## Shed name:       Assessment carried out by:

## Date of next review:       Date assessment was carried out:

***This risk assessment is provided as a starter template for Men’s Sheds in Scotland and can be adapted to your individual Shed’s needs e.g. different machinery, facilities, layout, PPE requirements etc. The purpose of this document is to minimise the risk to Shedders of transmission of COVID-19 and make their health and safety needs paramount. Sheds can also refer to the Heath and Safety Executive advice on*** [***developing COVID-19 risk assessments***](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm) ***and*** [***what to include***](https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf)***.***

[**Managing Interactions**](#ManagingInteractions) **|** [**Social Distancing**](#SocialDistancing) **|** [**Maintaining High Hygiene Standards**](#HygieneStandards) **|** [**Collection and Delivery of Items**](#CollectionDelivery) **|** [**In the Event of an Incident**](#Incident)

| What are the hazards? | Who might be harmed/at-risk group? | Controls/Measures | Additional controls required | Action by who | Action by when | Status**(e.g. complete)** |
| --- | --- | --- | --- | --- | --- | --- |
| Droplet transmission (physical distancing and face coverings, hygiene etc)Fomite transmission (surface cleaning)Aerosol transmission (ventilation)Travel/car sharing to and from the Shed | Shed members and visitors (including vulnerable groups, high risk age groups and those with underlying health conditions) | **Managing Interactions**Manage and limit face-to-face interaction as far as possible to reduce potential transmission of Covid-19.* Prohibit unnecessary visits, encourage online interaction, promote electronic paperwork and communication
* Visitors only by special arrangement
* Arrangement system in place for Shed activities/ visits through the Track and Trace log book ([records kept for 21 days](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace))
* All visits should be recorded (it is recommended to have a Shed representative in place to record this to avoid touching the pen) when they enter and leave the premises. This is for Fire Safety reasons as well as ensuring that you can know who has been in the building and when for Track and Trace purposes
* Offer any outside areas (e.g. garden, car park, open-sided gazebo) as an alternative space for members
* A maximum limit set for members in the Shed at any one time (this figure will vary from Shed to Shed due to size, layout etc)
* All members and visitors to sign a new Shed Registration Form ([click here for SMSA template).](https://scottishmsa.org.uk/wp-content/uploads/Covid-19-Shed-Member-Visitor-Registration-Form.doc)  If members wish to attend the Shed, they are responsible for complying with safe working procedures and must familiarise themselves with the guidelines and this risk assessment to protect everyone and themselves
* Consider assigning specific days to specific members and retain this bubble (and adhere to strict start and finish times to allow for sufficient cleaning in between sessions)
* Consider assigning areas to members – on arrival, Shedders would go straight to their nominated area. This will limit the areas to be cleaned
* No [car sharing/travelling together](https://www.transport.gov.scot/travelling-during-covid-19/advice-on-car-and-vehicle-sharing/) with anyone from another household
* Shed’s main entrance to be locked (if possible and taking fire safety regulations and ventilation into consideration) and not accessible to the public. Members that have made prior arrangements to come to the Shed to enter through secondary alternative entrance
* It is highly recommended that at least one Shed Supervisor—fully trained on the new safety measures—is at the Shed premises whenever members or visitors are in attendance
* A polite ‘see and say’ support system in place where members proactively inform others if they see any near breach/breach incidents
* Prominent display of [SMSA Covid-19 signage/posters](https://scottishmsa.org.uk/mens-shed-covid-19-poster-resource-pack-now-available/) at the Shed
* Stay alert to symptoms – if any Shed member feels ill they must stay home, contact the NHS and stay in touch with fellow Shedders for support
* If a member requires to bring along a carer, they should bring just one. The carer must also follow and adhere to all the guidelines and be booked for the session
* If a Shedder becomes ill (with Covid-19 symptoms), they must inform the Shed’s main contact/Shed Supervisor in order to use the Track & Trace system to advise anyone they have come into contact with in the Shed
* Shedders do not enter the building if displaying or experiencing any symptoms of Covid-19 (high temperature, a new, continuous cough and a loss or change to your sense of smell or taste)
* If a Shed member does not comply with or repeatedly breaches the new Covid-19 Shed member protocols and safety measures in place, it is strongly advised that the Board of Trustees relinquish the individual’s membership for the safety of everyone. The membership can be reinstated following consultation with the Board and the individual member at a later date if they agree to adhere to the measures in place
* Contact details of all members must be kept up-to-date and accessible to the designated main Shed contact person and all Supervisors
* Stay connected digitally whenever possible to reduce face-to-face contact

**Physical Distancing*** Stay 2m (6.5ft) apart at all times (or whatever distance is in accordance with [Scottish Government](https://www.gov.scot/) guidelines)
* If your Shed has outdoor areas/garden, then the same guidance applies with regard to physical distancing
* Only one person at a time permitted in the kitchen area, toilet facilities, stairway and elevator (if applicable)
* Members should not congregate in social areas of the building unless social distancing measures are adhered to
* Promotion of one-way systems and floor markings to prevent bottlenecks
* Prominent display of [SMSA Covid-19 signage/posters](https://scottishmsa.org.uk/mens-shed-covid-19-poster-resource-pack-now-available/) at the Shed to remind everyone of physical distancing measures
* Wear Pathfindr Safe Distancing Assistants during sessions

**Maintaining High Hygiene Standards*** Follow [FACTS](https://www.gov.scot/publications/coronavirus-covid-19-facts-poster-including-translations-and-accessible-formats/) and advice on the [NHS Inform website](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing) about physical distancing and hygiene
* Windows to be kept open at all times to ensure good ventilation (where possible) but also taking into account the [thermal comfort](https://www.hse.gov.uk/temperature/thermal/) of members
* Doors to be kept open (where possible) to ensure good ventilation but also to prevent touching of door handles. Remember to close any fire doors when closing up for the day. Whilst leaving doors open helps reduce the spread of Covid-19, it is vital that these doors remain shut when the Shed is closed
* Sanitise hands before entry to the Shed (station made available outside front door when open). It is recommended to install a foot pump dispenser if possible
* Hand sanitiser stations made available across the Shed premises
* [Wash hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) for at least 20 seconds regularly with soap and water and after each use of machinery, tools etc. [Dry hands](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/) properly with disposable paper towels. The use of hand sanitiser should not replace hand washing but to be used in addition to or in combination with hand washing
* Encourage the protection of the skin by [applying emollient cream](https://www.nhs.uk/conditions/emollients) regularly
* High standards of cough/sneeze hygiene - use of tissues to catch any droplets (followed by immediate disposal in the bin) or the crook of the elbow
* Members advised (and reminded in briefings) to follow the “Catch it, bin it, kill it” etiquette when it comes to coughing/sneezing into disposable tissues
* Face masks to be worn at all times (unless exempt)
* Correct PPE to be worn where relevant - face visors, gloves and aprons. Please note: In non-health or social care settings, PPE is only required where a need has been identified by a risk assessment. In a non-clinical setting, there is no need to provide different PPE than you would normally have provided before the pandemic started. [More info](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm).
* All tools and machinery to be cleaned with supplied alcohol-based sanitation products after each use
* Consider assigning each Shedder with a set of tools for their use at each visit (and not shared)
* Gloves to be worn using tools and machinery but not on a lathe
* Sanitise hands and tools before and after using the lathe (no gloves to be worn)
* Wipe and vacuum area personally used (clean vacuum cleaner after use)
* Use disposable (paper or plastic) plates, cups and cutlery
* Bin items immediately – dispose of paper or plastic cups, plates utensils and towels after use. Bin to be emptied and wiped down at the end of the day
* Refrain from touching face (benefit of wearing a face shield)
* Wash down/clean surfaces when used in the workshop, kitchen area
* Follow a rigorous toilet cleaning regime. Covid-19 survives on the hard surfaces present in toilet facilities for at least 72 hours. Attention to be paid to frequently touched areas including toilet flush/button, toilet seat, cubicle lock and handles, taps, paper towel and soap dispensers and door handles on access/entry. [*See Appendix 5 of the SMSA Reopening Guidance of Scottish Men’s Sheds*](https://scottishmsa.org.uk/wp-content/uploads/SMSA-Covid-19-Reopening-Guidance-for-Mens-Sheds.pdf)
* Routine and enhanced cleaning of frequently used and touched objects e.g. door handles, light switches etc)
* Members are asked to refrain from using the Shed phone however if they do, it must be wiped before and after each use
* No food preparation permitted in the Shed (food to be consumed at the Shed must have been prepared and packed at home until further Scottish Government guidelines advise otherwise)
* Purchase of the correct cleaning materials – The Scottish Government advise products to be disinfectant (not detergent-based product). Shed premises to be thoroughly cleaned at the end of each day the facility is open to members and visitors. Sheds must also take into account the [health and safety implications of using cleaning products](https://www.hse.gov.uk/coshh/industry/cleaning.htm)
* Shed Supervisor to ensure adequate supply of cleaning and washing materials and PPE (if required) and regular checks to ensure they are all stocked up
* Electronics payments are recommended as an alternative to cash handling (where possible)
* Sheds may wish to consider the purchase of disinfectant foggers

**Collection and Delivery of Items*** Arrangements in place for receiving and cleaning items on arrival at the Shed
* Hand washing undertaken before and after arrival of deliveries
* If Shedders are making deliveries to external parties, procedures must be put in place to ensure their health and safety (e.g. wear face mask and gloves at all times, regular use of hand sanitiser)

**In the Event of an Incident*** If a member already in the Shed starts to display symptoms of Covid-19 they should be sent home (and contact the NHS) or moved to a small well-ventilated room until they can be collected. The room being used should then be closed and secured for 72 hours if possible; this will allow any virus on the surfaces to have reduced significantly. The areas should then receive a thorough deep clean following safe working procedures and wearing appropriate PPE. Areas the person has passed through i.e. corridors should be cleaned thoroughly as normal
* Shedders who may have been put at risk should be informed but the confidentiality of the infected person should be maintained
* Contact details of all members must be kept up-to-date and accessible to the designated main Shed contact person and all Supervisors
 | Use of the [Pathfindr Safe Distancing Assistant](https://pathfindr.io/products/safe-distancing-assistant)technologyRegular/daily reminders/ covering the importance of the measures in place for safety and vigilanceCovid-19 risk assessment induction/ training for new membersRigorous checks by the Shed SupervisorCovid-19 training for members to reinforce/remind of the importance of the measures in place for everyone’s safety |       |       |       |