



HEALTH AND SAFETY POLICY

November 2025 v6

The purpose of 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.
- Comply with RMS Insurance, Health & Safety requirements i.e. working from Height conditions.

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 and PPE).
- 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 (All new members shall acknowledge and understand the contents of this Policy by annotation of the new members form).

Manuals and guidance on health and safety practice for particular equipment will be appropriately positioned within 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.

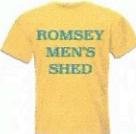
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Registered Office: The Community Office,

Greatbridge, Romsey SO51 8ZB

www.romseymensshed.org.uk





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 (PAT) will be undertaken by competent and qualified personnel when first introduced to the workshop and if applicable 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.

A Trustee will be 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, located in the workshop. A Trustee must be notified.

The Vice Chair (or his nominee) 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.

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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 on the path, outside the nearest School Gates.

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 annually each November. A newly signed document will only be required if the Trustees update or change the policy during the annual review.

Date.....19th November 2025

Signature Chair.....

Signature Trustee.....

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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 Informal 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: | On the path, outside the nearest School Gates |

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