



Risk Assessment of Quwwatul-Islam

<u>Issue Date</u>	<u>Version Number</u>	<u>Issued by Covid Officer</u>	<u>Masjid/Organisation Name</u>
07/06/2020	1.0	Full Name:	

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

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

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

- *Health, safety and wellbeing of their staff, visitors and worshipers*
- *Comply with the law and regulations stipulated by either national or local authorities*
- *To preserve unity as best as possible with local Islamic bodies such as your local Council for Mosques*

This template relates exclusively to COVID-related risks, not general risks. It is a live document which serves to facilitate the re-opening of Masaajid. This is in line with 'Muslim Council of Britain' guidance (Preparing for phased reopening initial discussion guidelines 18/05/2020).

This importance of the 'the new norm' should be impressed upon the community so everyone understands that these are long term steps to reduce the risk to the Masjid users but will of course be updated on an ad-hoc basis as per national guidance and recommendations.



Pre-opening		Concern	Controls Required	Action Taken	Action by who?	Completed Date	Completed
	1	Lack of accountability and focus	Appoint a COVID safety officer (CO) and Assistant (ACO)	Head of Operations – Farooq Ibrahim (CO) Assistant – Ibrahim Wadi (ACO)	Executive Committee	02/06/20	
	2	Not considered all the risks	Carry out a risk Assessment	Prepare a risk assessment, meet with trustees for review, request insurance company to be part of risk assessment	CO	11/06/20	
	3	COVID-19 virus around the masjid	Deep clean prior to opening	Masjid has been empty for over 72 hrs, safe to assume no COVID. Deep clean.	Imran Pepi (Head of Logistics / IP)	Limited opening from 15/06/20	
	4	Cleaning requirements	Review cleaning schedule for timings.	Decide on high usage areas and frequency of cleans - cleaning schedule. Stock up on cleaning material - sanitisers, detergents etc	IP		
	5	Social distancing	Use Appendix 3 – Plan the prayer space	All prayer areas have been marked out with tape on carpet and new capacity worked out (Markings will reflect the latest social distancing guidelines for prayer space as issued by BIMA) Prepare posters and signs	- IP Mufti Khalid Ibrahim (MKI)	- 10/06/20	
	6	People don't understand the 'new norm'	More guidance	Community announcements (See Appendix 4) by Imam through receiver system Guidance via masjid social media Posters	- MKI	-	



Restricting Premises to Essential Usage Only	7	Madrasah	To stay online until Sept.	Teachers, parents and children informed, separate risk assessment required	MKI		
	8	High numbers in the Masjid	No under 12's allowed (young children will not understand social distancing)	Community announcements by Imam through receiver system Guidance via masjid social media Posters	MKI		
	9	Management does not understand the new norm	Understand number of attendees you had prior to pandemic for each salah for time of year Workout new capacity for each salah based on Appendix 3	Consult with Imam/committee/musallees to agree a figure for each salah, also understand weekend figures as these may be different - Use Appendix 3; Plan the prayer space by BIMA - Workout for each salah how you will accommodate musallees with new capacity - Work out a strategy this may include: 1. Multiple jamaats for same salah 2. For those salah where multiple jamaat is not feasible, might have to use a Rota system i.e. Only being allowed to pray on every second/third/fourth day in the masjid	CO/IP/Committees /Musallees	Schedule 501 / CO	
	10	People don't understand the 'new norm' and wanting to use as before	When masjid is open following teams must be in operation; door team, prayer stewards	Communicate beforehand Make a door team and appoint a head Make an internal martials team and appoint head	CO		



	11	High traffic due to services	Limit services to only congregational prayers at the outset	Services which can adhere to social distancing can use the site. Others which can stay online to remain online.	Imam/MKI/IP/Mustak Kamboli (MK)		
	12	Spread of infection at Wudhu area	Close off wudhu area.	Seal area off, advise wudhu must be made prior to attending masjid. Only allow people to access by asking staff on an exceptional basis. Look up water flow regulations whilst wudhu areas are closed	IP/MK		
	13	Car Park Congestion	Extra signage required	Extra signs need to be put up	Need to appoint signage responsibility	ASAP	
	14	Elders, vulnerable & sick	Elders, vulnerable and sick advised to stay away.	Incorporate into guidance for congregation and on posters Advise to stay home on social media. Too difficult to identify people with pre-existing conditions.	Door team – Lead to be appointed	ASAP	
Daily Prayers	15	Congregation lingering in the mosque	All opening times will have in attendance prayer stewards	Signs outside mosque, on windows and on prayer timetable. Prayer stewards to advise people not distancing. Stewards to facilitate the crowd flow, allow space & time for shoes to be taken off/put on	Prayer stewards team (PST) (See Appendix 3) – Lead and schedule needs appointing	ASAP	
	16	Entrance - Congestion on entrance	Use additional entrance/exit procedures	Increased number entrance/exits from 1 to 3 (see plan)	Door team (See Appendices 5&6)– Lead to be appointed / CO/ IP/MK		
	17	Spread of infection at shoe racks	At each entrance/exit we have a shoe rack.	To be disinfected as per cleaning schedule	Disinfectant team (DT) – Lead to be appointed / IP	ASAP	



	18	Prayer hall - spread of virus	Open Windows	Appoint someone to open the windows daily. Introduce a daily cleaning routine.	PST	ASAP	
	19	Prayer hall - spread of virus	Congregation to bring their own MASALAH, face masks and quran/phone app	Inform congregation through guidance and posters Remove Qur'ans from the mosque	- MKI IP		
	20	Operationally managing it safely	Can we manage it safely? - operationally?	First few days and trial runs with only staff and volunteers Promote on social media 15 th of June – 4 th July can be a good soft opening			
	21	Staff shortage to manage prayers	More staff to support prayers - e.g. fajr	Recruit volunteers?	MKI / IP		
	22	People don't understand new norm	More guidance	Provide flyers Imam to make announcement after salah Staff/stewards/committee to speak to those not adhering to social distancing	MKI / Imam		
	23	Staff risk of catching virus	Decide on whether we require PPE for staff	Mosque purchases PPE for staff	IP / MK	ASAP	
	24	Staff Toilets	tbc	Wudhu khana and toilets to be cordoned off	IP	ASAP	
Staff	25	Transferable risk items	Restrict items that can transfer risk	Minimise cash changing hands, sharing stationery, office numbers, meeting areas, 1 pen for congregation at reception, contactless donations only on site	MK / IP / MKI	ASAP	



	26	Cleaning	More regular cleaning of office spaces	Develop cleaning schedule for offices	DT /IP	ASAP	
	27	Sharing of microphones	Use separate microphones	Don't use a microphone, clean microphones or provide separate microphones if possible	Imam		
Jum'ah	28	High attendance	Investigate fiqh - is it fardh for everyone to attend in light of the circumstances?	Imams to discuss and prepare guidance - who should attend, is it fardh, should we remain closed for Jum'ah? What is required of the community at this time?	MKI		
	29	High attendance	Consider smaller congregation numbers	Several jammats – check Fiqh Maximum numbers assessed and defined Stagger the jum'ahs over a long period See schedule 501 This can be done on the Friday preceding official opening to congregational prayers	CO / MKI / MK/ IP		
	30	Operationally managing it safely	Controlled trial run	Trial run of jum'ah with only staff and volunteers Agreement on maximum numbers Clear restrictions on type of attendees Communicate this to members	MKI		
	31	Unable to distance in the mosque for Jum'ah	Not an option	Not an option			

