

HEALTH AND SAFETY POLICY

December 2023 v4

The Health and Safety Policy of the Romsey Men's Shed is to;

- minimise the health and safety risks arising from our activities;
- provide and maintain a safe environment with safe plant and equipment;
- ensure safe handling and use of materials and substances;
- ensure all Members are competent to do the tasks they wish to undertake, and to give them adequate guidance;
- encourage all Members to work to prevent accidents and cases of ill health;
- encourage all Members to maintain safe and healthy conditions in the Shed.

Responsibilities

Overall and final responsibility for health and safety lies with every Member of the Romsey Men's Shed.

Trustees of the Romsey Men's Shed shall, as far as is reasonable, provide notices and guidance concerning the health and safety of Members.

All Members of the Romsey Men's Shed are expected to;

- co-operate with other Members on health and safety matters;
- not interfere with anything provided to safeguard their health and safety (such as guards);
- take reasonable care of their own health and safety;
- raise any and all health and safety concerns related to the Shed and its activities with the appropriate person or a Trustee.
- follow the workshop operational rules and project guidance regarding health and safety risks.

Information and guidance

Information will be shared at weekly meetings, via email and WhatsApp, and by notices on notice boards and the website.

Guidance for new Members if required will be provided by those with the appropriate experience.

Manuals and guidance on health and safety practice for particular equipment will be lodged on a shelf in the workshop.

Health and safety risks arising from our activities

Risk assessments for any activity, including the use of hand and power tools, are the responsibility of each individual Member.

Members should;

- **consider the risks;**
- **ask if in doubt;**
- **listen if advice is offered.**

Safe equipment

All Members are responsible for identifying tools, equipment and machinery they use that requires maintenance and either to undertake it themselves, or find someone who is able to undertake it. A Trustee should also be notified.

Dust extraction systems should be used whenever dust producing machinery is used.

Testing of all electrical equipment will be undertaken by competent and qualified personnel when first introduced to the workshop and thereafter on an annual basis.

Competency for use of equipment / machines

Members may not use any tools or equipment not previously used without guidance and supervision by Members experienced in the safe use of those tools or equipment.

Tools or equipment that pose particular risks can only be operated by those who have had previous experience or instructions in the use of them. Records will be kept and made available when required.

Mains powered tools should not be used when Members are alone in the Shed.

Accidents, first aid and work-related incidents

First aid kits are kept in the Workshop and Social Shed.

The Trustees are responsible for the maintenance of the first aid kits.

A number of Members are emergency first aiders. If none are available assistance should be sought at the School Office.

Any incidents must be recorded in the accident book. A Trustee must be notified.

The Vice Chair is tasked to ensure;

- that fire extinguishers are maintained and checked annually;
- that emergency evacuation procedures are operable;
- that appropriate signage is in place.

All Members must ensure that they are aware of escape routes and fire exits, together with the location of extinguishers.

All Members should ensure that fire exits are kept clear and unobstructed.

Emergency evacuation procedure

A Member on discovering a fire must alert all others immediately.

All Members must evacuate the buildings by the nearest exit to them.

Members will then assemble in front of Company House.

One of the Members present must;

- check that the buildings are clear of Members;
- phone the Emergency Services.

Members should not attempt to tackle any fire unless it is safe to do so.

Protocols and procedures to support health and safety policy

The necessary protocols and procedures to support the health and safety policy are summarised at Annex A.

This policy will be reviewed once a year. Date of next review December 2024.

Date..... 28-11-2023

Signature Chair..... *M. A. Kell*

Signature Secretary..... *Bill Swain*

Annex A to the HEALTH AND SAFETY POLICY

General Policy statement elements	Necessary protocols and procedures	
Minimise the health and safety risks arising from our activities	Workshop risk assessments	
	Project risk assessments	
	Machine tool risk assessments	
	Visual daily checks	
	Monthly checks	
Provide and maintain a safe environment with safe plant and equipment	Maintenance and safety checks	
	Check Fire extinguishers and equipment	
	Test electrical equipment (PAT)	
Ensure safe handling and use of materials and substances	Provide PPE (goggles, ear defenders, masks etc)	
	Monthly check re usage	
Ensure all Members are competent to do the tasks they wish to undertake, and to give them adequate guidance	Introduction to workshop and record	
	Introduction to safe use of individual machines and record	
	Written instructions and web 'how to' videos	
Encourage all Members to work to prevent accidents and cases of ill health	Standing H&S agenda item for trustee meetings	
	Periodic topic as required at weekly meetings	
Encourage all Members to maintain safe and healthy conditions in the Shed	Keep workshop clean/tidy	
	Check and update signage regularly	
	Emergency Procedures including Assembly point Information	
Health and Safety policy to be displayed:	On Notice Boards in Workshop & Social Shed	
First aid boxes are located at:	In Workshop by sink and in Social Shed by sink	
Accident book is located at:	In Workshop on Shelf	
Fire assembly point is:	In front of Company House	