

CANNOCK CHASE SHED

Shed Supervisor Responsibilities

Document CCSP10

- Collect keys from Museum and unlock shed and toilet.
- Ensure session fee register and cash tin is available, and members sign in.
- Ensure any visitors sign the red visitors book/day book.
- Ensure anyone in the shed or using tools complies with safety policy.
- Ensure ceiling dust extractors are turned on.
- Ensure any incident or accident is reported in the incident book.
- Ensure a first aider is present, or advise Museum if one is required.
- Watch out for any unsafe practice, and advise if necessary.
- At end of session, return session cash and book to the safe.
- At end of session, ensure all is locked up (inc toilet) and keys returned.

Procedure: CCSP10

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September 20th 2022

Document History

Rev	Change	Date
A	First issue, includes Covid measures	April 2021
B	Covid measures removed. Added observation of unsafe practices.	September 2022