



The Silvers' Workshop CoVid-19 Action Safety Plan 2021

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1. Foreword from the Chairman.



1. Foreword from the Chairman.

This last 12 months have been very difficult for all of us but as a Management Team, we have been monitoring the situation so we can re-open the Workshop as soon as it is permitted.

This document outlines what we believe is required for a safe re-opening. It represents a lot of work by the team for which I am very grateful.

As long as we cannot open the Workshop, we will continue to look at ways to meet and communicate with you as members. If re-opening the Workshop is not possible, we will look to reinstate our outside meetings at the Thames Promenade but this can only happen when regulations and the weather permit. In the mean-time we will continue our twice weekly Zoom meetings. If you have any other ideas or ways we can help you during these times please let us know.

Tony Smith-Crallan
Chairman
Tel: 0118 391 3545
Feb 2021.



2. Purpose of this Document

2. Purpose of this Document.

This document has been produced by The Silvers' Workshop Trustees and Management Team to help members navigate the re-opening of the workshop once lockdown has been lifted.

Its purpose is to make all members aware of the procedures we will have to adopt if we want to re-open and to encourage members to engage, with us, in applying these detailed safe working practises.

The Duty Manager is the kingpin in the running of each session and we ask that all members attending be respectful of any request or advice given by him. It is a difficult job and we would not be able to re-open without their help and support.

The Trustees and Management Team ask that you read and retain this document but should you have any questions do not hesitate in speaking with us or the Duty Manger when attending your first session.

2.1. How the Coronavirus spreads.

The prime cause appears to be respiratory droplets from the mouth, so every time we speak, cough, breath, laugh or spit we could infect others around us, if, we had the virus. Wearing of an appropriate face mask reduces the risk, therefore all members will be required to wear a face mask within the workshop, including the yard.

Another cause of transmission is a build-up of mist or droplets in an enclosed space and these can remain 'floating' for a considerable amount of time. This risk can be removed or reduced by adequate ventilation of fresh air from outside, so we will operate with the main doors and windows open throughout each session. The need to wear warm clothing, initially, is a must until the weather improves.

Finally, the virus can exist on surfaces and it is transmitted by touch, so we need to minimise and identify places touched by members.

Hand washing, or alcohol sanitisation is paramount. This needs to be done by everyone entering the workshop, using the toilet or upon exiting the premises and we suggest at regular intervals throughout the session.

2.2. Managing the Virus.

The amount of cleaning required is dependent on how long the virus can live on any particular surface, and we can assume that if the workshop is unoccupied it will be 100% free of the virus after say 7 - 10 days. The life span of the virus varies depending on the type of surface, with some plastics, metals and cloth taking the longest time,

for instance it can survive on paper for 3 hours, money for 4 days, plastic and metal for 3 to 7 days and on cloth up to 14 days, if not washed or regularly cleaned.

Therefore, we will open initially for only two days per week, Monday and Friday. This will give a minimum period of two and three days between sessions, allowing any coronavirus present in the workshop to die off or reduce in strength.

As the coronavirus risk level declines, we would move to increasing the number of days we open, until we are able to return to full opening.

Please note: The Machine Shop and consequently the machine tools therein will not be allowed to be used during the initial re-opening of the Workshop.

All machines need to be serviced and every member assessed or re-assessed on their ability to use them before the Trustees will permit their use.



3. CoVid-19 Safety Plan. 2021



COVID 19 SAFETY PLAN 2021

Date Compiled		Chair of Trustees Signature		Circulated Date
February 2021		Tony Smith-Crallan		22 February 2021
Date Approved		Dated		Circulated to Whom
Revision Date				
Revision No.				

	WHAT WE WILL DO	RESPONSIBLE
What will be done to manage risks once the workshop reopens following lockdown?	<p>Numbers attending each session will be restricted to 6 including Duty Manager. A booking process will be employed to prevent members turning up unannounced.</p> <p>No food will be permitted in the workshop and sessions will end before what would have normally been lunch time.</p> <p>Members will bring in their own mugs and take them home at the end of the session</p> <p>Sanitising Units will be installed complete with hand gels, paper towels, paper tissues, disposable masks, plastic safety glasses and rubbish sacks.</p> <p>All surfaces to be sanitised every session including handles, taps, WC pull and other such surfaces.</p>	Trustees, Management Team, Duty Manager and Members.
How will we manage to keep members informed on how they can keep themselves safe from exposure too? CoVid – 19?	<p>Safety posters around the workshop.</p> <p>Restricting number of members that can attend the workshop at any one time.</p> <p>Emails to all members on regular basis with updates.</p> <p>Increase number of Newsletter issues to members.</p> <p>Verbal reminders.</p> <p>Induction and toolbox talk by DM at the start of each session.</p> <p>By strict adherence to our CoVid Risk Assessments and Procedures and Safety Plan.</p>	Trustees, Management Team.
How will we gather	Attendance to the sessions will be by appointment only.	Management Team, Duty

<p>information on the wellbeing of our members to ensure they are safe to attend the workshop.?</p>	<p>Members will be asked to attend ONLY if they feel well to do so and they are NOT showing any of the CoVid – 19 symptoms.</p> <p>Upon attendance and prior to admittance members will be asked a series of health, related questions about their physical and mental health, if cleared members will be asked to sign a waiver.</p> <p>It would be preferable if members are vaccinated against CoVid – 19 before attending the workshop.</p> <p>Members to remain at home if anyone in their household is displaying cold/flu like symptoms.</p> <p>Members must inform the DM if they feel unwell.</p>	<p>Managers.</p>
<p>How will we operate the workshop in a way to keep the members and visitors safe from exposure to CoVid 19.?</p>	<p>Members will only be permitted to attend via a prebooked appointments system.</p> <p>Induction and toolbox talk at the beginning of each session.</p> <p>Workstations will be created at each bench that we permit to be used, this will be defined by the 2.00m social distancing rules and in line with Government guidelines.</p> <p>Cleaning all areas, surfaces, wash and toilet facilities, machines, equipment and tools in line with our agreed Cleaning Procedures and Schedule.</p> <p>No new projects for outside agencies or private persons to be undertaken until Government restrictions have been lifted.</p> <p>No food to be prepared or eaten in the workshop.</p> <p>Members can consume drinks in the workshop as long as they bring in and take home, after each session, their own cups/mugs. No milk will be provided.</p> <p>Face Masks must be worn by all members for the entirety of each session along with appropriate PPE for the task being undertaken.</p> <p>Visitors will not be permitted unless by prior arrangement and for known purpose.</p>	<p>Management Team, Duty Managers.</p>
<p>How will we manage an exposure to or suspected exposure to CoVid 19?</p>	<p>Isolate the member immediately and contact their next of kin and arrange for safe transportation home. Provide advice regarding contacting GP once home and/or dial NHS111 for information on what to do next and how to get tested.</p> <p>Inform all other members at the session of the situation and advise them to go home immediately and isolate. The Management Team will advise these members, later, if the suspected member has had a positive or negative test result.</p> <p>Thereafter entire workshop is to be sanitised and cleaned in line with our Cleaning Procedures and Schedule.</p> <p>DM must also self-isolate.</p> <p>Close the workshop for 48 hours and cancel members that have booked for next session.</p>	<p>Trustees, Management Team, Duty Managers.</p>
<p>How will we evaluate whether our work processes and risk controls are effective?</p> <p>Will these changes impact</p>	<p>By regularly reviewing our CoVid Action Plan, monitoring the way we do things and at the same time looking to do these things easier and better. Always communicating change to all members and if change is made updating our Policy Documents accordingly. DM to update daily log, this will also allow members to understand if change is needed.</p> <p>Members feedback – Method of movement and work in the workshop.</p> <p>Attendance uptake and need to amend booking system.</p> <p>Our current Risk Assessments remain operational documents but are to be read</p>	<p>Trustees.</p>

on the type of projects we undertake and the nature of the works involved?

in association with the newly adopted CoVid 19 Risk Assessments which form part of our CoVid 19 Safety Plan.

The number of sessions per week will be restricted initially and will be shortened in duration which will permit cleaning to be undertaken at the close thus mitigating risk of spread.

Members to be regularly contacted by Email and/or text to enquire if all was well and that if they had attended a session, they had no concerns or worries regarding their visit and the manner in which the session was managed and controlled.



4. Bookings Procedure for attending a session at the Workshop

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BOOKING PROCEDURE

Booking to be done via Doodle.

- Doodle has been set with a numbers cap of six members per session including the DM.
- Doodle will be set up for bookings on the days we are open (Monday and Friday each week initially).
- Cut off for booking is midday on the day prior to the workshop visit. Doodle will be closed at 12 noon the day before each session to manage the attendance process.
- **The reason for contact number is to contact a member if opening is cancelled on that day or there are any last-minute glitches. It is not the Emergency (ICE) Contact**

Fair Play Policy

- Members are requested to only book one session at a time to enable all members the opportunity to attend a session in the near future.
- Members are asked to attend the session they have booked so as to avoid 'Booking a No Show'.
- Duty Managers are able to book a session on a day when they are not DM o so they can actually do some project work for themselves.

Opening days & times

Days and times will be revised based on experience of actual opening in CoVid

Times

- Opening Monday and Friday
- 09:30 - DM arrives
- 10:00 - TSW Open for Members
- 12:00 - TSW Closing Bell, Members clear up their work station and project
- 12:30 - TSW Close
- 13:00 - DM and buddy lock up 13:00.

DUTY MANAGER ROSTER

Duty Manager roster will be managed as before, by Doodle.

SIGNING IN - DAY BOOK PROCESS

A day book will be produced for each day TSW is open.

Until the procedure is bedded in a specified Management Team member will produce a Day book completed with names ready for DM. (posted through letterbox Sunday, and Thursday pm for use the next day).

DM will be present at the door by the Sanitary Station to manage booking in and use of the Sanitary Station.

Once the procedure is bedded in a specified Management Team member will save the Day Book in a folder in the server for the DM to print out.

DAY BOOK NOTES

The purpose of the daybook is:-

1. To keep a log of attendance for 'Track and Trace' purposes
2. To protect each other
3. To keep attendance and Log all in one place for easy retrieval.

The Self Certification is not a 'Big Brother' exercise but to confirm that members attendance does not put any fellow members of The Workshop at risk

The Self Certification Questions are self-explanatory

1. My temperature is normal (not above 37.7) - we do not want the DM to take temperatures.
2. I am not waiting for a COVID19 test or result.
3. I have not tested positive for COVID19 in the last 7 days.
4. I do not have any of the following symptoms:
 - a) A new continuous cough
 - b) A high temperature or fever
 - c) A loss of, or change in, sense of smell or taste
5. I do not live with someone who has either tested positive for COVID19 or had symptoms of COVID19 in the last 14 days

The final statement puts these questions into context and should reduce the chance of any member objection. To be honest if a member refuses to sign he is actually saying I do not mind if I put any fellow members of The Workshop at risk.

I confirm these statements are true and there is no medical reason why I should not attend today. I do not want to put any fellow members of The Workshop at risk.

The Mess Room will be out of bounds to all attendees except the DM. If members require coats or bags hung up, they are to be handed to the DM who will store them safely in the messroom until they are required at home time.



5. Cleaning Procedures and Schedule.

5. Cleaning Procedures

5.1. Workshop Operating Procedures and Cleaning Protocols.

The amount and type of cleaning is governed by the operations carried out in a workshop session, and also by the order in which activities are carried out. The following tables describe the various action. Initially members may be restricted in what they can do in the workshop and the resultant cleaning protocols onerous, but hopefully these can be relaxed as we return to 'normal'.

5.2. Opening Up.

Action	Description	Seq	Who	Cleaning Protocol
Unlock	DM to put on face mask Unlock front door and padlock.	1 2	DM	
Door	Open and secure open front door. Replace padlock unlocked in front door.	1 2	DM	None
Sanitise	Sanitise hands with Gel from Sanitising Station. Wipe down Padlock and replace unlocked in front door latch. Wipe to be placed in waste-bin.	1 2	DM	Gel Bleach Spray & Wipe
Coats	Place coat and belongings on designated numbered chair in Mess room		DM	None
Lights	Switch on lights and unlock and open all internal doors. Place keys on key rack on wall.	1 2	DM	None None
Registration	Set out and prepare Registration folder.		DM	None
Boiler	Switch on boiler for hot water and heating if required.		DM	None
Tools	Move all tools/items on the UV Light Sanitising Station to the appropriate drawers or racks in the workshop		DM	None
Stations	Ensure the two Sanitising Station are ready for use, re-fill if required		DM	None

5.3. Greeting Members.

Action	Description	Seq	Who	Cleaning Protocol
Outside	Member to put on mask before entering workshop.		Mem	Own Face mask
Sanitise	Member to rub hands with Alcohol Gel.		All	Gel
Arrival	Confirm member is CoVid free by DM carrying out registration procedure. Member to own pen or single use pen provided by workshop.		DM	None
Belongings	Remove coat, place bags on designated numbered chair in Mess Room as directed by DM. Put on Apron.		All	None
Workstation	Direct member to designated numbered workstation area.		DM	None

5.3 During Session

Action	Description	Seq	Who	Cleaning Protocol
Project	DM to direct member to where his project is stored, so that member can carry project to his designated workstation.		DM	None
Materials	Member to inform DM of any required materials and agree collection & transportation to workstation.		DM & Mem	None
Hand Tools Portable Tools	Members can collect hand tool from drawer or rack and then return to workstation. Do not share any tools with other members or return tools.	1 2 3	All	None
Power Tools	Inform and agree use/action with DM. Sanitise hands. Member takes Project/any tools to Machine Tool. Member uses Machine Tool. Member returns to workstation with Project and any tools such as hand drills.	1 2 3 4 5		None Gel None None None
Conversation	Members to remain in designated areas when at all possible. Avoid face to face contact.			None None

3.4 Toilet Procedures

Action	Description	Seq	Who	Cleaning Protocol
Initial	Ensure that toilet door is always left open when not in use.		All	None
Moving Around	Avoid face to face contact		All	None
Sanitise	Rub hands with gel. Take Alcohol Wipe into Toilet from Sanitising Station.	1 2	All	Gel None
Inside	Close door & do what you need to do. Open door. Before leaving wipe down chain pull, toilet seat and door handles with alcohol wipe.	1 2 3	All All All	None None Alcohol Wipe
Outside	Wash hands at sink. Wipe down sink taps with Alcohol wipe. Place any used wipes in waste bin & return to Workstation.	1 2 3	All All All	Hand Wash Alcohol Wipe Waste Bin

5.5 Closing Up.

Action	Description	Seq	Who	Cleaning Protocol
Inform	DM to announce workshop closing in 30 minutes time.		DM	None
Pack up Tools and Project.	Members to place any tools in box.	1	Mem	None
	If project to be stored attach name label to project.	2		
Collection	Move members tool boxes to UV Light Sanitising Station.		DM	None
Machine Tools	Switch off all power sockets.	1	All	None
	Wipe down all power tool surfaces which were touched during session.	2	All	Bleach Wipes
	Place used alcohol wipes in waste bin	3		
Toilet Floor	Inform members that it is their final chance to use the toilet, prior to it being cleaned and sanitised.	1	All	None
	Mop toilet floor/toilet with disinfectant/Domestos Leave toilet door open	2	All All	Disinfectant Mop None
Floors	Vacuum all workshop floors.	1	All;	None
	Place Vacuum in UV LSS.	2		None
Sink	Wipe down sink and taps.		All	Bleach Wipes
Departure	Ask all members apart from one to leave now.	1		
	Departing members collect belongings.	2		
	Sign out of departing members.	3		
	Departing members hand sanitise on exit.	4		Gel

- Notes Power tools and Power Sockets to be sequentially numbered for wipe down purposes.

5.6 Additional Closing Up

Action	Description	Seq	Who	Cleaning Protocol
Workbenches	Ensure that workbenches are clear of project & tools, then vacuum workbench surface.		DM+ 1	Vacuum Clean
Tables & Chairs	Wipe down table & chairs in Mess Room. Wipe down coat hooks in mess room. Wipe down any stools used in Workshop.	1 2 3	DM+ 1	Bleach Wipe.
IT & Phone	Wipe down Computer, Printer & Phone if they have been used by DM.		DM+ 1	Bleach Wipe
Floors	Vacuum all floors as required in the workshop. When finished with vacuum place on UV LSS		DM+ 1	Vacuum Clean
UV LSS	Ensure all items to be sanitised by the UV LSS are placed on the screen and switch power via timer.		DM+!	UV LSS
Lock Doors	Close & Lock all internal doors. Wipe down any areas touched. Return keys to key rack and sanitise with bleach spray.	1 2 3	DM+ 1	None Bleach Spray Bleach Spray
Waste	At the end of each session collect up plastic bags from waste bins, seal with ties and put in RBC bin outside front door. Sanitise hands.	1 2	DM+ 1	Disposable Gloves Gel
Belongings	Collect belongings from Mess Room.		DM+!	
Lights	Switch off lights at main panel. Wipe down switches with Bleach Wipes	1 2	DM+ 1	None Bleach Wipe
Departure	Record closure time in Registration book & sign Sanitise hands. Close front door and lock.	1 2 3	DM+ 1	None Gel None

5.7. Cleaning Products, Equipment and their use.

Type	Product	Use	Protection
Alcohol Spray & Wipes	Anti –viral multi-purpose cleaner	Spray or wipe on toilet surfaces as required.	Mask
Bleach Spray & Paper Wipes	Commercial Bleach Spray	Spray onto table, chairs or any hard surface, wipe off with paper wipe as required.	Disposable Gloves
Hand Sanitizer (Gel)	Surgical grade gel containing over 70% alcohol and conforms to BS EN 1276 & EN 1500.	2x Touch free dispensers to be mounted at Sanitizing stations, and then rub hands	None
Paper Towel	Use existing supplier	Use existing dispenser, but mount at sanitizing stations	None
Wipes	Universal wipes 275 per tub, tested to BS EN14476	Tub to be placed at each sanitizing station	Disposable Gloves if required
Gloves & Apron	Bowak gloves & apron dispenser	Dispensers to be placed at each sanitizing station. Dispensers hold boxes of disposable Polythene clear gloves & aprons	None
Toilet	Jeyes Fluid portable Dispenser, brush & wipes	Dispense Jeyes fluid on and around seat and around and down the bowl as required	Disposable Gloves & Apron
Bucket & Mop	Use existing?	Use as required leave next to Fixed Jeyes fluid dispenser	Disposable Gloves & Apron
Plastic waste sacks & ties	Use existing commercial supplier Wastebin bags 10 litres.	Find dispenser or holder and mount on or near sanitising station	None
Disposable Mask	50x Blue Masks	Only to be used if member forgets to bring his own mask.	None
Vacuum Cleaner	Use existing	Place on UV LSS after each session. Replace bag as required and place in waste bin.	Disposable gloves & apron
Waste bin	Use existing commercial supplied	Must be able to hold full size plastic waste sack, place near sanitising stations	Disposable Gloves & Aprons



6. Duty Manager's Session Activities List

6. Duty Manager's Session Activities List

9:30am - Opening Preparation

1. Check the premises.
2. Sanitising Stations are fully stocked with
 - a. the required gel,
 - b. disposable tissues,
 - c. disposable paper towels,
 - d. disposable gloves.
3. Replace CoVid 19 plastic waste sack, with new if not done by previous DM. Use disposable gloves, tape up the top and place in secondary plastic sack and thereafter dispose of in the RBC general waste bin.
4. Wipe down all hard surfaces in the areas to be used, clean and bleach WC and wash facilities in line with our Cleaning Procedures and Schedule.
5. Bolt both front door and yard door in the OPEN position and leave open throughout session for free flow ventilation.
6. Switch on all dust extract units in the workshop and leave them running for the duration of the session.
7. Check previous sessions logbook entry for any issues that previously occurred and make certain signage relating to CoVid is on the walls and noticeboards in prominent positions.

10:00am - TSW Open for Members. The DM is to supervise the attendance of the members who have booked to attend the session from meeting them at/or near the main entrance

1. Making certain they wear a mask upon entry and for the entirety of the Session.
2. A quick verbal check on the health of the member, such as are you well? Do you have a temperature? Do you have a cough? Is any member of your family currently suffering CoVid?
3. Ask the member to sign a CoVid waiver if they have not done so already.
4. Ask the member to sign in the Day Book
5. Assign each member to a work station

When all members are at their work station undertake a five-minute Tool Box Talk, which will highlight the following;

1. Ask members if they have read the CoVid Action Safety Plan that the Management Team has sent to everyone and was it understood.
2. Explain the CoVid Rules of the Workshop and how to use the premises whilst in attendance, with emphasis on Social Distancing
3. Do's and Don'ts about eating and drinking in the workshop.
4. Use of the toilet.
5. Use of the Machine Shop. See note below.

12:00 noon - TSW Closing Bell,

Members should recognise the DM workload and when time has been called on the session each member is responsible for

1. Clearing away his project and rubbish
2. Cleaning down the area in which he has worked.
3. Place the tools used in the box provided so DM can place in the Ultra Violet cleansing cabinet.

12:30pm -TSW Close

DM to manage the departure of members,

1. Confirm they have cleared up
2. sign them out.

13:00pm - DM and buddy lock up

1. put tools in UV cleansing cabinet.
2. wipe over all areas and wash floors in accordance with our new cleaning procedures.
3. Remove waste sacks from holders, seal bags and place in secondary clear polyethene sack, thereafter place in RBC general waste bin
4. Put new sacks in holders.
5. Complete daily log book, although this can be undertaken during the session and sign off.
6. Close down workshop, sign out and lockup.



7. Risk Assessments.

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All Members Visitors	General use of toilets messroom and common areas	<p>Restrict the number of members using toilet and wash facilities by imposing a time lag of 15 minutes between usage to permit cleaning.</p> <p>Insist members wash hands regularly and particularly after using toilet, in line with Public Health recommendations.</p> <p>The messroom is out of bounds to all members. The room will only be used by the DM to administer each workshop session.</p>	4	4	16	<p>Increase cleaning regime in toilet and hand wash area. Attention must be paid to Door Handles, Cistern Pull and other such equipment.</p> <p>Special waste bins will be provided at Sanitising Stations for CoVid waste and the waste will be disposed of inline with Government guidelines.</p> <p>DM is to clean messroom at the end of each session, paying close attention to electrical appliances used, to hard surfaces, door handles and the like.</p> <p>Members are to bring in their own hot or cold drinks, mug apronall of which must be taken home at the end of the session and washed accordingly.</p>	3	4	12

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
AI Members Visitors	Workshop access and egress	<p>Stop all non - essential visitors.</p> <p>All visiting should be by appointment ONLY</p> <p>Strictly adhere to social distancing at all times.</p> <p>Use floor markings, signage and remind all members continuously about hand washing</p> <p>Insist all members and invited visitors wash or gel their hands upon arrival and when leaving.</p> <p>Masks to be worn the whole time members and visitors are within the boundaries of the workshop.</p>	4	4	16	<p>Increase levels of cleaning to all used surfaces, common areas and tools.</p> <p>Avoid congregation at the entry point of the workshop by insisting all members comply with the 2.00m social distancing rule.</p> <p>Sanitising Station to be installed at workshop entrance and no one is to pass this point until they have been invited in by DM, gelled their hands, booked in and are wearing their mask.</p> <p>As there is only one access and egress point for the workshop Members should phase their leaving to comply with social distancing.</p>	3	4	12

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
Members D.M's	Cleaning of the workshop and equipment	<p>Thorough cleaning, over and above normal, procedures to be employed so that all areas, touch points and equipment are attended to and remain safe.</p> <p>At the end of each session tools are to be cleaned in line with cleaning regime and all members projects must be put under bench in box provided or taken home. Nothing must remain on bench.</p>	4	4	16	<p>D.M's and Members to increase cleaning regime and to make certain the following areas and equipment are cleaned more frequently.</p> <p>Cleaning regime is clearly set out in our CoVid procedures</p> <ol style="list-style-type: none"> 1.Taps, WC Pull Chain, WC Seat and facilities. 2.Door handles, keys, licks and pushplates. 3.Handrail on staircase. 4.Messroom surfaces, and other such equipment therein. 5. All plant, switches, power and hand tools. 6. Telephone and computer equipment inc' keyboards. 7. Office equipment such as staplers and hole punches. 8. Sanitising Stations, waste bin areas. <p>All CoVid waste must be doubled bagged in polythene bags, changed daily and disposed of inline with Government and Local Authority guidelines.</p>	2	4	8
Members D.M's	First Aid and Fire	Existing First Aid and Fire procedures remain in place	3	4	12	All first aiders must review their documents to make certain they are in date. They must also ensure they have read current NHS, HSE & Resuscitation Council guidance on providing care under the current pandemic.	2	4	8

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
Members of Preopening Team con't.	Use of Tools and other workshop equipment.	<p>On completion of each session all hand tools, switches, plant, power tools and machinery must be disinfected with preparatory cleaning product inline with CoVid Cleaning Schedule and Procedures</p> <p>On completion of each session all hard surfaces, wash facilities, WC seat and chain pull, computer and office equipment used to be cleaned inline with CoVid Cleaning Schedule and Procedures.</p>	4	4	16	<p>The cleaning arrangements are fully detailed in our CoVid Cleaning Schedule and Procedures which appear as an addendum to these RA's.</p> <p>The cleaning is a necessity and will be managed by Team Leader who will sign off the daily schedule at the end of each session.</p> <p>The cleaning arrangements are fully detailed in our CoVid Cleaning Schedule and Procedures which appear as an addendum to these RA's.</p> <p>The cleaning is a necessity and will be managed by Team Leader who will sign off the daily schedule at the end of each session.</p>	3	4	12

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
Members Visitors	Spread of CoVid 19 within the workshop	<p>Members to be reminded on a regular basis to wash their hands for 20 seconds with soap and water, dry hands with paper disposable towel disposed of in waste sacks.</p> <p>To comply to social distancing at all times</p> <p>Remind members to catch coughs, sneezes in tissues. Catch it,Bin it, Kill it and avoid touching face,eyes nose or mouth with unclean hands</p> <p>Tissues will be available on each Sanitising Station and once used disposed of in waste sack.</p>	4	4	16	<p>To reduce the spread of CoVid 19 inform members regularly of current Governmental Updates and to Public Health Advice.</p> <p>Posters, Signage and other Printed Material to be prominently displayed in all areas of the workshop.</p> <p>Two sanitising units to be provided with hand gel etc, along with two washing facilities with running water, soap paper towels and waste sacks, which are to be changed regularly.</p> <p>Additional appropriate cleaning and disinfecting is to be carried out by Duty Manager and/or Members to work surfaces and communal areas.</p> <p>Workshop practices are to be regularly reviewed and updated in line with current law and recommendations.</p> <p>Social Distancing to be maintained through visual markings on floor and walls along with induction talk.</p> <p>Members to supply, at all times, own PPE such as masks, which must be worn at all times, required by law.</p>	3	4	12

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
Members Visitors	<p>Exposure from others due to :</p> <p>Members or visitors confirmed to be living with someone who is in isolation or confirmed to have CoVid 19 (visitors by appointment only)</p> <p>Members having come in close contact (within 2.00m for >15 minutes) with a confirmed CoVid 19 case.</p> <p>A member being advised by a Public Health Body that contact with a diagnosed case has occurred.</p>	<p>Trustees and M.T.to create clear policy and procedures to deal with preventing exposure to CoVid-19 that must include Government guidance.</p> <p>To ensure Trustees, M.T. & D.M's inducted on CoVid 19 Action Safety Plan, Policies and Procedures and that they are followed and adhered to by all.</p> <p>Trustees to review existing R.As to ensure they do not conflict with these CoVid RA</p> <p>M.T. to create 2.00 distan'g.</p> <p>Adopt NHS guidelines for good hygiene and cleaning.</p>	4	4	16	<p>Trustees & M.T. to make certain internal communication is robust and relevant information is cascaded down to all members at regular intervals.</p> <p>Trustees and M.T. are to maintain support to D.M's and be mindful of their wellbeing and general health.</p> <p>D.M's are to be trained, instructed and made fully aware of the content in the Action Safety Plan, Policies and Procedures adopted in respect of CoVid 19.</p> <p>Additional things to consider.</p> <ol style="list-style-type: none"> 1. Create a one way system through workshop 2. Limit number of sessions per week and duration. 3.Create a booking system for members restricting numbers at each session. 4. Visitors should be discouraged or by appointment. 5. Drive home to members attending the need to keep washing hands regularly. 6. Increase cleaning and disinfecting regime - record. 7. Increase stock of suitable cleaning and disinfectant products so members can clean as they go. 	3	4	12

PERSON AT RISK	HAZARDS	RISK CONTROLS	RISK			ADDITIONAL RISK CONTROLS	RESIDUAL RISK		
			L	S	RL		L	S	RL
All Members	Suspected CoVid-19 case in workshop	<p>If a member develops or reports any concerns relating to their health whilst at the workshop, to the D.M. The D.M is to isolate the member immediately</p> <p>Arrange the return home of member.</p> <p>Inform members in attendance at workshop of the incident.</p> <p>Close the session and have workshop thoroughly cleaned with bleach/water mix.</p>	4	4	16	<p>All members are to be advised to follow Government guidelines on home isolation.</p> <p>M.T. are to keep in contact isolated member and make certain they know they can not reattend the workshop until they have had a negative CoVid 19 test and received Medical all Clear from their GP.</p> <p>It would be preferable that the member returns once he has received the CoVid 19 vaccination.</p> <p>If members have been sent home and advised to obtain Medical Advise, members having attended that same session to also isolate and seek advise from NHS 111 for information on testing.</p> <p>Trustees to be informed via D.M</p>	3	4	12



8. COSHH Assessments.

1. Domestos Thick Bleach.
2. Dettol Disinfectant.
3. Jeyes Fluid.
4. Alcohol Wipes.
5. Alcohol Spray.
6. Alcohol Gel.
7. Liquid Soap Hand Wash.

8. COSHH Assessments.

It has been decided that the COSHH Assessments for the required cleaning materials will be readily available from the sessions Duty Manager. We felt that as each product had eight to ten pages it would save some trees if we only printed of two sets and kept in the office at Hilcot Road.

Please ask the Duty Manager, when attending a session, if you wish to read through them or want to check on a given detail relating to a specific product.



9. Addendums



The Silvers' Workshop CoVid-19 Declaration Waiver

Name:.....

Contact No:.....

Date:.....

In order to permit entry to The Silvers' Workshop to attend this and any other session in the foreseeable future you are asked to read this document and agree to abide by its content and that of The Silvers' Workshop CoVid-19 Action Safety Plan.

In the light of the on-going spread of CoVid-19, members who fall within any of the categories below should notify The Silvers' Workshop Secretary and SHOULD NOT ATTEND until clear.

- Members who currently or within the last 14 days have experienced any symptoms associated with CoVid-19 including high temperature, a new continuous cough, shortness of breath and breathing difficulties & loss of, or change to, one's sense of taste and/or smell.
- Members who have been told to self-isolate for 14 days.
- Members who believe that they may have been exposed to a confirmed or suspected case of CoVid-19.
- Members who have been diagnosed with CoVid-19 and are not yet cleared as non-contagious.

I acknowledge the contagious nature of CoVid-19 and that The Silvers' Workshop have put in place preventative measures to reduce the spread of the disease and further acknowledge that The Silvers' Workshop cannot guarantee that I will not become infected with said disease.

I am in an "At Risk" category and/or class as an "Extremely Vulnerable Person" and confirm that I would still like to attend The Silvers' Workshop.

I further confirm that I have read The Silvers' Workshop CoVid-19 Action Safety Plan and fully understand the content contained therein.

I will adhere to any direction/request asked of me by the Duty Manager, including adherence to the Social Distancing, wearing of masks, handwashing and clearing up at the end of each session.

I confirm that I have read the above statements and The Silvers' Workshop CoVid-19 Action Safety Plan and will abide with the condition therein. I also confirm that I will NOT HOLD, The Silvers' Workshop responsible should I fall ill with said disease having attended a workshop session.

Signed

BOOKING IN DAY BOOK

DATE

Sunday, 14 February 2021

DUTY MANAGER

CONFIRMED ATTENDEES

CONTACT DETAILS

1

2

3

4

5

Daily Log:

BOOKING IN DAY BOOK

DATE	Sunday, 14 February 2021
DUTY MANAGER	

MEMBER NAME	
CONTACT DETAILS	

1	My temperature is normal (not above 37.7)
2	I am not waiting for a COVID19 test or result
3	I have not tested positive for COVID19 in the last 7 days
4	I do not have any of the following symptoms: a) A new continuous cough b) A high temperature or fever c) A loss of, or change in, sense of smell or taste
5	I do not live with someone who has either tested positive for COVID19 or had symptoms of COVID19 in the last 14 days

I confirm these statements are true and there is no medical reason why I should not attend today. I do not want to put any fellow members of The Workshop at risk.

Time IN	Time OUT
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Signed	
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