



# Health & Safety Policy

DATE ACCEPTED:

DATE TO BE REVIEWED:

## Responsibilities of Members

All Members must:

- Co-operate with the persons responsible for health and safety matters.
- Always wear their Membership Badge whilst at the Shed, and ensure the badge correctly displays:
  - the machines which they are assessed as competent to use
  - their up to date Emergency Contact Information
  - up to date information regarding prescription medicines being taken
  - their date of birth.
- Provide (and maintain) an up to date list of prescription medicines being taken (and any allergies for medication), to be placed in a sealed envelope and stored in the office. This information is strictly for use by Emergency Services personnel in the event of an emergency.
- Not work with any tools or machinery unless at least **two members** are present at the Shed, one of whom **must** be a Day Leader.
- Not use any powered tools and machines unless they have been assessed as competent to use them by a designated Trainer (or under the supervision of a designated Trainer whilst undergoing training). A record of competence to use specific types of machines will be displayed on the Member's badge and recorded in their Training Record.
- Where necessary, ask another member (who is assessed as competent) to use a particular tool or machine on their behalf. If this is not possible the machine in question **must not be used**.
- Not use any privately owned power tools at the Shed without the agreement of the Day Leader.
- Not bring any privately owned gas-powered equipment to the Shed.
- Not interfere with anything provided to safeguard their and other Members' health and safety.
- Report any problems found with tools, machinery, or equipment to the Day Leader.

- Use the personal protective equipment (PPE) provided, including disposable face masks. It is recommended that members obtain and use their own PPE including appropriate face masks, safety glasses, ear protectors, gloves and footwear. **Note:** the need for PPE may be due to the activities of other members using noisy or dust producing equipment.
- Be aware of the activities of others.
- Take reasonable care of their own health and safety and that of fellow members.
- Work to maintain a safe, clean and tidy working environment.
- Report anything that worries or concerns them to the Day Leader.

### **Use and Storage of Hazardous Substances**

- Any hazardous materials used at the Shed (e.g. oil based paints, solvents, oils etc) must be clearly marked and kept in their original container at all times.
- When in use, all appropriate safety precautions must be employed, including the use of PPE, ensuring adequate ventilation and mopping spillages immediately.
- Hazardous substances must be stored outside the shed in the designated safe storage container when not in use.

### **Accidents and First Aid - IF SERIOUS CALL 999**

- If needs First Aid assistance, they should shout "FIRST AID" to make other members aware of the situation.
- The First Aid kit is kept in the office area.
- A list of members who have received training in the essentials of first aid is displayed on the notice board.
- All accidents and cases of ill-health - however minor - resulting from activities in the Shed **must be recorded in the Accident Book** by the Day Leader or the person who has administered first aid. The Accident Book is to be kept the office area and is monitored by the Safety Officer. Completed records are to keep confidential and stored securely.
- The first aid box is checked and maintained by the Safety Officer on a weekly basis.

## Induction of New Members

- Induction of all new members, including this health and safety information, will be carried out by a Day Leader or Trainer on the first day a member attends the shed, and will be recorded on the member's Training Record.
- The Chair will be aware of, and will consider, any disabilities or other physical limitations declared by the new member in their membership application form. **Note:** if there is any change in the information provided, or if the Member acquires a new disability or physical limitation, the Member must inform the Chair as soon as they can.

## Fire Safety

- Any hot working must be undertaken outside the Shed and must have the prior agreement of the Day Leader, who will decide on safe and suitable arrangements.
- Members should familiarise themselves with the location of the fire exit, fire extinguishers and the Fire Assembly Point. New members will be instructed on these points, including operation of the fire extinguishers, during induction.
- Smoking is not allowed on any part of the premises.

### On discovering a fire - YOU MUST:

- **SHOUT "FIRE, FIRE"**, then...
- **OPERATE THE FIRE ALARM** by pressing one of the alarm buttons to warn everyone in the building. Remember that smoke and fumes can be just as dangerous as fire.
- **CALL THE FIRE BRIGADE - DO NOT DELAY.** Call from a place of safety, such as from the car park outside. The Shed address is:

**Peppard War Memorial Hall,  
Gallowstree Road, Peppard Common, RG9 5JA**

**WHAT 3 WORDS - ///sublime.validated.heavy**

**Grid Reference - SU 702 812**

- **IF SAFE TO DO SO - FIGHT THE FIRE.** Prompt use of a fire extinguisher can be effective. However, only use fire extinguishers if safe to do so and you have first identified your escape route.

### **Evacuation Procedure on hearing the fire alarm:**

- **LEAVE THE BUILDING PROMPTLY** - do not wait to be told and do not attempt to collect personal belongings.
- **ASSIST** those with mobility or hearing difficulties to exit the building.
- **CLOSE DOORS AND WINDOWS** behind you, if time permits.
- **SWITCH OFF** all electrical equipment and power tools, using the emergency stop buttons, if possible.
- **MOVE AWAY** from the building and keep the entrance clear for the fire brigade.
- **PROCEED** to the **FIRE ASSEMBLY POINT** and listen to instructions given by the Day Leader.
- **DO NOT GO BACK** into the building until you are told it is safe to do so by the Emergency Services personnel or the Day Leader.

### **Fire Extinguishers, Emergency Exit Route & Assembly Point**

- Locations of fire extinguishers, the emergency exit route and the Assembly Point are shown on the notice board.
- The Fire Assembly Point is the main car park, adjacent to the Memorial Hall.

### **Testing of Fire Safety Equipment**

- The fire alarm system will be tested weekly by the Safety Officer, and the result logged on the Alarm Test sheet stored in the office area. In the event the fire alarm fails to operate correctly, the Safety Officer will inform the Chair and the Day Leaders, and all activities in the Shed will stop immediately and will not resume until the fire alarm is repaired.
- The fire extinguishers will be checked monthly by the Safety Officer, and the result logged on the Alarm Test sheet stored in the office area. If the fire extinguishers are found to be faulty or out of date, the Safety Officer will inform the Chair and the Day Leaders. Activities in the shed may continue at the discretion of the Chair and the Day Leader.

### **Six Monthly Fire Drills**

- The Safety Officer will conduct a random fire drill at least once every 6 months, to ensure members are conversant with and abide by the Evacuation Procedure. The Safety Officer will log the fire drill in the Fire Evacuation Test Record sheet located in the office area.

## **Housekeeping**

- It is the responsibility of all members to maintain good housekeeping procedures whilst at the shed. This includes, but is not limited to, clearing up after themselves, replacing tools in their designated locations, mopping up spillages and preventing tripping hazards.
- Members should report any hazards to the Day Leader if they cannot be rectified immediately.

## **General Safety Matters**

- Members may bring and use their own power tools in the Shed, with the agreement of the Day Leader. However, such tools may only be used by the owner and must not be used by other Members whilst in the Shed.
- Members should switch off all electrical machines after use.
- Members should leave the kitchen area and toilet clean and tidy after use.
- Day Leaders should check the refrigerator for any out of date items and dispose of such items appropriately.
- If a member is concerned about any Health and Safety matter, whether included in this procedure or otherwise, they should raise the matter with the Day Leader, a designated Trainer, any Committee Member or any Trustee for further consideration and appropriate action.

## **Appendices**

The following appendices are part of this procedure:

- Fire Alarm Test Record
- Fire Extinguisher Test Record
- Fire Evacuation Test Record
- Accident Report Form
- Record of Prescription Medicines and Allergies