

Workshop Operational Rules

October 2019 v9

The following rules apply to all operations in the Workshop.

1. All Members are responsible for their own safety, and the safety of others, in the Workshop.
2. The first Member to open the Workshop should ensure that there are no apparent hazards and that there is a safe working environment.
3. All tools and equipment will be cleaned after use and returned to their normal place of storage. All work areas will be left clear and tidy after use.
4. The last Member to leave the Workshop at any time must ensure that it is left clean and tidy, ensure all equipment, heating and lighting is turned off, set the alarm and ensure the Workshop is locked and secured.
5. All Members must sign the Workshop diary when they arrive and sign out when they leave. Any matters of concern about safety, condition of the workshop, tools or equipment should be recorded in the Workshop diary.
6. The School requires that Members will wear their ID lanyards at all times when on school grounds but they may be removed for safety reasons when working in the Workshop.
7. Members will comply with all Health and Safety procedures and policies in place and use safe working practices at all times.
8. Members should provide and use their own personal safety clothing and equipment when appropriate (safety glasses or goggles, ear defenders, gloves, hard capped boots, face mask etc).
9. Members will not use, or attempt to use, any individual power tool or machine unless they are absolutely certain that they are competent to do so. Members using any individual power tool or machine do so at their own risk.
10. At least two Members must be present when any power tools or machinery are used in the Workshop.
11. Planning restrictions require that any power tools or machinery must not be used inside or outside the Workshop before 10.00am or after 5.00pm, or at any time on weekends, bank or public holidays, even if the Workshop is otherwise open.
12. Planning restrictions require that the Workshop windows and doors must be closed whenever any power tools or machinery are used inside the Workshop.

13. All power tools and machinery with dust collection ports will be connected to dust extraction facilities when in use.
14. Borrowing tools from the Workshop for personal use for a short period will be permitted provided a record of the loan is recorded in the workshop diary and that another Member is made aware of the loan.
15. Members bringing their own tools or equipment into the Workshop will accept that they do so at their own risk and that the Shed will not be responsible for any loss or breakage. Any tools requiring connection to mains power must be PAT tested before use.
16. Members using any solvents, paints or aerosols inside the Workshop will take time to familiarise themselves with all instructions and warnings associated with the product and will follow such guidance rigorously. Members will take particular care not to endanger any other Members present or contaminate any other activity, material or equipment present in the Workshop. Members will not leave any such materials in the Workshop overnight.
17. Members using any sanding equipment inside the Workshop will ensure that dust extraction facilities are used together with face masks wherever appropriate. Members will take particular care not to expose any other Member to dust.
18. Members working with MDF will take extreme care to minimise dust and will not expose any other Member to MDF dust.
19. All breakages and all faults in tools or equipment will be recorded in the Workshop diary.
20. Any accident or injury, however minor, will be recorded in the Workshop diary.
21. No activity or process involving a naked flame or welding is permitted inside the Workshop.
22. No Member will obtain, or seek to obtain, a Workshop key for their personal use. The only keys to the Workshop will be the main key lodged in the key safe, the key lodged with the school and those held by designated Trustees.