

# Unlocking the Shed



*VERSION 1– June 2020.*

***(THIS DOCUMENT WILL BE UPDATED ON OUR WEBSITE – PLEASE KEEP CHECKING)***

## **Contributors**

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# Introduction

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Without doubt the outbreak of Covid-19 in the world has created devastation with the loss of family, friends and colleagues. With the mental and physical impact also comes a nervousness and potential anxiety to return to our communities.

It is important that we take control of our lives and of our Sheds and facilitate a safe way to unlock the doors of Sheds.

There have been a lot of innovative approaches in Sheds to stay in touch and many of these can play an active role in what we all do when Sheds unlock their doors. Employing these new ways of working in our everyday practices to enhance what we do in Sheds and our communities will benefit everyone.

Things may be different when you reopen. There will certainly be a need for more people wanting to access Sheds and many of your current Sheddors may not be able to attend in person (at least in the beginning). Much of what we have learned with the use of technology and virtual Sheds can help. The Shed movement is such a powerful movement because of the commitment people demonstrate in working together.

Some Sheds have been scenario planning and we owe them a debt of gratitude in the compilation of this resource for Sheds. There has also been learning in industry, much of which continued throughout lockdown and again we are building on their work and insight.

## **Obligatory Health warning**

***This document provides example assessment tools and possible ways of working that may suit you and your Shed. It is not a list of do's and don'ts and it is certainly no replacement for following government guidelines and statutory duties.***

***We recognise all Sheds are different and come in different sizes with different groups of people. We hope this resource can support other documents focussing at unlocking our communities across the United Kingdom.***

The ability to legally unlock Sheds will vary across different parts of the United Kingdom which is why it is essential to develop your plan in consultation with guidance from Public Health, the UK Government, and devolved Governments.

We have not published a time frame in this document as there is currently not one. The best interpretation we have is, that we are aiming at when ‘community centres’ reopen for the communities they serve as an earliest opportunity – but we will seek confirmation from governments when possible.

Sheds can only open when the government indicates that Sheds may return; the alternative is breaking the law.

- Northern Ireland - <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice>  
 Scotland - <https://www.gov.scot/coronavirus-covid-19/>  
 United Kingdom - <https://www.gov.uk/coronavirus>  
 Wales - <https://gov.wales/coronavirus>  
 World Health Organisation - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

COVID Alert Levels			HM Government
Level	Description	Action	
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level	
4	A COVID-19 epidemic is in general circulation; transmission is high or rising considerably	Current social distancing measures and restrictions	
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures	
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening	
1	COVID-19 is not known to be present in the UK	Routine international monitoring	
STAY ALERT! CONTROL THE VIRUS - SAVE LIVES			

CORONAVIRUS: OUR APPROACH TO DECISION MAKING					
Country and Community	Current Position	Step 1	Step 2	Step 3	Step 4
Current Position	Current Position	Step 1	Step 2	Step 3	Step 4
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
Step 12	Step 13	Step 14	Step 15	Step 16	Step 17
Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Step 16	Step 17	Step 18	Step 19	Step 20	Step 21
Step 17	Step 18	Step 19	Step 20	Step 21	Step 22
Step 18	Step 19	Step 20	Step 21	Step 22	Step 23
Step 19	Step 20	Step 21	Step 22	Step 23	Step 24
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Step 21	Step 22	Step 23	Step 24	Step 25	Step 26
Step 22	Step 23	Step 24	Step 25	Step 26	Step 27
Step 23	Step 24	Step 25	Step 26	Step 27	Step 28
Step 24	Step 25	Step 26	Step 27	Step 28	Step 29
Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Step 26	Step 27	Step 28	Step 29	Step 30	Step 31
Step 27	Step 28	Step 29	Step 30	Step 31	Step 32
Step 28	Step 29	Step 30	Step 31	Step 32	Step 33
Step 29	Step 30	Step 31	Step 32	Step 33	Step 34
Step 30	Step 31	Step 32	Step 33	Step 34	Step 35
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Step 38	Step 39	Step 40	Step 41	Step 42	Step 43
Step 39	Step 40	Step 41	Step 42	Step 43	Step 44
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Step 47	Step 48	Step 49	Step 50	Step 51	Step 52
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Step 55	Step 56	Step 57	Step 58	Step 59	Step 60
Step 56	Step 57	Step 58	Step 59	Step 60	Step 61
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Step 92	Step 93	Step 94	Step 95	Step 96	Step 97
Step 93	Step 94	Step 95	Step 96	Step 97	Step 98
Step 94	Step 95	Step 96	Step 97	Step 98	Step 99
Step 95	Step 96	Step 97	Step 98	Step 99	Step 100

Scottish Government COVID-19 Routemap					
	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
<b>Epidemic Status</b>	High transmission of the virus. Risk of overwhelming NHS capacity without significant restrictions in place.	High risk the virus is not yet contained. Continued risk of overwhelming NHS capacity without some restrictions in place.	Virus is controlled but risk of spreading remains. Focus is on containing outbreaks.	Virus has been suppressed. Continued focus on containing sporadic outbreaks.	Virus remains suppressed to very low levels and is no longer considered a significant threat to public health.
<b>Criteria/Conditions</b>	R is near or above 1 and there are a high number of infectious cases.	R is below 1 for at least 3 weeks and the number of infectious cases is starting to decline.  Evidence of transmission being controlled also includes a sustained fall in supplementary measures including new infections, hospital admissions, ICU admissions, deaths of at least 3 weeks.	R is consistently below 1 and the number of infectious cases is showing a sustained decline.  WHO six criteria for easing restrictions must be met.  Any signs of resurgence are closely monitored as part of enhanced community surveillance.	R is consistently low and there is a further sustained decline in infectious cases.  WHO six criteria for easing restrictions must continue to be met.  Any signs of resurgence are closely monitored as part of enhanced community surveillance.	Virus is no longer considered a significant threat to public health.

# Unlocking the Shed

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When you decide to unlock the doors of your Shed you may wish (or be required) to put in a number of 'conditions' to keep you and your fellow Shedders safe.

What follows is a possible route plan to help inform your thinking and a number of areas to consider as a useful supplement to the guidance from Public Health and the Government. As a Shed you may also choose to combine advice from the various Governments of the UK to take a more prudent position.

Government advice is paramount and supersedes anyone's personal opinions. Common sense in such situations only really works if you can make informed decisions.

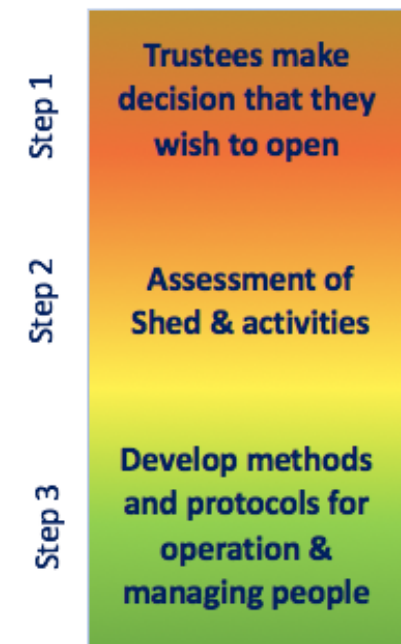
We fully understand the dilemma for Sheds and Shedders of opening at this time and you will make the right decision for your Shed. At this time 'confidence' may be as important to getting people back to Sheds as the physical threat of Covid-19. People need to be confident that they will be in a safe environment. If people are nervous in their Sheds this will create anxiety and defeat what we are all trying to achieve in Sheds.

This document supposes that certain practices such as social distancing will be required in the coming months as a bare minimum in the operation of a Shed.

The situation continues to evolve and with your feedback and insight we will continue to update this document and support.

As a Shed community, we believe Sheds have an unwritten responsibility to each other. Reputational risk will impact on everyone and we hope you stay Safe and Legal for everyone.

Happy and Safe Shedding! -when we can!



## STEP 1 - Decision Making - Role of Management Committee / Trustees

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As a committee or Trustees it will be your role to make an informed decision as to whether you believe it is right for your shed to investigate reopening. In making this decision the Management Committee needs to take into consideration that it is safe and legal to do so.

### 1. **Can we legally open?**

Review the latest information available from the Government as to the easing of restrictions to determine whether your Shed may be allowed to re-open. This may differ across constituent nations of the United Kingdom, provinces and territories.

The governments are unlikely be specific about when Sheds can open. Sheds will likely be linked to community centres and community activity in some form. We will keep you informed via the UKMSA and Men's Sheds Cymru websites and social media. If you have any doubt, please check as there are significant fines and penalties in place for breaches of the regulations.

### 2. **Contact the Landlord or service provider**

The vast majority of Men's Sheds are located in properties owned by third parties such as Churches, Community Centres, Factories.

The Landlords will more than likely be key in granting permission for your Shed's re-opening. An indicator would be indoor facilities like community centres, museums, libraries, etc. reopening.

We recommend that you contact your local Council for more information before opening the Sheds preferably via email so you have a record of the advice received. Engage with your regular contact, if you do not have one speak to the departments related to communities and/or public health.

Sheds are not classed as industry or light industry. Industry has never been told to close in the UK and yet restrictions have been in place on activities such as Sheds.

### 3. **Check your insurer**

It is important that you check with your insurance whether the policy you have now has additional stipulations or requirements.

Additional requirements may be required and the guidance in this document may be able to assist in you both demonstrating and implementing any new requirements. (There is more information on insurance in this document)

### 4. **Committee decision to reopen**

The Management Committee, Trustees or similar for your Shed is required to meet and to make the decision on re-opening the Shed. In making this decision the Management Committee needs to take into consideration whether it is safe and legal to do so.

The Management Committee is also required to put in place operational procedures to ensure the safety of the Shed members. This document prompts some of these discussions to find the best way for your Shed.

The new UK Government Bill, the Corporate Insolvency and Governance Bill, 20 May 2020. Allows charitably incorporated bodies to override their existing constitutional requirement to meet in person, and to run meetings virtually and still be constitutional.

### 5. **Communication to members**

When you start the discussion, communicate with your members to let them know what you are doing and how you will communicate any decisions. It will provide them with the opportunity to give feedback and give reassurance. Once the Committee has confirmed that the Shed is able to re-open and the decision has been made, communicate this information to your members along with the new operating procedures and rules for attending the Shed.

Making the decision to open is the first step.

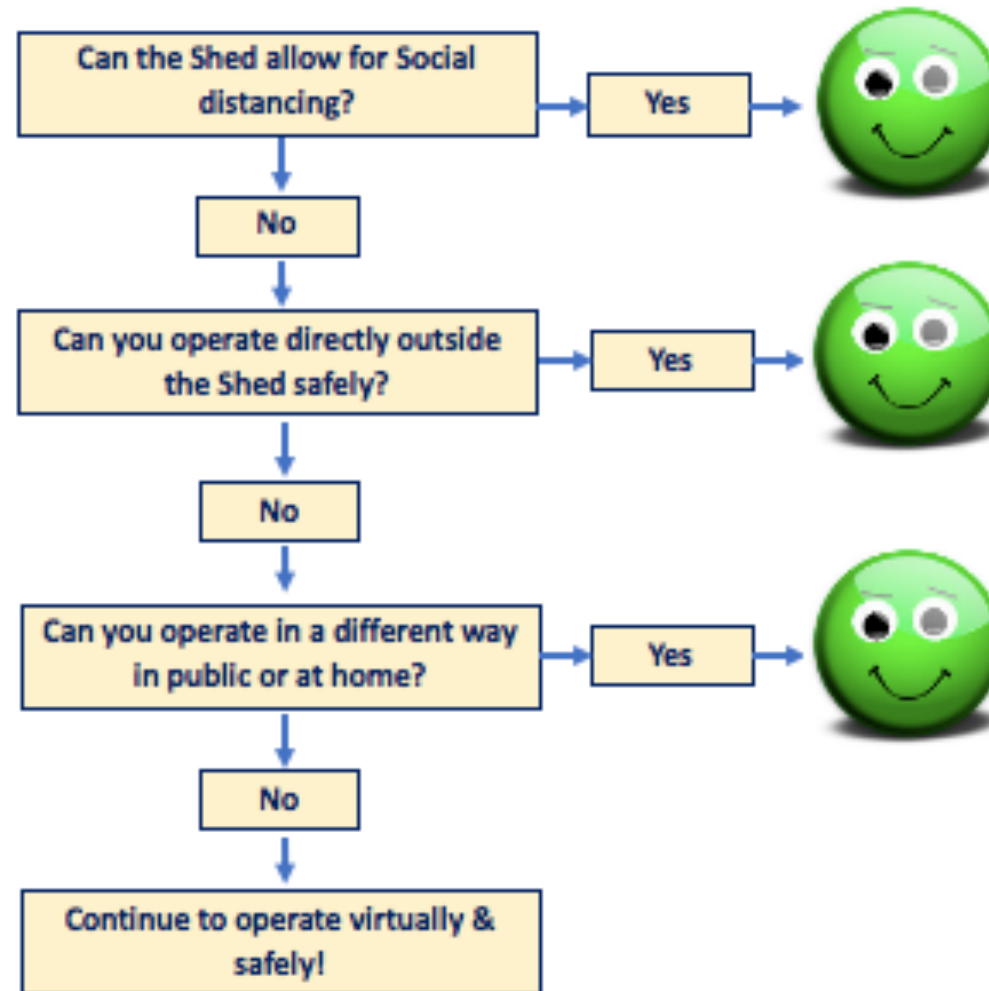
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**Remember to record all decisions in writing to protect the Shed in the future from a claim. You may also want to keep a record of Shedders signing to state they understand the provisions you put in place and understand the risks that may be involved. You can also take photographic records.**

**Your insurance broker may help with this.**

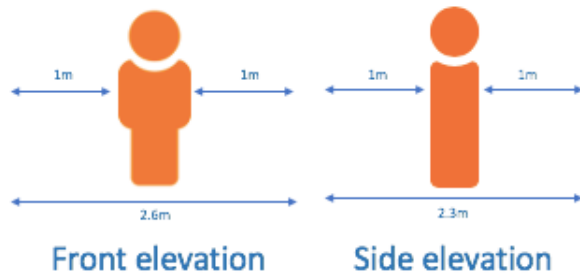
## STEP 2 - Assessment of the Shed and activities - the Physical space

Once it is legal, the next step toward making an assessment of your Shed is understanding the space you have access to. The flowchart suggests the steps you might consider when assessing the Shed space.



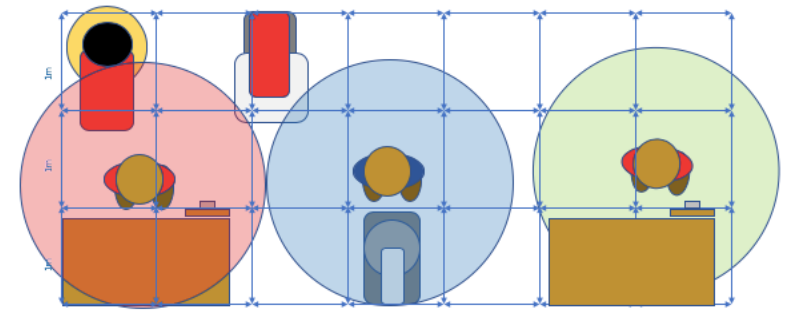
If you have not already, we suggest you produce a scale diagram plan of your Shed with our social distancing figures to test your workshop. The examples below show how people may move around in a workshop and be socially distanced. There is a blank grid at the back of this document to assist you in your planning.

It is important to remember that you do not need to socially distance from walls and the distance from shoulder to shoulder requires more space than from front to back.



When making the plan you must also consider 'pinch points' such as doors within the workshop, access to machines and other facilities such as toilets. With every solution there may be other challenges you need to overcome.

Where you access shared space with other organisations it will be important to understand their plans and try to be part of them from the beginning. Their operations may be more relaxed than those you adopt and this may be a consideration for you.



## Minimum operating numbers

If you are able to demonstrate to yourselves that you can operate in the Shed with people, you should also consider the minimum number and mix of people required to make working in the Shed safe. Ask yourself who you need to be in the Shed.

A Shed supervisor/duty manager – someone with experience of machines and equipment

First Aider – someone who has first aid qualifications or is there someone else in your building prepared to undertake this role?

Other Sheddors!

## Check your rules and safety equipment

You may want to reconsider your fire regulations and evacuation procedures if you are working in a different environment or have made changes to entrance and exit points. You may want to increase the number of fire wardens to ensure someone can be on site when the Shed is open.

It is important to check all your fire extinguishers and alarms are serviced and working.



## One-way systems

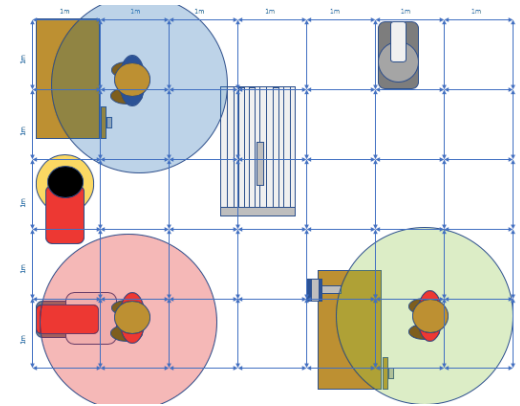
If you have two doors to the workshop you may consider one-way flows with an entrance and exit. Please consider security with this solution if one of the external doors is not in the main working area.

## Doors

Closing a door between areas within your workshop provides a strong barrier, however doors are pinch points when moving around a workshop. How you manage moving from room to room whilst observing social distancing is an important area to consider.

You may look at creating marked exclusion zone adjacent to doors and doors with windows are always better from an accessibility point of view as you can see who is on the other side.

You may consider a traffic light or some form of indication system to allow people to move from room to room. If you consider this remember to bare-in-mind that people may be distracted with their work and a request to move into another room may need a response to make sure people know you are entering their space.



Door handles can be a hot spot for contamination and consider using elbows to open doors and regularly cleaning them.

## Key tools and machinery

In the same way as doors are pinch points, this might also be true of certain pieces of equipment in the Shed. It might be a consideration to consider individual work areas with specific equipment set out for each Shedder. This will reduce movement around the Shed.

## Ventilation and light

In addition to the extraction system you may use in the workshop you may want to consider as much natural light as possible (where it is safe for people operating in the workshop) and suitable ventilation with windows and doors open. Fresh air is clearly a good thing. Please consider security and safety.

## **Eating, refreshment, social areas**

Is it possible to eat together under social distancing rules? Do you need to consider bringing packed lunches and eat them outside? Do you bring flasks for this period of time?

Do you continue using tools such as video conferencing to maintain social activity such as quizzes to maintain social engagement for all?

## **Toilets and washing facilities**

Toilets and washing facilities will be pinch points and create unwanted congestion. As will be mentioned in the section on hygiene, soap and water is the best solution. Hand sanitiser is not an alternative to soap and water, but it can be placed away from sinks to reduce pinch points around washing facilities.

Consider how you might disinfect the toilets after every use as per guidance.

## **What you might do if your Shed space is not conducive to socially distanced working?**

Is there space outside the Shed where you can set up work stations? Does this require the manufacture of saw benches and a focus on a different kind of project for the Shed or community?

Is it safe to work outside in terms of public access? Are there landlords you need to speak with?

Are there projects in the community that provide opportunities for your Shed? Activities for local charities and the council/parish council might also re-build relationships and remind people locally about the Shed. These activities might include painting fences, walls, gardening, maintenance etc.

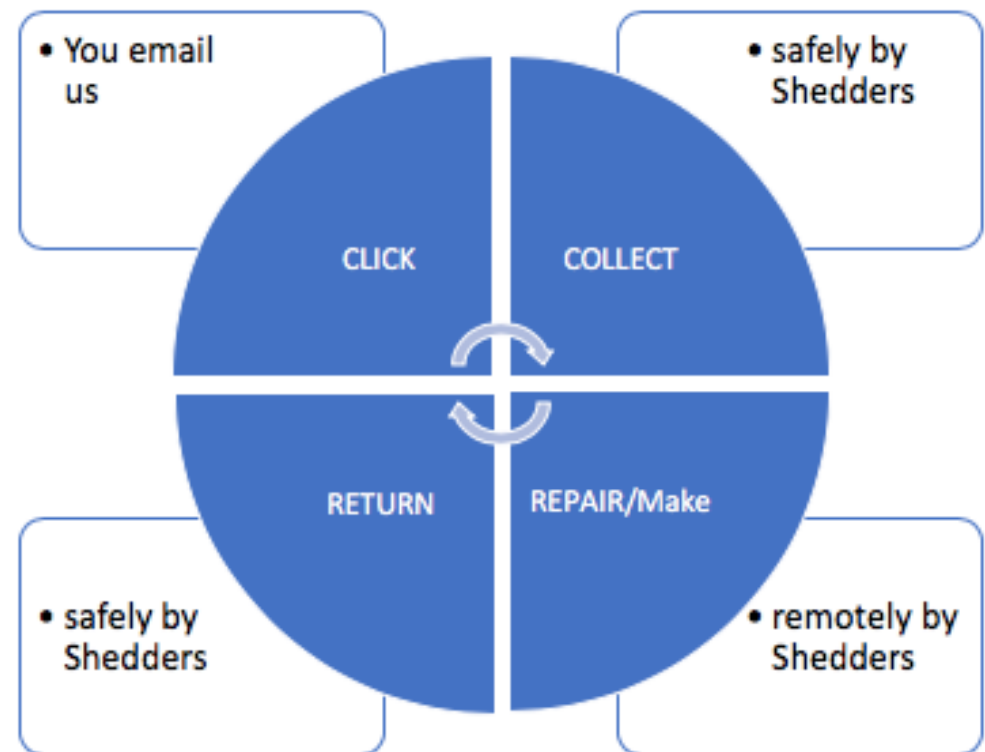
When working outside there are still some things to consider such as:

- Access to toilets
- Safe use of power (if required)
- Do you want to make / use pole lathes?
- Security and signage
- Shelter from rain and the sun
- Hydration on hot days

Enquiry by email or phone to make barriers from 'Person A'
Committee discuss the project and what is required and risks
Confirmation to client and donation for work discussed
Shedder A collects any materials from 'Person A'
Shedder A quarantines any materials from 'Person A' for 72 hours
Shedder B orders additional materials to be sent to Shedder A
Shedder A makes the barriers
'Shedder A' drops off barriers with 'Shedder C' .
After 72 hours of quarantine 'Shedder C' sands and puts a finish on the barriers.
'Shedder D' collects the barriers and delivers them to 'Person A'
Donation for work given by BACS payment.

Click, collect and return is another option you might consider. This involves people working from their homes on a joint project. Be aware that where 'essential travel only' applies this approach may not be appropriate. The flow chart below illustrates an example of how this might work!

This approach comes with the need to assess whether it is practical to undertake a project and a separate risk assessment for Click, collect and return style approaches may need to be produced. See example at the back of this document in 'Useful Resources'



# Sense check

Hopefully you have identified a physical way that your Shed can operate. This might require a change in focus and practice.

This is not going to be a life sentence as we will see a level of 'normality' return over time.

Without losing the message keep your sense of humour – it is invaluable!

## STEP 3 - Methods and protocols for operation and managing people

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If you are able to open the Shed door there will be a number of things you might wish to consider. This is not a definitive list and you will need to balance effectively operating in the Shed with the considerations below. It might be that some of the suggestions are not required in your Shed.

Creating a risk assessment will provide confidence for your Shedders, insurance providers, partners and landlords. It allows you to consider the 'what ifs' that will hopefully come to nothing.

### **Landlords and other facility users**

It may be essential to agree shared processes for communal spaces for Sheds. If for instance your Shed is in a care home there may be greater challenges than being in a unit in the middle of a farm.

### **Maintaining social distancing**

Markers on the floor, walls, doors, etc. reminding people of social distancing will be a great help to people when moving around a Shed. It is very easy to forget the distancing rules. It might also be helpful to create a sound track with a regular reminder to distance, as have been used in Supermarkets.

The use of large tables may work if you are sitting outside to create barriers at 2 metres and also consider barriers if necessary. Barriers can however be as much of a hinderance as a solution.

UKMSA can provide templates for Sheds in various formats including PDFs online.

## **Personal Protective Equipment (PPE)**

There have been a lot of reports in the media and by scientists of the effectiveness of PPE. It may be sensible to take an approach that 'some is good' and 'more is better'.

The use of PPE is not only to protect you, it is to protect your fellow Shedders.

The virus can enter your body via your mouth, nose, eyes, (possibly ears) and open wounds which highlights the need for PPE.

Long sleeves and trousers will protect your arms and legs from any contamination so long as your clothes are washed after being in the Shed.

Visors, masks and gloves come in different forms and you may wish to avoid cross contamination from person to person. If you have PPE that can be reused and washed, please remind Shedders to wash them on a regular basis at home.

Consider wearing gloves to avoid the transfer of any virus on to your skin and mouth. But remember to take them off when using the facilities, eating etc.

## **Hygiene**

There is some really good guidance that is allowing children to return to school. Some of this can be translated to Sheds and includes washing in the morning before attending a Shed and on your return home. It might also be wise for people to consider washing their clothes each day to avoid any transference of the virus.

Consider a deep clean before your return and on a weekly basis.

Ensure you are adequately trained with any new cleaning materials you use. You may choose to use surgical spirits, bleach etc. Remember to stay ventilated when using chemicals. This may mean you require a COSHH statement.

<https://www.hse.gov.uk/coshh/basics/assessment.htm#>

## **Washing**

Shedders attending should wash their hands frequently. Soap and warm water is always recommended. You may want to regularly clean items such as mobile telephones. Times to consider washing -

- On entry to the Shed, and just before leaving
- At the beginning and end of any tool use
- After using the toilet
- After coughing into your hands or using a handkerchief
- After touching your face or hair
- After handling rubbish or cleaning
- After touching a cut or handling a dressing
- After touching items such as light switches and door handles
- Handling cash

Hand sanitiser and antibacterial gels can help keep you clean and be sited away from sinks to assist in managing space. Soap and water is recommended as the most suitable way of cleaning yourself. Anti-bacterial gels do not kill viruses. This website link provides additional information: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

## **Cups and plates**

At the beginning it might be wise to consider taking your own cutlery and cups to the Shed. You may also wish to use flasks for drinks. Remember to wipe down utensils such as kettles with disinfectant. You can use bleach but it may need to be wiped/swilled off after use.

## **Meals and refreshments**

Packed lunches could be the best way forward in the current environment and you might want to suggest that people bring their drinks in bottles or a thermos. The real challenge here is whether you can get flasks big enough?

## **Bathrooms**

Bathrooms should be cleaned on a regular basis with disinfectant. Consider how this might be achieved.

## **Refuse**

It will be more important than usual to empty bins, particularly bins with disused PPE. Consider using bin liners if you do not already. Disposable PPE should be placed in to bags where possible. You may wish to double bag any PPE if Bins are open or unlined.

Consider leaving bins near exits so you can drop things in it on leaving the Shed.

## **Tools**

You may consider operating individual work areas with a selection of tools so that cross contamination is limited in terms of the distance a Shedder will move about in the Shed and cross contamination from tools.

Possibly consider limiting or restricting machine use, again to avoid contamination. You might decide that the lathe is restricted to an individuals use on day one and someone else on day two. This might require planning.

## **Cleaning equipment**

There are a number of products available on the market to clean tools. You may wish to programme in regular tool cleaning.

Tools should be cleaned after use and disinfectant will most certainly be the most effective in killing a virus. You must also consider not damaging the tool being used and make sure it is in an appropriate state for the next person to use it.

Cleaning work benches and stools is advised at the end of a session by the user. Disinfectant is effective. Consider disinfectant wipes to assist Sheddors in cleaning.

## **UVc Light and other suggestions on the internet**

Be aware of mis-information. For instance, whilst UVC light might kill certain viruses, to use it at the strength required to work, it would be incredibly dangerous to humans and other living creatures.

Make sure you fact-check anything that is not soap or disinfectant.



## **Receiving donations**

People will use lockdown to sort and tidy. This is an opportunity for you to promote Sheds locally and encourage people to give you tools rather than taking them to recycling centres or putting them in the bin.

Clearly you should consider whether you have space for any new tools before you make approaches and how you might quarantine them. Dependant on where they are stored you might want to store them in an area with plenty of sunshine and for at least 72 hours if not longer. You could also consider how you might clean them with disinfectant.

## **Handling cash**

Can Shed fees be moved to standing orders or BACs transfers due to risk of handling cash? Should exact change only be given and is it quarantined for 72 hours before being touched?

## **Travelling to the Shed**

Travelling to and from the Shed will be a challenge for many people. Under guidance at the moment it is unlikely that you will be able to share lifts in a car with people that are not in your household.

Public transport does increase the risk of the transfer of the virus.

You may wish to consider how Sheddors will come to the Shed and whether as a Shed you are prepared to accept Sheddors who will use public transport.

It is important to think about what you consider safe as a Shed.

## **Security**

Remember to close all windows and doors when leaving the Shed. You may have them open more than you usually would have.

## The return of the Shedders

Re-engaging all your Shedders may be a challenge in the early weeks of your Shed opening.

As Shedders, there is a passion to look after one another and this diagram suggests a process to assess the first steps of whether someone can attend your Shed at this time.

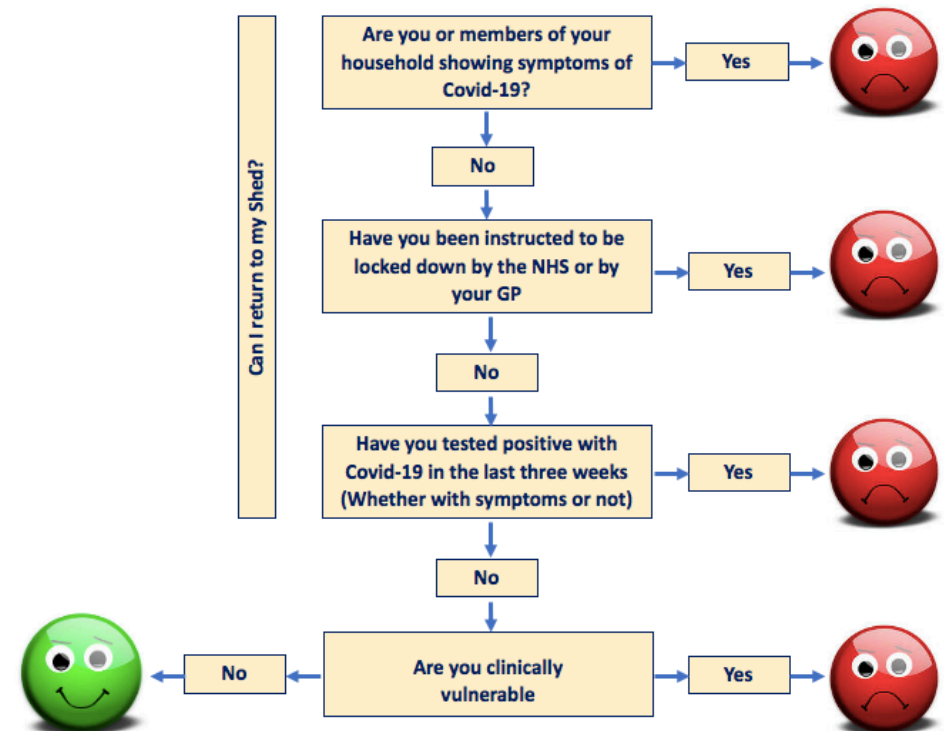
There are still a number of ways that you can still involve people who cannot physically attend a Shed if they cannot meet a criteria for inclusion.

### Personal checklist

You may also wish to employ a personal checklist for each Shedder when they return to the Shed. This could be carried out each day and will allow you to keep a record of attendance in more detail. This will be very important should someone fall ill. It will certainly assist with the NHS Track and Trace system.

Keeping records will be very important, particularly if you are working with other organisations in a building or if it is a requirement of your insurance provider.

The new practices might want to be placed in a code of conduct for the Shed for people to agree to and more importantly to understand. Activity is likely to be more regimented and this may preclude some people as they come to terms with the 'new normal', for at least the short term.



## Numbers in the Shed

It is likely that capacity in your Shed both inside and outside will be reduced. It is also likely that there will be more demand for Sheds when the doors open. There are a number of ways you can manage this:

- Consider a pre-attendance register to manage expectations for each session;
- Consider opening more days if possible;
- Consider scheduling several sessions per day if necessary as three 2 hour sessions would cater for a lot more people than one 6 hour session;
- Be mindful of the needs of your Shedders. Lockdown has been challenging and this will have had varying levels of impact on each person.

## Inductions

It may be important to have an induction for all Shedders returning to the Shed. The correct use of PPE and discussing the new measures and practices. It is important that everyone is fully aware of what is now required of them and particularly how to use PPE and when not to wear it.

## Thermometers

Some Sheds are considering the use of thermometers for Shedders when they arrive at the Shed in a morning. This may provide a level of confidence for Shedders. Be aware such thermometers may require you to encroach on the accepted social distancing norm of 2 metres. You should also consider the accuracy of the thermometer and the activity the Shedder has just undertaken before their temperature is measured; it might be because they have just walked a mile to get to the Shed and their temperature is elevated due to exercise. It is also possible to have Covid-19 without having a fever or exhibiting any symptoms.

## Visitors

In the short term until you are comfortable with the system you may wish to consider refusing visitors or only accepting visitors by appointment

If the visitors wish to join the Shed and Shed activity is less than usual, consider setting up a virtual Shed and how this might work for you. This is probably no different to the activity you may have been doing online with video chat. Some new Sheds were formed during lockdown through this concept. UKMSA and Men's Sheds Cymru are both working on how Virtual Sheds can work and there is some good work out there.

## **Staying in touch with Shielded members**

Lockdown has taught us a lot about staying in touch. As movement becomes more acceptable it might be an idea to consider how you can enhance connectivity with isolated members of the Shed.

Does the Shed have a space for a computer and ability to make video calls? Connectivity of computers to the internet can often be achieved by a dongle or connecting to a mobile phone. Be aware of the data level on your contracts as you do not want to receive high bills at the end of the month.

It might be prudent to consider investing in a large TV in your Shed that you connect to the internet and stay in touch with fellow Shedders via video calling.

For Shedders in the Shed, this engagement with Shedders remotely will also allow you to use their expertise and assistance whilst you are working on projects and need advice. The people not in the Shed may also know where all the screws have been hidden!

You may also want to have social gatherings for everyone online to overcome social distancing. This can also include activities such as watching the football together through a combination of watching the TV and having a Video call – this might also create friction with opposing fans!

We suggest that you do not put pressure on Shedders to attend, they may be anxious about returning..... stay connected.

# Sense check

We are all in this together, support each other and support your Sheds

Stay up to date with the latest information and support from government and the Men's Sheds movement.

Stay safe!

## Insurance

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Once you have completed your risk assessment and decided how you will operate here are a number of questions you may wish to ask your insurance broker. They may all have different approaches and it is important that you get their agreement / acknowledgement. A response received from one insurance broker when asked what the Shed should consider included: -

- Reviewing risk assessments in line with current COVID-19 guidance including considering need for PPE
- Introducing procedures whereby processes have been adopted to risk assess employees and volunteers, particularly in identifying those at high risk of COVID 19
- Introducing additional training on infection prevention and control measures needed to work at the premises and including the safe donning and removal of PPE
- Ensuring checks should be done to ensure there is sufficient PPE supplies and where there is a lack of PPE, efforts should be taken to source a supply with this being documented and recorded
- Ensuring procedures and supplies are in place for adequate cleaning and disinfection of surfaces and equipment with their being further training for employees/volunteers to ensure the most effective methods are carried out
- Maybe limiting the number of people that can attend at any one time

ASK YOURSELVES, ASK YOUR INSURER – Can a claim be made against you?

## Useful resources

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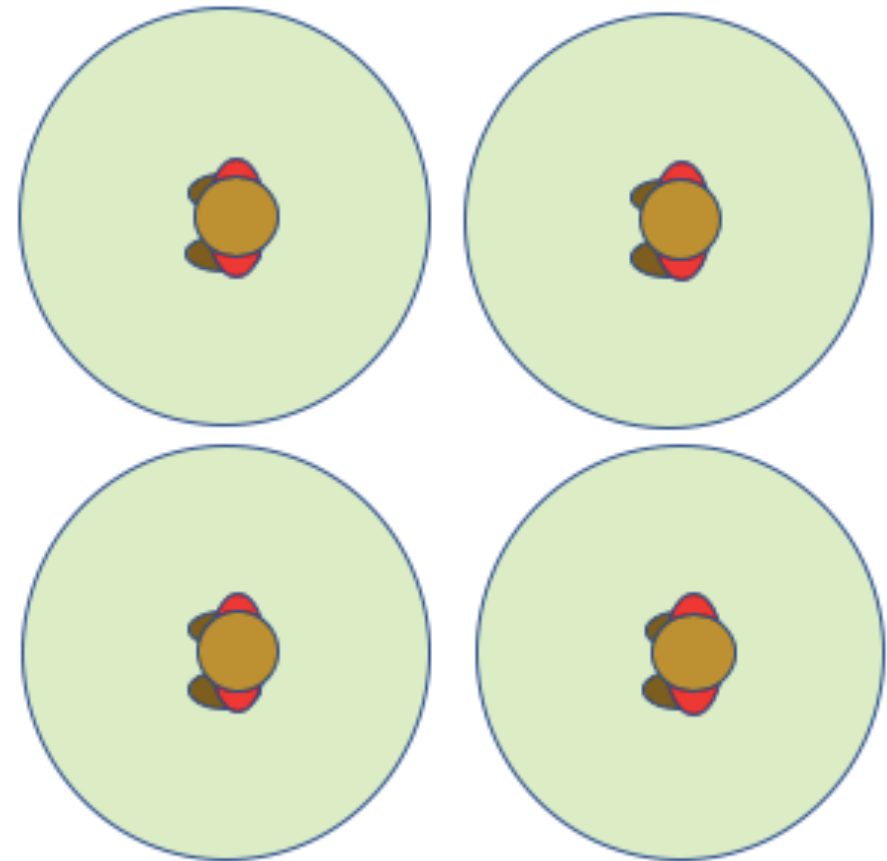
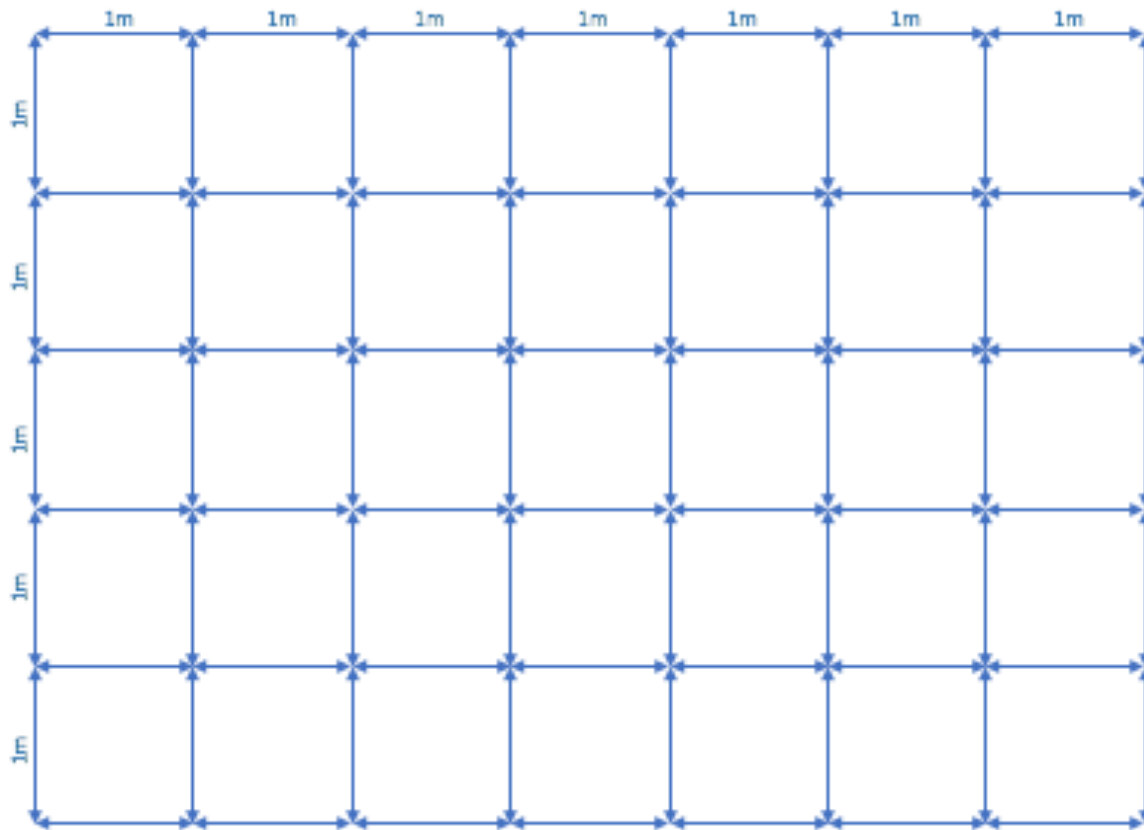
The following examples are available for Sheds to modify as you see fit.

Templates will be available on the UKMSA website for you to download.

# Shed assessment template

## Design your Shed tool

Transcribe your Shed on to the grid and cut out the little Shedders to understand the flow of traffic in your Shed.



## Example Risk assessment for Click, collect and return

Location	Various	Activity	Click and Collect Service, Post Covid 19 Lockdown
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Step 1: Risk Identification	Step 2: Risk Assessment	STEP 3: MANAGING RISKS				
The steps in this document are designed to minimise the risks to Sheddors members who may collect work direct from customers for completion at their own home. They will be regularly reviewed and amended as the situation develops.						
List of Possible Risks	Impact (H/M/L)	Likelihood (H/M/L)	What can we do about it?	When will it be done?	Who will do it?	Reviewed Level of Risk
Social distancing	H	M	Members who agree to collect an item for repair direct from a customer's house should maintain social distancing of 2 metres. Members should not enter a customer's house but remain in the garden or on the pavement outside.		All members	
Hygiene	H	M	Members should use a hand sanitiser immediately before visiting a customer's house		All members	
Hygiene	H	M	Members should have disinfectant wipes available to clean any item of work before accepting it and picking it up. Wipes will be provided by Nailsea Sheddors.			



Step 1: Risk Identification		Step 2: Risk Assessment		STEP 3: MANAGING RISKS		
List of Possible Risks	Impact (H/M/L)	Likelihood (H/M/L)	What can we do about it?	When will it be done?	Who will do it?	Reviewed Level of Risk
Hygiene	H	M	Members should have disinfectant wipes available to clean any item of work before accepting it and picking it up. Wipes will be provided by Nailsea Sheddors.			
Hygiene			When returning completed work, members should observe all the above hygiene precautions			
Hygiene			Cashless payment is preferred from customers who wish to make a donation, this could be by bank online payment to shedders account or contactless card payment if available. Cash should be placed into a plastic container or bag.			
Personal Protective Equipment	H	M	Gloves – disposable gloves will be provided and should be worn when handling work items and when using disinfectant wipes. Glove will be provided by Nailsea Sheddors			
Personal Protective Equipment	H	M	A face covering should be worn at all times whilst visiting a customer. This may be a fabric type that can be washed after each use or a disposable mask. Disposable types should be thrown away after each use.			
Health and Safety	H	M	Members who agree to carry out tasks at home must ensure that they have the necessary knowledge and skill to carry out the required work. Some tasks may require the skills of more than one member, this should be borne in mind when accepting work.			

Step 1: Risk Identification	Step 2: Risk Assessment		STEP 3: MANAGING RISKS			
List of Possible Risks	Impact (H/M/L)	Likelihood (H/M/L)	What can we do about it?	When will it be done?	Who will do it?	Reviewed Level of Risk
Health and Safety	H	M	Members who agree to carry out tasks at home must ensure that they have the appropriate facilities and equipment available to carry out the work in a safe manner. If necessary some tools, equipment and consumable items may be supplied from Shedd's own store.			
Health and Safety			Members working at home should wear the appropriate PPE for the task			
Health and Safety			Insurance is satisfied with the risk assessments and protocols produced for Sheds to undertake this activity.			
Health and Safety			The types of work to be undertaken by this scheme will be limited to what members can reasonably carry out at home. This will be itemised in an appropriate Method Statement			

**Date Issued**

**Date to be reviewed**

**Person/Group responsible for review**

## Example Risk Assessment – Shed activity

**Risk:** L = Likelihood; I = Probable Impact; R = Risk (L\*I)

**Likelihood:** 1 = Highly unlikely; 2 = Unlikely; 3 = Possible; 4 = Probable; 5 = Highly probable

**Probable Impact:** 1 = Minor injury; 2 = Injury; 3 = Possible trip to the doctor or hospital; 4 = Significant injury; 5 = Fatality or life-changing injury

**Risk Score Bands:** 1 to 5 = Low risk; 6 to 10 = Higher risk – think about how you're managing or supervising this; 11+ = HIGH RISK Further controls & measures recommended

HAZARDS (What are you doing?)	WHO MIGHT BE HARMED & HOW?	SUGGESTED CONTROLS & MEASURES	CURRENT RISK		
			L	I	R
Safety & clear responsibilities.	Members of SHED.	This risk assessment does not in any way imply that SHED members can work at Our premises this R/A is required by Law to address possible risk on return or in preparation for return to our normal activities. The committee has responsibility for SHED members and at this time feel that the preparation of our premises risk assessment for our eventual return.			
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 normal activities. 1. Work stations to be separated to facilitate the 2mtr distancing rule. this may mean mobile benches be relocated. 2. Tools to be cleaned after every use. 3. As movement around premises under normal working would not be possible due to numbers of people the committee feel that limited numbers to attend each day. 4. Members working outside. 5. Limit working to possible 3 hour shifts ie morning and afternoon			
Hygiene	Members of SHED	Additional cleaning materials will be made available and must be used. SHED members to maintain good personnel hygiene by washing hands on regular basis.			
Personal Protective Equipment (PPE)	Members of SHED	Correct PPE will be worn at all times this 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 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.			

HAZARDS (What are you doing?)	WHO MIGHT BE HARMED & HOW?	SUGGESTED CONTROLS & MEASURES	CURRENT RISK		
			L	I	R
Formal review of machines and tools.	Shedders	An inspection of tools and routine maintenance of equipment that has not been used.			

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## Example protocol for Sheds

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1. Induction and training for Shedders
2. Change payment where possible to standing orders or BACs.
3. No more than eight members to be present on any day. (No more than four in workshop and the rest outside). Pre-booking system required.
4. Social distancing to be operated at all times.
5. The Mess room and kitchen area to be accessed on a one-in-one-out basis and used only for the preparation of hot drinks and for access to the toilets and hand-washing.
6. Personal mugs or disposable cups and spoons to be used for drinks.
7. Working surfaces in the Mess room and kitchen to be wiped down at the start and end of each day. Toilet area to be disinfected with bleach at the start of each day in accordance with published schedule.
8. No visitors allowed. Main gates to be kept closed to discourage visitors.
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..