



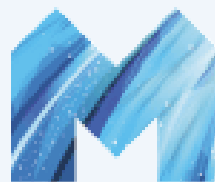
'Before Opening The Shed Door'



COVID-19 REOPENING GUIDANCE FOR SCOTTISH MEN'S SHEDS

Revised: March 2021 (Version 2)

INDEX



**SCOTTISH
MEN'S SHEDS
ASSOCIATION**

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Compiled by the Scottish Men's Sheds Association
Revised: March 2021 (Version 2)

This document is uncontrolled when printed. This guidance will be revised regularly, please check the online resource library on the [SMSA website](https://www.scottishmsa.org.uk) for the latest version (individual member log-in required)



INTRODUCTION

This guidance, created by the Scottish Men's Sheds Association (SMSA), is designed to support the safe re-opening of Men's Sheds across Scotland and draws on information from The Scottish Government, NHS, the Health and Safety Executive, other international and national Men's Sheds Associations and through consultation with our member Sheds.

We are all navigating our way through uncharted waters during the COVID-19 crisis and it has been a difficult time for everyone. This pandemic goes against the whole ethos of Men's Sheds to come together and support each other 'shoulder to shoulder'.

Following an SMSA poll in September 2020, the Association became aware that 15% of Men's Sheds indicated that they had **already opened their doors to some extent**. SMSA is therefore releasing this guidance to better inform Sheds with their individual decision-making process for reopening—when the time is right for them— to ensure the safety of our Sheddors and our communities.

SMSA has prepared a comprehensive guide striving to cover every eventuality in a Shed scenario however it is by no means intended to be a policy, mandatory regulation or replace any guidance from statutory bodies.

This document is intended for **guidance only** for Sheds to discuss within their Board of Trustees on how it will work in their own Shed premises, facilities, layout, activities and membership.

It is important to remember that health and safety is everyone in the Shed's responsibility—not just the Shed Trustees—and must be made a priority by all especially in these unprecedented times. We must all be mindful of the fact that despite doing all we can to minimise and manage risk, we cannot eliminate it altogether.

SMSA will be regularly reviewing this guidance to keep Sheds up to date with the latest regulations and safety measures. SMSA will communicate all updates to Scottish Sheds and Sheddors on an ongoing basis.



"We are all navigating our way through uncharted waters during the COVID-19 crisis and it has been a difficult time for everyone. This pandemic goes against the whole ethos of Men's Sheds to come together and support each other 'shoulder to shoulder'. As we venture into a 'new normal', the SMSA is releasing this guidance to better inform Sheds with their individual decision making process for reopening—when the time is right— to ensure the safety of our Sheddors and our communities."

Jason Schroeder
SMSA EXECUTIVE OFFICER



We are all champing at the bit to get back to our beloved Sheds however we all must do this in a safe and timely manner with all of the information and safety measures in place first to protect us all.

We would like to thank all the organisations and individuals—including our SMSA Shed Members, Tim Green at Age Scotland, Dr Danielle Hutcheon at Glasgow Caledonian University, Healthy Working Lives, Public Health Scotland, the Scottish Community Development Centre and The Scottish Government—who have helped during the consultation period of this comprehensive guidance. If you wish to input to this guidance and/or have any suggestions, please **do let us know**.

IMPORTANT NOTE:

Coronavirus guidance is constantly changing. SMSA will send our members the latest version but we also advise you to double check that you have the most up-to-date documents from the [SMSA website](#) in addition to continually reviewing the legislation and guidance from the [Scottish Government](#) and regularly checking the [COVID-19 protection level \(tier\)](#) for your area.



REOPENING CHECKLIST

The Scottish Government recommends that for [face-to-face meetings](#), mental health and wellbeing support should be delivered remotely, where possible. However, an essential support group is one where participant's health (including their mental health) and wellbeing would be significantly impacted by non-attendance. Mental health is a top priority and therefore, we need to ensure that everyone who needs support can access it. If individual Sheds choose to open, when meeting, the [guidance from Health Protection Scotland](#) continues to apply.

Here are some very important points for your Shed to collectively consider BEFORE reopening to make sure it is safe to do so. The SMSA recommends that, as a whole Committee, your Shed goes through the following checklist to aid your decision-making process.



WHAT IS THE CURRENT PROTECTION LEVEL (TIER) FOR YOUR LOCALITY?

- Regularly check the [COVID-19 protection level \(tier\)](#) for your area or [use the postcode checker](#) and get information on what you can and cannot do at each level



CAN THE SHED ALLOW FOR PHYSICAL DISTANCING?

- Can all members/visitors keep a safe 2-metre (6.5ft) distance at all times in your Shed and other/outdoor spaces? Have you worked out the space in your Shed? Take into account a 360 degree 2m distance for each work area
- Are you able to implement additional safety measures e.g. one way systems, booths, floor markings, maximum numbers and placing chairs, machinery etc 2m apart if required?
- Have you looked at your Shed's pinch points (a place or point where congestion occurs or is likely to occur e.g. stairways, doorways)?
- Consider implementing [SMSA's Pathfinder Safe Distancing Assistant](#)



HAVE YOU COMMUNICATED AND CONSULTED WITH ALL STAKEHOLDERS (TRUSTEES, MEMBERS, LANDLORD, INSURER ETC)?

- Is there a demand from members to reopen?
- Have you consulted and communicated with your members in regard to reopening?
- Have you involved your full committee in the decision-making?
- What is the minimum number of people you can safely operate your Shed at for each sessions?
- How long should your sessions be? To benefit members whilst also allowing for plenty of time to stagger sessions and clean and disinfect in between? (e.g. one morning two-hour session and one afternoon two-hour session or more one hour sessions)
- It is a member's personal choice to attend if you reopen. Are your members aware of new measures, procedures and the risks if they attend? Do members know that they should not attend the Shed if they have symptoms? Implement a new [Shed Member Registration Form](#)
- Have you had a chat with your insurer regarding your cover?
- Do your fire regulations/evacuation procedures need revised with new layout/entrances/exits?
- Have you discussed reopening with your landlord (if you have one)?
- Record/minute all Shed Committee meetings



CAN YOU ENSURE NEW MEASURES ARE IMPLEMENTED AND ADHERED TO?

- Safety is everyone's responsibility however Sheds are advised to incorporate the new COVID-19 safety measures into the role and training of the existing Shed Supervisor(s) . See [Appendix 5](#)



CAN YOU PUT THE NECESSARY SANITISING/HYGIENE MEASURES IN PLACE?

- Does the Shed have running water?
- Do you have sufficient hand soap/sanitiser for members attending the Shed to regularly wash their hands?
- Can you incorporate additional hand sanitising stations?
- Do you have a [COVID-19 specific cleaning/dis rota](#)?
- Do you have the proper sanitising/disinfecting products? Have you taken into consideration the [health and safety implications of using cleaning products](#)? Have you considered [waste disposal and cleaning/sanitising procedures if a positive or possible case](#) was at the Shed?
- Does your Shed have operational team members/volunteers to regularly clean the Shed?



HAVE YOU RISK ASSESSED YOUR SHED?

- Have you consulted and involved your entire Committee on the [risk assessment](#) and adapted it to the needs of your individual Shed?



PREPARING YOUR SHED

If your Committee makes the decision to re-open, here are some recommended steps to put in place **BEFORE** opening the Shed door:



DEEP CLEAN AND ONGOING SANITISING/DISINFECTING OF THE SHED

- Thoroughly deep clean the Shed with cleaning products first then disinfectant (two-stage process) **BEFORE** opening. This includes any outdoor areas/outhouses etc and other facilities that Shed members may use
- Only pre-agreed committee members/Shedders should have access to the premises at this stage of the preparation
- Develop and implement a **rota** for regular cleaning/sanitising/disinfecting and checks. Appoint designated 'cleaners' for each Shed session to cover the additional duties and have ample PPE (if required) and sanitising/disinfecting products in place



NEW PROCEDURES IN PLACE FOR MEMBERS

- Still try to do as much as you can digitally/online, where you can
- Limit visitors and all member/visitor appointments should be booked in advance—including for outdoor activities. Assign the role of taking bookings to nominated committee members/Shedders and implement a **booking system**
- Based on your Shed size, layout, **ventilation** and membership—the Shed Committee should implement a maximum limit of how many members can access the Shed at any one time
- Implement a new **Member Registration Form** to ensure all members are aware of the risks and new procedures in place (to be completed **BEFORE** they enter the Shed for their first session)
- All members need to complete a **Track and Trace form** when attending the Shed
- On attendance at the Shed, members and visitors must sanitise hands and put on a mask **BEFORE** entering the premises. The Scottish Government **advises against temperature checks**
- Inductions in place for members on their first visit and regular safety briefings given at the start of each session to remind everyone of the new safety measures in place
- Review your **first aid requirements** and **risk assessment for first aid and emergencies** (includes drills and evacuations, fire training etc)



TRAIN SHED SUPERVISOR(S) ON NEW MEASURES

- Ensure the existing Shed Supervisor(s) are trained on the new COVID-19 safety measures and fully understand their **role and responsibilities**
- Remember, safety is the everyone's responsibility—not just the Shed Supervisor(s)



HAND WASHING/SANITATION AREAS AND STATIONS

- Hand sanitiser made available at Shed entrance for use entering and leaving the Shed
- Order ample stock of hand washing and sanitisation products and implement a system for checking stock regularly
- Implement hand washing stations (preferably foot pump activated) at the main entrance and throughout the Shed premises
- Clean and disinfect hand sanitisation areas/sinks regularly
- Water system stagnation can occur—due to lack of use of Shed premises during the pandemic—increasing the risks of Legionnaires' disease. Sheds should review their risk assessment and **manage the legionella risks** when reinstating a water system or start using it again or restart some types of air conditioning units



DISPLAY POSTERS AND APPLY FLOOR MARKINGS

- Display **COVID-19 posters** prominently in the relevant areas to promote and remind users of the physical distancing and safety measures in place
- Apply floor markings to incorporate one-way systems and 2m distance awareness (where possible) to prevent any bottlenecks/pinch points



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- In non-health/social care settings, **PPE is only required where identified by a risk assessment**
- Purchase any required PPE (e.g. gloves, visors, aprons) for members' use (disposable) or encourage members to wear their own (and dispose of/take home to wash reusable versions)
- Remember that some people are **exempt from wearing face coverings**



RUNNING YOUR SHED

If your Committee makes the decision to re-open, here are some recommended steps to follow:



SAFE SHED SESSIONS

For the majority of Sheds, it is very likely that the number of members at Shed sessions (both indoors and outdoors) will reduce to what used to be the norm. If your Shed decides to open to benefit the health and wellbeing of your members, SMSA recommends managing your sessions in the following ways:

- Limit:** Set a safe limit on the maximum amount of Shedders per session as well as a limit on the amount of operational team members required at the premises at any one time (e.g. Shed Supervisor, cleaner, trainer/facilitator etc)
- Duration:** What would your Shedders benefit more from? Two-hours in the workshop working on a project; one hour physically-distanced in the social area having a chinwag; or both? It is very important to allow sufficient time for cleaning in between sessions
- Frequency:** consider morning and afternoon sessions and/or opening more days, if you can, to reach more Shedders whilst still keeping session numbers to a minimum?
- Location:** Consider more outdoor sessions to enable more members to meet at a distance?
- Control:** All member/visitors must pre-book and stick to strict start and finish times and let you know (as soon as they can) if they cannot attend
- PPE:** All members to wear relevant PPE (**if identified in risk assessment**) at every session and **follow the steps for the correct order and way to wear and remove PPE.**
- Technology:** Consider using [SMSA Pathfindr Safe Distancing Assistants](#) for activities (indoor and outdoor). Encourage download of the [Protect Scotland contact tracing app](#)



DOORS AND WINDOWS

- It is recommended to keep doors, windows and vents open (where appropriate) to increase natural ventilation, reduce pinch points and contact with door handles. The [thermal comfort](#) of members must also be taken into consideration at all times. However, fire doors should never be kept open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system)
- Door handles should be cleaned regularly



TOOLS AND MACHINERY

- Where you can, assign each member with their own work area and set of tools (not to be shared) for their visit
- Disposable gloves (vinyl or equivalent) worn using tools and machinery (but not on a lathe)
- Sanitise hands and disinfect all tools and machinery before and after each use
- Wash hands regularly with soap and water and after each use of machinery, tools etc



FOOD AND REFRESHMENTS

- Only one person at a time permitted in the kitchen area ([display poster on door](#))
- Kettle, fridge and counter tops must be wiped down with disinfectant after each use. Your members may wish to bring in their own flask of tea/coffee
- Use disposable (paper or plastic) plates, cups and utensils and bin immediately after 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)



TOILET FACILITIES

- See [Appendix 5](#) for guidance from the Scottish Government on opening of public and customer toilets during the coronavirus pandemic to apply to Men's Sheds. There should be regular and proactive inspection of Shed facilities to detect and address any issues promptly



COLLECTIONS AND DELIVERIES

- 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/gloves at all times, regular use of hand sanitiser)



RUNNING YOUR SHED

MANAGING INTERACTIONS

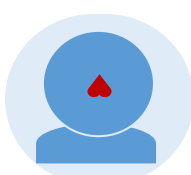
- Prohibit unnecessary visits, encourage online interaction, promote electronic paperwork and communication where you can
- Visitors only by special arrangement
- Arrangement system in place for Shed activities/visits through the Track and Trace log book ([records kept for 21 days](#))
- All visits should be recorded—both entering and leaving the premises. It is recommended to have a Shed representative in place to record this to avoid touching the pen or alternatively clean the pen after each use. Recording is necessary 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)
- Members to sign a [new Shed/Visitor Registration Form](#). 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, Sheddors would go straight to their nominated area. This will limit the areas to be cleaned
- Shed's main entrance to be locked (if possible) 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 [COVID-19 signage/posters](#) at the Shed and any other Shed sites/relevant outdoor areas
- Stay alert to symptoms – if any Shed member feels ill they must stay home, contact the NHS and stay in touch with fellow Sheddors 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 Sheddor 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
- Sheddors 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



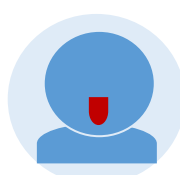
High Temperature



New Persistent Cough



Loss of Smell



Loss of Taste

STAY ALERT TO THE SYMPTOMS

HIGH TEMPERATURE
OR NEW CONTINUOUS COUGH
OR LOSS OF TASTE OR SMELL

SCOTTISH MEN'S SHEDS ASSOCIATION



RUNNING YOUR SHED

MAINTAINING HIGH HYGIENE STANDARDS

- Follow [FACTS](#) (right) and advice on the [NHS Inform website](#) 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](#) of members
- Doors to be kept open (where possible) to ensure good ventilation but also to prevent the touching of door handles. Fire doors should never be kept open unless fitted with self-closing mechanisms that respond to the fire alarm system
- 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](#) for at least 20 seconds regularly with soap and water and after each use of machinery, tools etc. [Dry hands](#) 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](#) 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 then sanitise hands
- Face masks to be worn at all times (unless exempt)
- Relevant PPE to be worn ([where relevant](#)) - face visors, gloves and aprons
- 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
- 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](#)
- 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
- Electronic payments are recommended as an alternative to cash handling (where possible)

Remember **FACTS** for a safer Scotland

F

Face coverings



A

Avoid crowded places



C

Clean your hands regularly



T

Two metre distance



S

Self isolate and book a test if you have symptoms



nhsinform.scot/coronavirus
#WeAreScotland





RUNNING YOUR SHED

WHAT NEXT? SMSA recommends that each Men’s Shed in Scotland produces a checklist for all the steps you need to complete in order to safely reopen (example below).

Task	Responsibility	Deadline	Status
<i>Example: Carry out risk assessment</i>	<i>Committee</i>	<i>Jan 2021</i>	<i>Complete</i>
Let SMSA know we are open and update our ‘Find a Shed’ map details to reflect this			
Carry out risk assessment with the Committee			
Communicate and consult with members on potential reopening (in next Members’ update/e-newsletter, Zoom meeting)			
Introduce new booking system, new Shed registration form and Track and Trace form			
Train Shed Supervisor on new COVID-19 safety measures			
Develop cleaning rota, purchase cleaning products and put a system in place to check and order stock			
Develop COVID-19 induction for Shedders			
Set number limit for Shedders and operational team and agree times and days for Shed sessions and meetings			
Display COVID-19 posters and floor markings			
No visitors (until further notice) or limit visitors (must be booked in advance)			
Purchase PPE and put a system in place to check and order stock			
New hand sanitising stations/areas incorporated and put a system in place to check and order stock			
Cleaning of area, tools, machinery etc to take place regularly and after each session			
Remove/shut down hand driers and replace with disposable paper towels			
Purchase sealable wipeable plastic boxes exclusively for each member to store items such as PPE in a secure location to prevent cross-contamination			



ATTENDING THE SHED

Every member (and visitor) that attends the Shed **MUST** follow the same guidelines for physical distancing, safety measures and hygiene.

If a member requires to bring along a carer, they should bring just one during the course of the pandemic. The carer must also be pre-booked for the session and adhere to all the measures in place.

In order to attend the Shed, members/visitors **MUST**:

- book in advance
- sign the [new Shed registration form](#)
- provide Track and Trace details at their first visit

A Shedder **MUST NOT** attend a Shed, if they:

- have been told to [shield](#)
- have been out of the country in the last 14 days
- have been in close contact with someone diagnosed with COVID-19
- are displaying any symptoms of COVID-19:
 - continuous cough
 - fever/high temperature (37.8C or greater)
 - loss of, or change in, sense of smell or taste (anosmia)

WEARING PERSONAL PROTECTIVE EQUIPMENT (PPE)

The strict use of PPE is not just for the wearer but for everyone's safety. Gloves, aprons, face visors and masks will prevent the transfer of the virus on to your skin and mouth but they must be changed regularly and removed when using the facilities and when eating.

HIGH HYGIENE STANDARDS

- Shedders must wash their hands frequently (for at least 20 seconds) with warm water and soap in addition to sanitising before entering and leaving the Shed and before and after the use of tools and machinery; using the toilet facilities etc
- No food preparation in the Shed and Shedders must only eat food prepared at home using disposable (plastic or paper) plates, cups and utensils
- Kettle and fridge must be wiped down with disinfectant after each use. Your members may wish to bring in their own flask of tea/coffee
- Tools and machinery should be wiped down before and after use
- Work area should be cleaned with disinfectant at the end of the session

IN THE EVENT OF AN INCIDENT AT THE SHED

- If a member already in the Shed starts to display symptoms of COVID-19 they should be sent home (to contact the NHS on 111, self-isolate and book a test) 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
- Follow the Scottish Government advice on [Test and Protect/Contact Tracing](#)
- Shedders who may have been put at risk should be informed (via the [Track and Trace forms](#)) 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

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



**IF YOU FEEL ILL
PLEASE STAY HOME**

IF YOU DON'T FEEL WELL OR HAVE
SYMPTOMS OF COVID-19, PLEASE
STAY HOME AND CONTACT THE NHS



COVID-19 RISK ASSESSMENT & FORMS

The SMSA has developed a range of COVID-19 forms and a risk assessment as example/starter templates for Men's Sheds in Scotland that can be adapted to your individual Shed's needs e.g. different machinery, facilities, layout etc.

The purpose of these documents are, first and foremost, to minimise the risk to Shedders of transmission of COVID-19 and make their health and safety needs paramount. Eliminating the risk is the utmost priority by following this guidance.

The risk assessment covers the hazard (spread of the COVID-19); who might be harmed; controls required; additional controls required; action by who; action by when; and status (complete, in progress etc) under the following headings: managing interactions; physical distancing; maintaining high hygiene standards; collection and delivery of items; and in the event of an incident.

The first version of these documents were released in January 2021 by the Association and will be revised regularly following input and consultation with partners and members.



COVID-19 RISK ASSESSMENT & FORMS (EXAMPLE TEMPLATES)

- ⇒ [COVID-19 Risk Assessment—Example Template](#)
LATEST VERSION (2) ISSUED: MARCH 2021
- ⇒ [COVID-19 Shed Member/Visitor Registration Form—Example Template](#)
LATEST VERSION (2) ISSUED: MARCH 2021
- ⇒ [COVID-19 Cleaning Checklist Example Template](#)
LATEST VERSION (2) ISSUED MARCH 2021
- ⇒ [COVID-19 Shed Visiting Rota—Example Template](#)
LATEST VERSION (2) ISSUED: MARCH 2021
- ⇒ [COVID-19 Shed Track and Trace—Example Template](#)
LATEST VERSION (2) ISSUED: MARCH 2021

IMPORTANT NOTE:

AN INDIVIDUAL MEMBER LOG-IN IS REQUIRED TO ACCESS THE ABOVE DOCUMENTS (INDIVIDUAL MEMBERSHIP IS FREE, [JOIN HERE](#) IF YOU ARE NOT ALREADY A MEMBER)

THESE DOCUMENTS ARE BEING REVISED REGULARLY AND ARE UNCONTROLLED WHEN PRINTED. PLEASE CHECK THE [SMSA WEBSITE](#) TO MAKE SURE THAT YOU HAVE THE LATEST VERSION BEFORE USE

POSTER RESOURCE PACK

The SMSA released its first [COVID-19 poster resource pack](#) in September 2020. Through consultation with Scottish Men’s Sheds and the feedback received, the poster pack is being regularly updated and revised for all Sheds. The pack— currently containing 30 posters with colour or white background options—allows Sheds to print off and prominently display the posters that they require for their Shed premises to prepare in advance.

If you have suggestions for more posters required at your Shed premises, please contact [Michelle Wibrew](#), [SMSA's Communication Officer](#), and the pack will be revised for all.



NO FOOD PREP
If you wish to eat food/snacks, please bring items prepared and packed from home




HEALTH & SAFETY MEASURES IN PLACE
STAY SAFE & VIGILANT

A MEMBER OF THE




PLEASE WASH HANDS AND TOOLS BEFORE AND AFTER USE




PHYSICAL DISTANCING MEASURES IN PLACE
STAY SAFE & VIGILANT




ONLY ONE PERSON ON THE STAIRS AT ANY ONE TIME




WASH HANDS REGULARLY
FOR AT LEAST 20 SECONDS




PLEASE WASH HANDS AND TOOLS BEFORE AND AFTER USE OF THE LATHE
NO GLOVES TO BE WORN




STAY ALERT TO THE SYMPTOMS
HIGH TEMPERATURE OR NEW CONTINUOUS COUGH OR LOSS OF TASTE OR SMELL




ONLY ONE PERSON IN THE KITCHEN AT A TIME



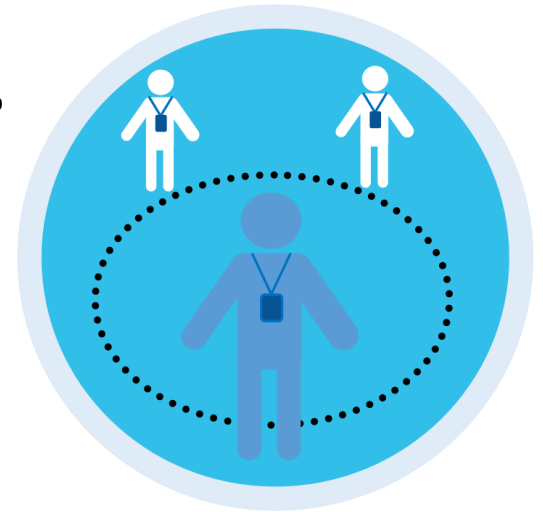
PATHFINDER SAFE DISTANCING ASSISTANT

We are hearing from Men's Sheds in other countries - who are already ahead of the curve - that they are witnessing that once Sheddies are settled and feeling more relaxed that they are quite quickly forgetting to keep their distance. Understandably, it is difficult for people to adapt behaviours we have always known; it feels alien to not stand close to a friend.

SMSA began trialling a [Safe Distancing Assistant](#) device from Pathfinder with ten Men's Sheds in winter 2020. The device emits a short audible or vibrating alert when another wearer is detected within two metres, advising both wearers to check and increase their distance.

The virus primarily spreads through person-to-person contact and this device can be deployed in any environment - indoors and outdoors - to assist with training and enforcement of physical distancing.

This technology would allow our men to meet – safely and within the legal restrictions – to get together to chat, check in on vulnerable members (deliver shopping, prescriptions etc), carry out maintenance work at the Shed and get back in the Shed (in small numbers) to socialise and work on projects.



This simple but highly effective piece of technology has no complicated set up, no software to install and no training. It is simply attached to a lanyard and worn around the neck of each of the Sheddies to allow them to meet safely in small groups. The smart device is activated when worn, so there is no need to remember to turn it on and off – it is fully rechargeable and will provide five days of use on a single charge. The device is also wipeable and has a 360-degree detection field. The range can be changed from its pre-configured two metres, as a result of revisions to the legislation, to cover 1-30 metres.

SMSA feels this technology will be an empowering experience for these men to give them the confidence to leave their homes and go to the Shed safely in small numbers. The buzzers will be left in the Shed after each session and wiped down before leaving and again before being issued out.

The feeling of re-connecting with friends will be life-changing, especially for the more vulnerable men who may not have seen a friend or loved one for many months. Some do not have access to a computer, tablet or mobile phone or don't even know how to switch one on. They may not want to speak over a computer screen but just want to physically go to the Shed again – have a tinker in the workshop, have a cuppa and a chat with a fellow Shedder or take a walk round their allotment/community garden. For them, it is about getting out of the house and going to 'their place' (the Shed) safely.

SMSA has secured funding from the Scottish Community Alliance and the Scottish Government to roll these devices out to Men's Sheds in Scotland.

Interested? Please contact [Jason Schroeder](#), SMSA Executive Officer.



CLICK HERE to play the Pathfinder demonstration video from Moffat Men's Shed

SHED SUPERVISOR ROLE

The SMSA recommends that Men's Sheds in Scotland ensure there is at least one person in the Shed at all times who is familiar with these guidelines and can make sure they are observed.

The Association advises that these responsibilities are taken on by the existing Shed Supervisor if one exists.

The Supervisor for Shed sessions will ensure strict implementation of COVID-19 preventative measures and associated operational protocols in their area of responsibility.

This person requires a full understanding of this guidance, the risk assessment and supporting documents.



RECOMMENDED ROLES AND RESPONSIBILITIES OF THE SHED SUPERVISOR

BEFORE EACH SESSION:

- Ensure every member booked to attend the session has completed and signed the [new Shed Member/ Visitor Registration Form](#) and [Track and Trace Form](#)
- Ensure each member sanitises hands and wears a mask before entering the Shed common area
- Ensure appropriate Personal Protective Equipment (PPE) e.g. aprons, face shields, gloves, masks etc—agreed by the Committee—is in place and stocked well
- Wipe and issue Pathfindr equipment (Safe Distancing Assistant) if used at the Shed
- Ensure all the latest COVID-19 posters are prominently displayed in the appropriate areas prior to each session
- Ensure all hand sanitising stations are well stocked for each session
- Check that bins have been emptied
- Make sure all Sheddors have the appropriate PPE for relevant areas, machinery etc
- Make sure all members are familiar with the COVID-19 guidance and briefed before every session begins

DURING THE SESSION:

- Ensure physical distancing measures are adhered to at all times during the session
- Ensure members are washing hands frequently
- Ensure any disposable items are binned immediately
- Check stock (hand sanitiser, hand soap, disposable masks, paper towels etc)
- Ensure shared tools/machinery are being wiped down before and after each use
- Ensure members (except those that are exempt) are wearing appropriate PPE
- Ensure any breach of protocols are rectified immediately (and recorded)
- Ensure members clean down areas towards the end of the session

FOLLOWING A SESSION:

- Ensure members leave on time (to prevent any clash with next session and that cleaning can be carried out before the next session)
- Ensure bins are emptied
- Check stock (hand sanitiser, hand soap, disposable masks, paper towels etc)
- File the session forms (Track and Trace, [Shed Registration Form](#), Shed Session Rota etc)
- Ensure SMSA Pathfindr equipment (Safe Distancing Assistant) is returned at the end of the session, wiped down and stored securely
- Ensure that all areas used (including toilets, kitchen area, workshop, social area) are thoroughly cleaned by the designated person(s) and ready for the next session

TOILET FACILITIES

This guidance has been adapted from the Scottish Government's [Guidance on opening of public and customer toilets during the coronavirus pandemic](#) to apply to Scottish Men's Sheds.

When open, there should be regular and proactive inspection of Shed facilities to detect and address any issues promptly.

ENHANCED CLEANING

It should not be assumed that hygiene measures in place pre COVID-19 will be sufficient. Enhanced cleaning is likely to be required and should take into account:

- **frequency** should be increased beyond what has been the case before COVID-19. COVID-19 survives on the hard surfaces present in toilets for at least 72 hours
- **products** used should be a disinfectant not detergent-based product
- **areas of particular concern** – it is important that attention is paid to frequently touched areas including toilet flush/button, toilet seat, cubicle locks and handles, taps, paper towel and soap dispensers and door handles on access/entry
- **enhanced monitoring** of facilities will be required to ensure hygiene is maintained
- clearly display enhanced **cleaning rota** and ensure it is adhered to i.e. a documented record that the checks have been carried out
- the cleaning rota should be supplemented with a **cleaning schedule** or similar procedure log that details the manner and frequency of cleaning of the various surfaces
- **remove any unnecessary or communal items** within the facility (e.g. ornaments or cosmetic items) to facilitate cleaning
- ensure any keys/fobs required to access the facilities are cleaned between uses
- **PPE** for cleaning should be provided in line with [Health Protection Scotland Guidance for General \(Non-Healthcare\) Settings](#)
- **Training** given on the appropriate cleaning methods for sanitary areas and the use of the equipment and products for cleaning and disinfection
- special care should be taken with the **cleaning of portable toilets**

EQUIPMENT

- **reusable equipment should be removed** and replaced with disposable (e.g. fabric towel replaced with disposable towels)
- ensure that there are **adequate hands-free waste disposal units**
- **cleaning materials** for surfaces should be provided (e.g. viricidal wipes)

COMMUNICATION

- use [signs and posters](#) to: build awareness of increased handwashing frequency; to cough or sneeze into a tissue, which is binned safely and immediately, or into your arm if a tissue is not available

- consider providing a **contact number/person (e.g. Shed Trustee)** to report any concerns regarding cleanliness
- COVID-19 can present with diarrhoea and/or vomiting therefore it is important to have a mechanism to **ensure the facility can be closed** and adhoc cleaning can be arranged should the need arise

HAND HYGIENE

- users must remove and dispose of **gloves** in the bin provided before entering the toilet area. After using the facilities, users must wash and dry hands before leaving the toilet area and acquiring new gloves
- provide **liquid soap** and ensure there is **adequate stock** at all times
- consider providing **hand sanitiser dispensing units** in portable toilets where handwashing can be less effective
- consider **adjusting the time that push/sensor taps** are on to encourage **20 seconds of hand washing**
- provide **hand-drying facilities** – either paper towels with appropriate and frequent waste disposal or electric hand driers
- **reduce the requirement for surfaces to be touched** once hands have been washed on the way out of facilities
- consider providing **hand sanitiser gel at the entry and exit from the facility**. With adequate hand washing, the contamination of contact surfaces on leaving the facilities should be minimised.

PHYSICAL DISTANCING

- operators should consider how to **limit the number of people** within facilities with multiple stalls/urinals e.g. with signage on the door instructing users to wait outside if they find that the facilities are occupied
- physical distancing should be maintained by way of **signage and floor markings**
- consider whether additional measures such as **physical barriers** are required e.g. cubicles provide barriers but wash basins and urinals (trough urinals, in particular) will require greater consideration
- consider whether **distances between equipment (e.g. hand basins)** are sufficient and consistent with physical distancing policy
- consider the **route to and from toilets**, in particular how to maintain physical distancing and cleaning of possible touchpoints
- use **one-way systems** where this is possible

SANITARY FACILITIES PROVISION

- where toilets are being provided for a specific event, consider whether the standard guidance on **toilet to person ratios** needs to be revised to allow for physical distancing and enhanced cleaning routines
- note that **more toilet facilities may be needed** for the same number of people due to the physical distancing and hygiene measures

This guidance, from the SMSA, provides advice and examples only for Men's Sheds in Scotland on steps and safety measures in relation to COVID-19 to follow to safely reopen their doors again

Every Men's Shed in Scotland is different in terms of size, layout and the activities it offers. This guidance is by no means definitive and is something that will be reviewed and updated on an ongoing basis over time and through consultation with our partners and members. Always check the [SMSA website](#) to ensure you have the most up-to-date version

These tools can be adapted to the needs of each individual Shed but is in no way a replacement for following the [Scottish Government guidelines](#)

SMSA appreciates the involvement and engagement of our member Men's Sheds with this consultation and on the reopening of Sheds in general.

Thank you to everyone that responded to the consultation of this guidance including:

SMSA Shed Members
Age Scotland
Healthy Working Lives
Public Health Scotland

Scottish Community Development Centre
Scottish Government

**Scottish Men's Sheds Association
Banchory Business Centre
Burn O'Bennie Road
Banchory
Aberdeenshire
AB31 5ZU**

info@scottishmsa.org.uk | www.scottishmsa.org.uk

Support the Men's Sheds Movement in Scotland, follow the SMSA at:

