so that users of the chemicals are safe. Wipe down any containers that are used so that the next user of the cleaning product is less at risk or allocate separate cleaning packs to allocated staff members.	Ensure that all chemicals are placed in a COSHH matrix. The chemicals to be checked for suitability of use on certain furniture surfaces and flooring. The staff and volunteers to advise of any allergies or irritations they have or develop whilst or before using the products. Keep all chemicals locked away in between uses and set a dedicated chemicals cupboard that can be alerted to fire crews in the event of a fire emergency. Locate the storage on a printed site map that can be passed to a fire marshal/crew in the event of a fire.	Prepare a COVID chemicals use list and add to the matrix. Seek assistance if one is required. Have you carried out health surveillance and provided gloves for cleaning staff?	Initial/s: Date/s	
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Mosque / Islamic centre name:

22	•	Attache name.	Adlana to efficial accommendation !	Address and the limit and the	Charle all commissions and	1141-1/	
33	Signage/	Attendees, employees,	Adhere to official government guidance	Where possible limit any complex	Check all your signage and	Initial/s:	
	posters	volunteers, Management,	where possible.	terminology; understandable by	information as lack of notice		
	awareness on	Contractors, visitors, Local		the "ordinary man on the street"	and awareness may result in		
	site.	public.	Ensure placed in line of sight and placed	•	the Mosque / Islamic centre		
			where there is adequate lighting; position in		being unable to remain open.		
		Misinformation (incorrect	areas most commonly populated by	Stewards at entry points to re-			
		information or Inadequate	attendees/areas of greatest footfall; text is	enforce message/guidance	Do not overload the site with	Date/s	
		placing i.e. not prominently	in large and easily legible font; ensure	vocally to back up signage and aid	too many posters and signage		
		placed or placed in areas	overall posters/signage are in colours which	any potentially visually impaired	as this may become confusing		
		where limited visibility.	will provide greatest visibility/impact ·	attendees;	and ineffective.		
		Complex language and					
		therefore risk of being		Ideally stewards will be bi-lingual	Language/tone to be strong		
		misunderstood or not		so can relay guidance.	but not dictatorial; avoid		
		understood at all Signage			reference to threat of fines,		
		does not cater for visually		Print signage in multi-language	police etc. Focus more on		
		impaired or is not in		form.	failure to adhere to guidance.		
		multiple languages					
		reflective of the attendees					
		Language/tone – induces					
		fear/scaremongering?					
34	Carpet	Attendees, employees,	Wipe-clean carpets regular especially after	Monitor the movement of	Have you made suitable	Initial/s:	
	protection.	volunteers.	use.	attendees to either reassess the	provisions for cleaning the		
				one-way systems to reduce the	carpets in between jamaats?		
		Carpet becoming soiled due	Carpet protector can be purchased as a	footfalls on the carpets.	Perhaps purchase wipeable		
		to personal items such as	floor covering to be applied to either the		carpet protectors for the carpet?		
		shoes bags and coats being	entrance areas of the prayer hall to protect		curpet protectors for the curpet:		
		kept alongside the	the carpet.			Date/s	
		attendees pray space during					
		jamaat.					
		Use of cleaning products					
		and additional cleaning					
		and and other all and an array and all					
		schedules that may add					
		extra wear to the floor					
		The state of the s					
		extra wear to the floor					
		extra wear to the floor coverings inside the mosque					

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Mosque / Islamic centre name:

35	The use of any	Staff and volunteers.	Any portable appliances to be included in	if required individual equipment	List all the equipment that needs	Initial/s:	
	machinery,		the cleaning schedule that is used.	to be provided to staff and	to be cleaned and maintained.		
	cleaning	Items being shared and not		volunteers that can be used to			
	equipment and	included in the cleaning and	Any items and machinery equipment or	carry out cleaning duties.	Have a separate list that includes		
	electronic	maintenance schedules set	sound and visual equipment should be also		items that can be allocated to individuals for their sole use.		
	sound visual	by the mosque / Islamic	part of the cleaning schedule.	Assign equipment two individuals	marviadais joi their sole use.	Date/s	
	equipment	centre risk the spread of the		or ask individuals to bring their			
	inside the	virus.	The equipment that can be kept from use	own equipment for use within			
	mosque /		should be placed away from general use any	the mosque / Islamic centre such			
	Islamic centre.	Equipment being too	touch surfaces should be cleaned regular.	as microphones or headphones			
		sensitive to be cleaned with	_	or PPE.			
		soapy water and some					
		cleaning products.					

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Mosque / Islamic centre name:

36	Use of Shoe Racks & Coat Hanging Facilities Inside the Mosque /	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Increased gatherings around shoe rack areas.	Restrict shoe rack area and coat hanging facilities. Attendees to bring their own Carrier bags.	Mosque / Islamic centres to provide carrier bags depending on cost and feasibility as this would place further control on the virus exposure from outside	Communicate via signage that Left or lost items should not be returned but disposed of and coats and should be kept with attendees at all times.	Initial/s:	
	Islamic Centre.	Risk of congestion to get to attendees coats and shoes Contaminants on shoe rack/coat racks.	Communication to all attendees to bring their own bag with them for their own personal use and taken with them to be disposed of after leaving the mosque / Islamic centre.	the mosque / Islamic centre. Beside the prayer mat place fixed carpet protection that can be easily cleaned in between prayers for attendees shoes to be placed.		Date/s	
		Damage to carpets and flooring due to more items being left. Items being lost or forgotten	Stewards to monitor attendees and shoe bags at entry point.				
		and not being at the specified locations i.e. shoe racks and coat pegs. (Found items to be disposed of) The weather dependant clothing and footwear being a problem with space					
		management and increasing the time required for a turnaround between prayers.					

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Mosque / Islamic centre name:

		nic centre name.					
37	Sharing of the microphone.	Attendees, employees, volunteers, Management, Risk of spread of infection via droplets in the air landing on the microphone between uses. The microphone becoming contaminated between prayers. Reduced social distancing on passing of the microphone between users.	Remove any material covering from the microphone to allow for cleaning. Restrict the sharing of the microphones and limit clip on microphones to those leading the prayer. Stand up microphones to be used by anyone making announcements and wiped down after use.	The Microphones to be wiped regular and where possible the person leading the prayer to be responsible also for any announcements to be made where possible. Place a screen in front of the microphone stand to prevent droplets on the microphone. The screen to be wiped as well as the microphones and wires after every jamaat.	Have back up microphones and equipment be accessed easily without breaking social distancing rules? Check to see if any repairs or replacements are required and can be carried out or accessed easily in the current climate?	Initial/s: Date/s	
38	Touch points, handrails and door handles being used to open doors.	Attendees, employees, volunteers, Management, Contractors, visitors that enter the mosque / Islamic centre. Risk of infection to other attendees and site users. The door handles and handrails being contaminated by the virus and aiding in the spread of the virus through the mosque / Islamic centre	Doors are to be supervised and kept open to reduce the need for attendees to touch handles and doors if they are not fire doors.	Fire doors that require the handling of those on site can be supervised in between prayers so that they are responsibly kept closed on the sound of a fire alarm.	Remove any items that hold open fire doors that could cause difficulties in an emergency. Any doors that are kept open to be supervised and released on escape unless magnetic.	Initial/s: Date/s	
39	Use of PPE on site	Allergies and discomfort for all users or inappropriate size and fittings.	Ensure that staff and volunteers are wearing the PPE as per their suitability and fitting.	You could ask all attendees and those on site to wear PPE at all times.	Do you have adequate PPE for the staff and volunteers on site if you are enforcing PPE to be worn? Do you have a bring your own PPE policy? Would this cause those without PPE to be refused entry?	Initial/s: Date/s	

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Mosque / Islamic centre name:

Step	4: Plan the staff a	nd volunteers.					
40	Shortage of Volunteers and Staff to Maintain Social Distancing Rules	Volunteers or staff not being able to carry out the cleaning and stewarding duties required to ensure that the mosque / Islamic centre is controlled. Monitoring of attendees to maintain if those on site happen to show symptoms. More experienced volunteers not being available to ensure virus control functions are being carried out or less experienced volunteers. Being unable to support the control of virus infection. Restrictions in controlling attendee numbers entering and leaving the mosque / Islamic centre in line with guild lines. Management and staff having increased stress and pressure	Advertise via social media platform for volunteers. Large pool of trained volunteers required. Dedicated quarantine room to be made available. Reduce the amount of time spent for volunteers and staff at certain stages of the mosque / Islamic centre infection control plan.	Train volunteers and staff. All volunteers are fully checked for COVID-19 symptoms on each shift. Standby volunteers ready to be called if required.	Do you have back up volunteers? Create a short training instruction that can be provided to emergency volunteers in the event of a shortage of staff and volunteers.	Initial/s: Date/s	

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Mosque / Islamic centre name:

	41	Volunteers and staff at the mosque / Islamic centre	Attendees who attend the mosque / Islamic centre and volunteers who have been at the mosque / Islamic centre through the employees, volunteers. Exposure levels to volunteers. Attendees being exposed to the volunteers and staff members who have been being in close proximity to the each other. The vulnerability of the volunteers to the virus. The availability of the volunteers to be available to allow for a rotation. The development of symptoms whilst at the mosque / Islamic centre. The development of symptoms after leaving the mosque / Islamic centre.	Protection for staff and volunteer by providing them with PPE and provisions to help maintain social distancing such as physical barriers between then and attendees. Rotate volunteers to have shorter volunteering times during the prayers and in between prayers with their duties Allow for rest breaks every 20 minutes for fresh air. Those outside to have rest breaks away from the vicinity of attendees. Allow a change of PPE and clothes as required. All volunteers to changes clothes at least at the beginning of every rotation.	Provide health surveillance to monitor the volunteer sat the end of their day at the mosque / Islamic centre Provide support for those who do volunteer with access to contact details and medical support should they develop symptoms Ensure that volunteers have adequate access to water, rest and breakout facilities at all times. Ensure that volunteers have the ability to walk away from stressful situations and the communication channels to do so.	Check the availability of volunteers and staff and a means of reporting absences. Do you have back up volunteers? If a regular attendee, wishes to assist in volunteering, what will you provide them with and advise in terms of training and PPE?	Initial/s: Date/s	
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Mosque / Islamic centre name:

42	Rotas and shifts for staff and volunteers and cleaners.	Staff being fatigued due to being in contact with various attendees at different times throughout a single period. Shortages of staff, volunteers, and being unable to fill the gaps in stewarding and monitoring the mosque / Islamic centre for adherence to mosque / Islamic centre rules and government guidance.	Staff and volunteers to be on a rota system that would facilitate the reduction of virus spreading and pose less of a risk to the staff and volunteers. Reducing the need to be in PPE for long periods.	By allowing shorter time periods around and attendees and the mosque / Islamic centre staff may feel at ease from the pressures of the role.	Are the management and safety officers included in the rota and prayers?	Initial/s: Date/s	
43	Training for all staff and volunteers	All staff and volunteers. Confidence and awareness of the staff and volunteers on the doors causing issue with controls in place on site.	Training for all staff should be conducted before the mosque / Islamic centre is open and all training should be robust and comprehensive so that the staff are fully aware of all scenarios that may be faced during this difficult time. All staff to be trained in the actions to be taken if cold symptoms are found on site.	Training guidelines to be set by management and discussed by the community so that it is respectful in dealing with the community and the community to understand that that there are rules and guidelines. The staff and volunteers are to follow and put into practice the training.	Have you considered training and procedures to be undertaken and support for all staff and volunteers?	Initial/s: Date/s	
44	Workstations for volunteers and staff.	Contractors, visitors, Local public. Employees Surface contamination transfer of COVID-19 virus.	Clean and sanitize all surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) upon arrival with disinfectant wipes and continue to wipe at regular intervals.	Follow the clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers.	Have a sign in and sign out procedure for the staff in this area. Encourage Test and Trace app download from NHS COVID-19 APP - https://COVID19.nhs.uk/	Initial/s: Date/s	

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Mosque / Islamic centre name:

	Volunteers and staff who	Rest and breaks to be provided by means of	A register of availability and level	Do you have communication on	Initial/s	П
Stewards on doors	Volunteers and staff who are at the entrances ensuring that the new capacity is not exceeded for each jamaat. Checking attendees have their own pray mats, provisions for carrying shoes in the mosque / Islamic centre, another additional equipment. Exposure to different groups of attendees throughout the day at different jamaat times. Exposure to passing attendees who may have used travelled using public transport.	Rest and breaks to be provided by means of rotation of attendees and the provision of secure standing and seating as required during the duty. Provision of PPE that is suitable for the safety of the steward. Provide temperature checks on the doors for every attendee that is due to enter the mosque / Islamic centre for the jamaat. A standardised check sheet and vocal explanation of the rules and advice to be given to stewards to communicate to attendees with on entering the mosque / Islamic centre and leaving the mosque / Islamic centre. Provision of PPE that brings visual comfort to those in the local community of the responsibility of the virus control.	A register of availability and level of seniority and authority to be taken into account of the staff or volunteers being positioned as stewards on the entrances and exits to the mosque / Islamic centre Provision of walkie-talkies to allow communication with the safety officer on site at the time for any complex situations at the entrances or exits. The stewards to advise attendees of the moral duty they have to others to maintain social distancing on leaving the mosque / Islamic centre.	Do you have communication on site for your door stewards? Aim to not place your safety officer directly at the door to oversee all aspects of the site. Do you have rota systems? Is there any specific training that door stewards need?	Initial/s: Date/s	
	The security function of the steward may distress them. Stewards being unable to communicate adequately with some attendees.	responsibility of the virus control.				

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Mosque / Islamic centre name:

46	Understand responsibilities on site.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Staff or volunteers facing situation that they may not have prepared for. Schedules for cleaning and responsibilities not being clean and virus control measure not followed.	The use of posters and communicating with the community before the mosque / Islamic centre opens should be of importance and all messages guidelines and rules for the mosque / Islamic centre should be highlighted and reinforced. All communication messages staff and volunteers to be given strict instruction and powers to enforce any of the rules set by the mosque / Islamic centre as long as they adhere with government guidelines. Messages to be standardized and any posters to include rules and regulations of the mosque / Islamic centre.	Reminders. Communication staff and volunteers to have consultation with management of the mosque / Islamic centre to ensure the same message is giving her all entrances and exits and jamaat in line with communication and advice that has already been provided with in the local community.	Are you going to provide consultation in addition to training sessions before you open for staff and volunteers?	Initial/s: Date/s	
47	Culture	Attendees, employees, volunteers, Management, Employees & Contractors Breakdown in procedures, employee weariness, Reduced risk perception leading to shortcuts.	Staff rotation to reduce weariness of the day-to-day controls on the site. Signage throughout the site to re-enforce the need for social and hygienic controls in respect of COVID-19. Re-visit the training every 2 weeks for all staff as a short review. Access and discus with the community their thoughts on staff and volunteers and how to improve the service?	2-metre social distancing markers at key points within the office, for example, reception areas, kitchen area points and main thoroughfare areas. Monthly or weekly office checkpoint meeting to discuss what is going well, concerns, suggestions, risk assessment and meetings minutes. Pro-active monitoring that all the site controls are being adhered to by Line Managers, Health & Safety team and community reps. Reporting of any breaches to management for investigation.	Ensure that you are monitoring all aspects. Do you have a monitoring checklist?	Initial/s: Date/s	

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Mosque / Islamic centre name:

48	Food and beverage / kitchen closed	Attendees, employees, volunteers, Management, Risk of cross infection from contaminated food items in fridge or store cupboards.	Staff where possible should bring their lunch into the office in clean Tupperware containers that can be removed at the end of the day. Staff must thoroughly wash their hands for at least 20 seconds after placing items in the fridge as part of infection control. Fridge to be cleaned daily and unsealed items removed.	Only essential items to be stored in the fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk. Hygiene notices to be displayed.	Have you issued strict Prohibition on the eating and drinking and distribution of food and drink on site?	Initial/s: Date/s	
49	Stress and wellbeing	Volunteers, staff, management, Contractors, visitors, Local public. Those on site who feel overwhelmed by the new experiences. Anxiety built up from the waiting, the controlled prayer and social distancing measures in place. Staff that feel a further risk to their own safety and wellbeing by facing attendees and members of the public with the increased risk of spreading the disease being a semipublic space.	Ensure that all on site have access to well lit, ventilated prayer areas. All matters are dispersed and signage and instructions are clear and concise. Ensure that communication before the mosque / Islamic centre opens is fair and supportive of all members in the community.	Provide a help for those members in the community who feel particularly uncomfortable or emotionally affected by the changes to their local mosque / Islamic centre. Provide existing hep line numbers and portals that they could be directed to for support during this difficult time.	What support do you have for staff and how can they access this? Are you providing support for the community and how will they access this support?	Initial/s: Date/s	

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Mosque / Islamic centre name:

Use of items in the mosque / Islamic centre such as shoehorns, umbrellas, crockery cutlery and furniture. Risk of spreading the virus and using equipment that would then be either passed or shared when using such equipment. The need to wash or use facilities to clean items of crockery or cutlery from the mosque / Islamic centre. All soft furnishing to be out of use on site, this includes cushions, sofas and any nonwipeable furniture. All soft furnishing to be out of use on site, this includes cushions, sofas and any nonwipeable furniture. All soft furnishing to be out of use on site, this includes cushions, sofas and any nonwipeable furniture. All users of the mosque / Islamic centre should not have any need or reason to use any items of the mosque / Islamic centre. All users of the mosque / Islamic centre should not have any items of the mosque / Islamic centre. All users of the mosque / Islamic centre. All users of the mosque / Islamic centre. No sharing of any equipment on site as a strict rule. That includes pens and other stationary. Are you making staff oware that all ilitems they require are to be bought with them and are to return home with them also? Date/s Staff and volunteers to not share any equipment and bring with them any items they require any equipment and bring with them any items they require whist at the mosque / Islamic centre. All soft furnishing to be out of use on site, this includes cushions, sofas and any non with them any items of the mosque / Islamic centre. Staff and volunteers to not share any equipment and bring with them any items they require any equipment on site as a strict rule. That includes or reason to use any item or season to use any item or use any item
wipe and clean that could retain the virus in the material or could cause damage to the furniture due after the cleaning process. Fixed and movable items of furniture that would be difficult to maintain during a daily cleaning procedure. multiple surfaces to be turned around to face the wall where possible home with them at the end. For fixed items of furniture provisions to be made to cover and ensure it is out of use. For fixed items of furniture provisions to be made to cover and ensure it is out of use. Furniture use should be limited to the sole purpose of emergency situations or to provide rest for those who are fatigued and unable to leave the mosque / Islamic centre.

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Mosque / Islamic centre name:

51	Clothes, socks and footwear	Attendees, employees, volunteers, Management, Contractors, visitors, Local public.	All attendees to be advised that after making wudu at home clean socks should be worn that are specifically worn for the attendance to the mosque / Islamic centre.	Volunteers to check on attendees are restricted to the areas marked after footwear has been removed at the entrances and	Check the routes created and plan minimum passage through the site.	Initial/s:	
		public.	attenuance to the mosque / islamic tentre.	before footwear is worn at the			
		Transfer of virus between	All coats and additional clothing to be kept	exits.			
		different areas of the	beside the personal prayer mat of the			Date/s	
		mosque / Islamic centre site	attendee.	Communication for attendees to			
		through walking and		wear a change of clothes to the			
		touching surfaces.		mosque / Islamic centre for each			
				jamaat attended where possible.			
		The transition of the virus					
		from outside the mosque /					
		Islamic centre, i.e. home or					
		public transport to the					
		inside of the mosque /					
		Islamic centre via direct or					
		indirect contact with rooms,					
		floors and facilities in the					
		mosque / Islamic centre.					

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Mosque / Islamic centre name:

52	2 Prayer mats	Attendees, staff, volunteers, Management, Contractors and any visitors that maybe on site.	Communication to be given to the community to bring their own prayer mat that returns home with them after every salah.	Communicate that each prayer mat that an attendee uses is washed daily before being bought back to the mosque / Islamic centre.	Do you have signage to advise of the requirement for attendees to bring their own prayer mat?	Initial/s:	
		Local public that would be	It is the best interest of each attendee				
		cautious of the control	maintain the sanitisation and virus control	Prayer mats are not to be stored		Date/s	
		measure that in place at the	of the prayer mat after each salah.	in the mosque / Islamic centre as			
		mosque / Islamic centre		safe keepings for attendees.			
		during jamaat times. The	Prayer mats not to be provided to any				
		sharing of prayer mats	attendees that arrive at the mosque /	Any prayer mats left behind at			
		Attendee's not bringing	Islamic centre for salah.	the mosque / Islamic centre to be			
		prayer mats to the jamaat		placed in double bin bags and			
		for salah.	Attendees should be refused entry if they	stored for 72 hours before being			
			are to arrive without a prayer mat.	disposed of in general waste.			
		Forgetting and leaving a					
		prayer mat at the mosque /		Any found prayer mats cannot			
		Islamic centre.		be returned as with personal			
				items.			

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Mosque / Islamic centre name:

	mosque, isiai	inc centre name.					
53	Use of bookshelves inside the prayer areas and educational areas of the mosque / Islamic centre.	Attendees that wish to use the mosque / Islamic centre facilities and equipment. Volunteers and staff that have to ensure that the mosque / Islamic centre facilities are maintained and that all equipment is replaced and stored correctly. Sharing of the Quran and literature then being replaced on the selves spreading the virus.	Communicate the restriction on the use of books in the mosque / Islamic centre. Prevent the use of the bookshelves to anyone in the mosque / Islamic centre to prevent any sharing of books. Cover or lock any bookshelves so that the access is restricted. Close the library areas.	As the jamaat times are restrictive in time to allow for attendees to pray and then leave the use of books at the mosque / Islamic centre should be discouraged to assist with the resetting of the prayer areas for the next jamaat	Reading books should be encouraged at home before and after jamaat.	Initial/s: Date/s	
		spreading the virus. The use of bookshelves during salah and remaining in the mosque / Islamic centre to use the facilities. Attendees reaching for books as a habit before the start of Salah that would affect the schedule and The risk of the spread of the virus from around the shelves to get access to the books if this is outside of allocated and designated areas outlined by mosque /					
		Islamic centre management.					

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Mosque / Islamic centre name:

	and sharing cent.	Attendees that bring their own scent or wish to share scents with others. Transition of virus and the risk of exposure by being in contact with others or	Strictly forbidden to share any such items between attendees. The use of scent for individuals is allowed. Attendees to bring their own and must not share or come in contact with another attendees scent products.	Any use on scent or oud should be restricted and reminder before the mosque / Islamic centre opens and at the times of salah should be given to all attendees.	No sharing of equipment allowed on site. Zero contact should be encouraged.	Initial/s: Date/s	
		contaminating the scent bottle and spreading the virus.					
and f moso Islam and t incre unco expo to en	nmuting to from sque / mic centre	Attendees, Employees, volunteers, Management, Contractors, visitors who use any form of transportation to attend a jamaat at the mosque / Islamic centre or walk to the mosque / Islamic centre. Spread of virus to people who attend the mosque / Islamic centre A surge in the numbers of attendees at certain times during the day as per public transport timetables. The facilities required and the lack of control of identifying those who have travelled on public transport could cause complication in the control of the spread of the virus.	PPE equipment to be worn when using public transport before entering the mosque / Islamic centre. Hand wash or anti-bacterial washing facilities will be provided at entrance	Communication for those who intend to travel to the mosque / Islamic centre using public transport to wear PPE during travel and dispose of that PPE before entering the mosque / Islamic centre. The Use of hand sanitiser before entering the mosque / Islamic centre.	Have you included the safe use of public transport before arriving to the site in your communications?	Initial/s: Date/s	

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Mosque / Islamic centre name:

	56	Use of mosque / Islamic centre equipment and the spread of the virus.	Attendees that wish to use the mosque / Islamic centre facilities and equipment. Volunteers and staff that have to ensure that the mosque / Islamic centre facilities are maintained and that all equipment is replaced and stored correctly. Sharing of Tasbih (prayer beads) that could hold spores from the previous user that is now putting others at risk. The sharing of prayer mats that would spread the virus from contact with attendees from clothes, droplets from skin and breathing and hands. The use of the available Quran and the use of books on site that would be placed back on shelves to then be used by another attendee.	Attendees to be encouraged to bring their own tasbih if required. No sharing of individual equipment between attendees and tasbih should be bought from home by the attendee and should return with them.	Any found tasbih should be left and reported by attendees and volunteers should collet these between prayers to be cleaned with soapy water and disinfectant.	No sharing of equipment allowed on site. Zero contact should be encouraged. Due to time constraints it should be communicated that any further worship should be done at home.	Initial/s: Date/s		
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Mosque / Islamic centre name:

57	Carrier bags for	Attendees and volunteers	Ensure that stewards are checking that	Provide bags to attendees at the	Do you have wipeable mats that	Initial/s:	
	footwear being bought into the mosque / Islamic centre	who have access inside the mosque / Islamic centre and prayer areas. The bags may be wet due to weather conditions. The bags could be contaminated and reused from recent attendance at the mosque / Islamic centre. Spread of the virus from contamination of bags bought into the mosque / Islamic centre. Wipe and clean remove touch points. Time restrictions of those enter.	attendees have bags on arrival to the mosque / Islamic centre for footwear to be carried in whilst inside the mosque / Islamic centre. Refuse admittance to the mosque / Islamic centre to those who do not have adequate provisions to carry footwear in the mosque / Islamic centre. Ensure that wet footwear is adequately wrapped in the bags in the prayer areas. Communicate that a fresh carrier bag is bought into the mosque / Islamic centre for each separate entrance to pray salah.	door that are then returned and disposed of after use. Provide carpet protection at every marked prayer space for each attendee to place footwear on. The logistics of persons coming in and leaving. Provide anti-bacteria sanitisation.	could be placed beside the marked prayer spaces? Remember you have to clean anything you place to be used as a surface between each prayer. Do not use boxes or container unless you are able to easily wipe all surfaces easily between prayers.	Date/s	
58	Congregation outside the mosque / Islamic centre.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. The risk of spreading the virus. Complaints and concerns by the local community and residents. Reduced reputation for the community and the mosque.	The mosque / Islamic centre has a moral responsibility to ensure that any congregation outside of the mosque / Islamic centre is reduced and social distancing guidelines are maintained. Ensure where possible created routes do not cross attendees as they leave the mosque / Islamic centre.	Communication to prevent any waiting or meeting near the site to reduce risk to local residents and public.	Respect should be given to the local residents and the general public in the vicinity of the mosque / Islamic centre	Initial/s: Date/s	

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Mosque / Islamic centre name:

59	Communication on the 'new norm'	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Lack of/ineffective communication which results in attendees arriving at Mosque / Islamic centre inadequately prepared and /or unaware of the new restrictions in place.	Communications via social media e.g. Facebook, twitter advising of new restrictions and procedures e.g. requirement to bring own face mask, shoe bag and prayer mat, pre-registration etc Provide a help for those members in the community who feel particularly uncomfortable or emotionally affected by the changes to their local mosque / Islamic centre.	If the site has a list of members, use any contact details to text updates/send letters to members. Provide existing hep line numbers and portals that they could be directed to for support during this difficult time.	Use Pamphlets/flyers handed out and/or places in local businesses commonly frequented by attendees in the local vicinity e.g. cash & carry		
Ste	o 6: Plan the Pre pr	aver					
60	Entrance	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Gathering of attendees awaiting the next available prayer. Fire exits and emergency escape routes becoming congested. Virus spreading from outside to inside the site.	Entrances to be maintained by stewards and safety officers to ensure that waiting and queuing is kept to an absolute minimum. Communication and advice to be given to attendees under community to advise that waiting should be away from the mosque / Islamic centre and away from the perimeter of the mosque / Islamic centre in areas where there is space to social distance and will not pose a risk to local residents on general public. The entrances to be kept clean steps and ramps to be part of the cleaning schedules the attendees to ensure that there is control on the personal items as well as the rules and guidelines set out by the mosque / Islamic centre on entering the mosque / Islamic centre through the entrance.	Entrances should not be blocked and should not have any chairs or furniture that could possibly use for the Comfort of the stewards that may also block a fire escape route. The entrances to be monitored for entrance only and not to be used for exits however, in emergencies sentences can also be used as fire exits to reach assembly points. Screen all those who wish to enter the premises. Wudu should be requested to be carried out before entry to the mosque.	What training is provided for entrances to the mosque? Introduce registration system for attendance; attendees to be required to pre-register to attend on specific day and specific Jamaat. Have you planned markings outside? Are you able to plan a one-way systems? What will you do for those who request Wudu? Discourage any food or drink consumed on site.	Initial/s: Date/s	

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Mosque / Islamic centre name:

61	Ablution requirements.	Attendees, employees, volunteers. Risk of spread of the virus in a damp environment Risk of using paper towels and uncontrolled disposing of the towels Social distancing problems that arise from the use of the wudu facilities. Cleaning of taps and touch points Time restrictions on allowing attendees to pray with multiple congregations	Restrict access near the wudu facilities to remove risk of attendees using the facilities. Remove all paper towels and waste bins from wudu rooms. Advise that the wudu should be done at home. The passing of attendees or those on site to access the wudu facilities should be restricted to allow for better social distancing and use of one-way systems where possible.	Communicate the necessity to perform wudu before entering the mosque / Islamic centre. If some breaks wudu while on site or requires to perform wudu then allow for them to use the sink in the welfare toilet facility made available as part of the wellbeing for those on site. This should be limited to one person at a time. If this becomes less manageable, the facility should be restricted further via communication and signage.	Have you communication encourage wudu at home?	Initial/s: Date/s	
62	Taking temperatures	Uncertainty on the condition and symptoms found in an individual inclusive of symptoms that that are apparent outside of COVID virus.	Temperature should be taken if the facilities allow and feasibility allows. Taking temperatures would bring reassurance to the community and those in the local community outside of the mosque Demonstrating responsibility and seriousness of virus control and screening.	Communication to be made available on the processes of being able to attend a jamaat.	Are you including the screenings of volunteers staff members? Have signage to highlight the refusal of entrance if temperatures are above 37.8 degrees C.	Initial/s: Date/s	

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Mosque / Islamic centre name:

Step 7: Plan the pray	er.					
Daily salah and Jumma salah	Attendees, employees, volunteers, Management, The risk of spread of infection in congregation and during the gatherings. The attendance of those who want to pray in Jamaat and spend time in the mosque / Islamic centre risking exposure to themselves to the virus and others to the virus. Making Dua after salah themselves The length of the salah and the attendees who wish to pray outside of jamaat would increase the risk and exposure of the attendee to any risk of the virus while at the mosque / Islamic centre.	Shorter salah is to be administered Shorter khutbah to be prepared. Strict communication and stewarding on entering the prayer hall for jamaat that only fardh prayer only to be prayed in the mosque / Islamic centre. Attendees to await leaving the mosque / Islamic centre to pray any Sunnah or nafl at home. The attendees of that jamaat to then leave the mosque / Islamic centre in order for the preparations for the next jamaat to take place.	Signs and posters to advise of the daily salah procedures and of the Jumma salah to be posted in the mosque / Islamic centre. Communication on the processes of the salah should be strictly adhered to and followed so as to encourage and educate the community to the 'new norm'. Discourage any food or drink consumed on site.	Do you have provisions for hand sanitizer available for people to use on entry and exit of the Mosque / Islamic centre or Islamic centre building? Have you marked out the social distancing according to current guidelines? An empty row between lines and Sunnah to be prayed at home. Have you calculated cleaning time?	Initial/s: Date/s	

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	Mosque / Islar	nic centre name:					
64	Solitude praying	Attendees who visit outside of normal Salah times when less busy and no/minimal Stewarding present may not adhere to guidelines e.g. no face mask, own shoe bag and prayer mat.	May have to have permanent stewarding – volunteers? Pre-recorded message relayed over tannoy system in the communal areas.	Do not encourage attendees to visit the mosque / Islamic centre for solitudinal prayer instead encourage prayer at home in between jamaat times. The prayers should be limited to fardh salah and any use of Quran, tasbih and prayer mats should be bought into the mosque / Islamic centre by the attendee and return home with attendee. Discourage any food or drink consumed on site.	All measures will need to be in place before opening. This is currently restricted by local government. Have you marked out the social distancing according to current guidelines?	Initial/s: Date/s	
Step	8: Plan the post-p	rayer					
65	The exposure from monetary donations and donation boxes and risk of exposure at times of charity collections.	Attendees, employees, volunteers, Management, The exposure of the staff member or volunteer to money and attendees. The donation boxes being unmonitored. The spread of infection from coins and notes. The attendees who only have electronic payment and no physical donations. Congregation at the donation boxes and increased queuing times/exit times.	Provide a contactless payment system. Allow staff and volunteers to walk through the mosque / Islamic centre at the end of prayer times as per pre-COVID conditions to allow those who wish to donate to do so easily. Eliminate queuing and contact with any donation boxes Encouraging donation in order to support the mosque.	Provide volunteers with PPE Including gloves, apron, facemask and visor as appropriate to collect the donations. Wash the coins and disinfect the notes as appropriate. Rotate collection boxes by providing a collection box per prayer time.	Donations boxes to be allocated one per jamaat and not reused for another jamaat. Create a rota of those who will be collecting the donations so that that any exposure of the virus can be traced. Dispose of all PPE used for each jammat.	Initial/s: Date/s	

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Mosque / Islamic centre name:

66	Exits	Attendees, employees, volunteers, Management, Contractors, visitors, Local	Exits from the building should be monitored and volunteers and staff to ensure that those were leaving the building are doing so	Exit should not be used for entering the building unless in an emergency or for a fire	Communicate and have signage to advise attendees to leave the site and vacate the area.	Initial/s:	
		public. Attendees congregation after prayer.	in a safe manner and in a way that does not pose a risk to local residents and general public.	evacuation. Services can use exit to enter the building and it is critical that	Communicate social distancing, no handshakes and no congregating.	Date/s	
		Exits becoming congested with those attendees re	It should be communicated that on exiting the mosque / Islamic centre there should be no congregation outside the mosque /	there is no furniture blocking the exits.		<i>Σατ</i> εγ3	
		applying footwear causing a reduction in social distancing.	Islamic centre they should be under strict observation of social distancing.	A reminder of the fines and penalties that may be received on non-compliance with social			
		Attendees coming back into the mosque / Islamic centre	When leaving the mosque / Islamic centre all social distancing should be monitored by attendee's, volunteers and staff to ensure	distancing should be advised in communication and before every jamaat.			
		to collect forgotten items potentially re introducing the virus to those in the mosque / Islamic centre.	that there is no loss of reputation with the local residents.				

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Mosque / Islamic centre name:

67	Accessing the Mosque/Islamic Centre between Salah times.	Visitors or Local public that wish to visit the mosque / Islamic centre to see the facilities and provisions. Contractors that need access to areas in the mosque / Islamic centre for	No attendees between salah times at the mosque / Islamic centre all staff and volunteers to vacate the mosque / Islamic centre. Any contractors to pre book and be facilitated on site with provisions and access they require with access restrictions and	Hand washing and use of anti- bacterial on returning to the mosque / Islamic centre.	All statutory checks for the building and services should continue and allowed. Check the next due and scheduled maintenance and servicing dates for equipment and facilities on site.	Initial/s:	
		maintenance or repairs. Attendees congregating/queuing outside mosque / Islamic centre Uncontrolled potential exposure of the virus management that wish to maintain the mosque / Islamic centre operation or awaiting the next available Jamaat time. Availability of volunteers. Further resources and possible expenses in managing the site.	minimum time allowed on site. Wellbeing facilities to be out of use for any visitors and contractors.		Provide any sign in facilities for contractors and visitors on site and check that they have their own health and safety policies on COVID-19 and risk assessments. All emergency equipment, electrical equipment, lighting and heating to be checked and maintained before opening.	Date/s	

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Mosque / Islamic centre name:

Ste	p 9: Plan for proble	ms.					
5te 68	p 9: Plan for proble Discovery of COVID-19 symptoms on site	Attendees, employees, volunteers, Management, Contractors and visitors that are inside the mosque / Islamic centre and show signs of COVID -19 symptoms. Spread of virus to other attendees/staff/imams/ volunteers. Part or full closure of mosque / Islamic centre to	Respectfully request that the person immediately leave the prayer area. Check the temperature and if above 38 degrees C. ask to leave immediately for home. Announce only to attendees present that an individual has symptoms and action we have taken and those attendees follow guidelines. Provide a contact telephone number to all at that particular prayer to contact the	Dedicated quarantine room allow the person showing symptoms to make transport arrangements if that are unable to leave immediately in their own vehicle. Provide a telephone contact number that the attendees at the same jamaat of the affected person can contact to request updates. If positive symptoms are found than these attendees to be given.	Encourage Test and Trace app download from NHS COVID-19 APP - https://COVID19.nhs.uk/ Place posters on site to advise all of the app.	Initial/s: Date/s	
		disinfect all contaminated areas. Reputational loss The Local public in the vicinity of the mosque / Islamic centre are not affected by the arrangements made by the mosque / Islamic centre on discovery of COVID-19 symptoms and are kept safe.	mosque / Islamic centre for updates. Mosque / Islamic centre to be vacated if positive symptoms are found and a deep clean should be scheduled.	then those attendees to be given instruction to, isolate and are tested themselves.			

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Mosque / Islamic centre name:

69 F	Discovery of	Attendees, employees,	Mosque / Islamic centre to Provide	Deep cleaning to be carried out.	Communication to advise that the	Initial/s:	
S	COVID-19 symptoms after eaving site.	Attendees, employees, volunteers, Management, Contractors, visitors who have left the mosque / Islamic centre site and are now at a place other than the mosque / Islamic centre. Spread of virus in the public domain and at home., Further spreading of the virus to those attendees who have no symptoms Possible spread of the virus to those who are vulnerable via the attendees.	telephone number and email address to attendees to inform that they have symptoms. Collect all information about the person with symptoms when the mosque / Islamic centre is made aware to track the movements of the symptomatic person. Disinfecting after each prayer.	Advise all attendees at that jamaat to follow government guidelines. Disinfect areas symptomatic person was in contact with and begin a deep cleaning schedule.	mosque / Islamic centre is closed for deep cleaning steward to wait at the entrance to ensure that no one attempt to enter the mosque / Islamic centre Arrange for PPE to be available in the case of a lock down for deep cleaning. Allocate staff members to carry out the deep cleaning. If possible, close the mosque / Islamic centre for 72 hours before any cleaning protocols take place. Encourage Test and Trace app download from NHS COVID-19 APP - https://COVID19.nhs.uk/	Date/s	
О	Behaviour of all on site and non-conformity.	Attendees, employees, volunteers, Management, Contractors, visitors, Local public. Breaking social distancing rules and increasing the risk of spreading the virus Authority and difficulties in maintaining guidelines and rules	Strict rules and guidelines of the must to be communicated in posters that are provided throughout the mosque / Islamic centre. Messages to be standardised and passed to those entering the mosque / Islamic centre and again at the start of every jamaat. The discipline and rules to be enforced where possible where possible by stewards and reinforced by safety officers. Any attendees not adhering to social distancing should be asked to respectfully vacate the premises and leave to go home.	Attendees who do not adhere to the capacity rules should be asked to vacate politely.	Clear signage that offensive and threatening behaviour by any member of the public will not be tolerated and will be reported	Initial/s: Date/s	

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident on site, or if there are any significant changes to the hazards, such as new equipment or work activities.

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Mosque / Islamic centre name:

Ref.	What Are The Hazards	Who might be harmed and what are the risks?	Control Measures	Further Control Measures	Actions to be taken/ Points to remember	Actioned by who/when	Complete
						Initial/s:	
						Date/s:	
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