



Totton Men's Shed COVID Risk Assessment

Totton Men's Shed Risk Assessment – For Reopening in a COVID environment

HAZARDS (What are you doing?)	WHO MIGHT BE HARMED & HOW?	SUGGESTED CONTROLS & MEASURES
Safety & clear responsibilities.	Members of SHED.	This risk assessment does not in any way imply that SHED members return to work at our premises yet. This R/A is required by Law to address possible risk on return or in preparation for return to our normal activities. When COVID rules allow members to return to the shed this R/A will be modified to account for that.
Preparation of Safe Working at SHED premises.	Members of Working party	SHED working party to carry out visual inspection of main working area to ensure that the area is suitable for return to appropriate levels of activities.(See "COVID protocol for Sheds" below)
Hygiene	Members of SHED	Additional cleaning materials will be made available and must be used. SHED members to maintain good personnel hygiene by using hand-gel on regular basis.
Personal Protective Equipment (PPE)	Members of SHED	Correct PPE must be worn at all times. Including (but not limited to) Face Masks, Face Shields, Suitable Gloves, Overalls, as well as normal PPE for certain working, extra training will be made available should it be required, the above is currently Mandatory.
The above is a review of procedures necessary before reopening of Shed	Members of Working party	This initial Risk Assessment is for Working party only, the above procedures need to be in place prior to any working by SHED members, extra signage, cleaning materials and PPE. A review of this risk assessment must be made prior to the shed being reopened to members.

COVID protocol for Sheds (When Reopened under COVID Restrictions)

1. Induction and training for Shedders
2. Everyone coming into the shed must record their presents on the sheet by the door.

3. Hand-gel must be used on entry and as often as required.
4. Cash Payments must be dropped into the tin – no change may be taken. (These coins will be isolated for a minimum of 72 hours)
5. No more than (appropriate number) members to be present on any day. Pre-booking required.
6. Social distancing to be operated at all times.
7. Personal mugs or disposable cups and spoons to be used for drinks.
8. No visitors allowed.
9. Masks and gloves are available for use if required.
10. Machines should be wiped down immediately after use. Hand tools should be retained on the bench during the day and not shared with others, and wiped down before re-shelving at the end of the day.
11. Outer doors to be fixed open while Shed is occupied.
12. No one who has been classed as vulnerable and advised to self-isolate or shield should attend. Anyone who has had the infection should be medically confirmed as no longer infectious. Anyone who has been in contact with an infected person should self-isolate and should not attend the Shed.
13. These rules must be reviewed as appropriate each time new government guidelines are issued.