



# Wokingham Men's Shed

# Health & Safety Manual

(DRAFT 1, November 2019)

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# PART A

INCLUDED IN MEMBER'S HANDBOOK ISSUED  
TO ALL MEMBERS



# WOKINGHAM MEN'S SHED HEALTH AND SAFETY

## GENERAL POLICY STATEMENT

### Our statement of general policy is:

- To apply to all Wokingham Men's Shed activities: members are responsible for their own health and safety when working away from the workshop.
- To only undertake activities in the workshop when at least one other member is present, one of whom must be either the Duty Manager or a member of the Management Team.
- To provide adequate control of health and safety risks arising from our activities.
- To consult with Management Team/group members, as necessary, on matters affecting their health and safety.
- To provide and maintain machinery and equipment in a safe condition.
- To ensure safe handling and use of potentially harmful substances.
- To provide information, instruction and supervision to new members.
- To ensure all members are competent to use tools and equipment and to provide any necessary training.
- To prevent accidents and cases of ill health caused as a result of the group's activities.
- To maintain safe and healthy working conditions.
- To wear appropriate clothing and use necessary safety equipment.
- To review and revise this policy at regular intervals.

Signed.....Chairman/Trustee

Date: 3<sup>rd</sup> Dec 2019

Signed.....Safety Officer/Trustee

Date: 3<sup>rd</sup> Dec 2019

## **RESPONSIBILITIES OF MEMBERS**

### **All members must:**

- Co-operate with the persons responsible for health and safety matters.
- Not work with any tools, machinery or equipment unless at least two members are present on the premises, one of whom must be either the Duty Manager or a member of the Management Team.
- Not use designated powered tools and machines unless undergoing training/supervision or until assessed as competent to do so. A record of assessments will be displayed in the Shed.
- 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 mains-powered tools or equipment at the workshop without the agreement of the Duty Manager. Members granted use of privately-owned tools or equipment must ensure they are safe, in good working order and used by themselves only. All such items must be removed from the workshop at the end of the session.
- Not bring any privately-owned gas-powered equipment to the workshop.
- Not interfere with or otherwise circumvent anything provided to safeguard their and others' health and safety.
- Report any problems found with tools, machinery or equipment to the Duty Manager.
- Note that it is WMS policy to use the personal protective equipment (PPE) provided, including disposable ear-plugs and safety goggles. It is also recommended that members obtain and use their own safety footwear and their own, as well as higher integrity ear defenders and eye-protection. Note: the need to wear PPE may be due to the activity of other members.
- Be aware of the activities of others.
- Take reasonable care of their own health and safety and that of fellow members.
- Help to maintain a safe, clean and tidy working environment.
- Report anything that worries or concerns them to the Duty Manager.

## **STORAGE OF HAZARDOUS SUBSTANCES**

- All hazardous substances must be in original, clearly labelled, manufacturers' containers and stored in the allotted cabinet.
- No dangerous/high-risk substances, especially acids, are to be brought onto WMS premises without the prior agreement of the Duty Manager. Any such substances must have an accompanying COSHH (Control of Substances Hazardous to Health) Data Sheet. Copies of Data Sheets and associated Risk Assessments (RA) are contained in the Appendices to the H&S Manual.

## **ACCIDENTS AND FIRST AID - IF SERIOUS OR AN IN ANY DOUBT CALL 999**

### **THE POSTCODE OF THE SHED IS RG41 2XX AND THE CLOSEST ROAD ACCESS IS VIA LATIMER ROAD.**

- A list of members who have received training in the essentials of first aid is displayed on the front of the first aid cabinet in the Shed entrance.
- First aid kit is on the central wall between the two shed work-rooms.
- All accidents and cases of ill health – however minor - resulting from WMS activities must be recorded in the Accident Book by the relevant Duty Manager and/or person who has administered first aid. This book is kept on the shelf under the Sign-in book and is monitored by the Safety Officer.
- Should any member become ill, or suffer a serious accident, the Duty Manager must ensure their ICE contact is informed.
- Should a member suffer an accident or injury and, despite the apparent need, appear reluctant for an ambulance to be summoned, the Duty Manager will use his judgement and his decision will be final.
- Serious accidents will be investigated by the Safety Officer or other person appointed by the Management Team.
- The first aid kit is checked and maintained by the Safety Officer.

### **INFORMATION, INSTRUCTION AND SUPERVISION**

- Induction of new members, including health and safety information and supervision, will be carried out by the Duty Manager.
- The Duty Manager will be aware of, and may take into account, any disabilities or other limitations declared by the new member in his membership application form. Note: All members must ensure that such information about themselves, should it change, is advised promptly to the Membership Secretary (and Duty Manager as necessary).

### **FIRE SAFETY HOUSEKEEPING.** See also Fire Safety Risk Assessment

- No hot working is allowed without prior agreement with the Duty Manager who will decide on safe and suitable arrangements.
- Combustible materials must not be stored in corridors, on access routes.
- All gas cylinders and canisters, when not in use, must be stored in the designated lockable cabinet.
- 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, upon Induction.
- Smoking is not allowed on any part of the premises.

## **DISCOVERING A FIRE – WHAT YOU MUST DO:**

- **RAISE THE ALARM – SHOUT “FIRE, FIRE, FIRE!”** to warn everyone in the building. Remember that smoke and fumes can be just as dangerous as fire.
- **GET OUT OF THE SHED AND ENCOURAGE OTHERS TO FOLLOW YOU OUT TO THE FIRE ASSEMBLY POINT.**
- **FROM THIS PLACE OF SAFETY - CALL THE FIRE BRIGADE – DO NOT DELAY.** Call from a place of safety, such as a mobile phone from the playground outside. The address is: The Pavilion on Latimer Road Playground, Latimer Road, RG41 2XX
- **IF SAFE TO DO SO – FIGHT THE FIRE.** Prompt use of a fire extinguisher can be effective, however, only use 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 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 Duty Manager.
- **DO NOT GO BACK** into the building until you are told to do so by the Duty Manager.

## **FIRE ASSEMBLY POINT**

- The Fire Assembly Point is the children’s playground area on the left edge of Latimer Road Playground as you exit the Shed

## **DRUGS AND ALCOHOL POLICY**

- No illegal drugs and no alcoholic beverages are allowed on WMS premises or allowed to be consumed during a workshop session.
- Any person considered to be under the influence of drugs or alcohol will be refused entry or readmission to WMS premises and, if a member, will also be subject to the application of Section 11 of the Member’s Handbook.

## **Safe use of powered tools and machines (PTM): scheme to assess the competence of members**

The Trustees and Management Team of Wokingham Men's Shed have a duty of care to ensure that members wishing to use powered tools and machines can do so safely, without risk to themselves or others. The PTM scheme describes how this duty of care will be achieved. It takes into account the risk of personal injury and the potential for injury to others. It also seeks to be proportional to the key hazards and risks identified by our activities, as shown in the General Risk Assessments in the Wokingham Men's Shed H&S Manual.

Until any member has demonstrated an agreed level of attainment to safely use specified types of powered tool and machine, they will be prohibited from doing so unless under the supervision of a trainer or assessor. Knowledge and previous experience will be taken into account but may not be a substitute for assessment under the scheme. The assessors, by virtue of their knowledge and experience, will have been deemed by the Management Team to be credible, competent and capable of assessing the ability of others to safely use those types of PTM. Assessors may also carry out training.

Members will be asked to declare any physical difficulty prior to training or assessment. If any declaration is considered by the trainer or assessor to be sufficiently serious to warrant refusal to use a type of powered tool or machine, or require a restriction to be placed upon the member in their use of that machine, he will be notified accordingly and the fact recorded. When both trainer and trainee feel sufficiently confident that the trainee is capable of undertaking an assessment, the trainer will recommend that this can take place.

If the trainer does not succeed in teaching a member to use a machine safely, he may agree to have another session another day, either with him or a different trainer. If the trainer concludes that the member is incapable of learning how to use the machine safely, he says so, records the fact and the member is prohibited from using the machine.

During assessment, members will be questioned on the controls of the machine and the risks it poses e.g. if you do not tighten the clamp holding the work. Under suitable safety conditions they will be asked to carry out tasks, such as sample cuts on a mitre saw or sample turning on a lathe. If the member fails the assessment, the assessor will record the fact and the member will be prohibited from using the machine. The assessor and trainee may discuss the need for further training and/or reassessment at a later date.

Certain PTM, such as routers, saws, lathes, planer thicknesser and milling machine, require a degree of experience to safely and properly use them. Therefore, following assessment, the assessor may recommend that an inexperienced member should, for a specified number of uses, only do so in the presence of a member assessed as competent. Some of these more complex machines may always require several training sessions and the assessor may approve the member for certain uses only of the machine.

A record will be maintained of assessments, a copy of which will be displayed on the H&S notice board in the Shed.



## THE DUTIES OF DUTY MANAGERS

Duty Managers are key to the day-to-day running of the workshop and have a number of responsibilities, principally to:

- Ensure unlocking/set-up routine is done correctly (inc heating in cold weather and switching on dust filters);
- Check Log Book and take action as necessary in compliance with Member's Handbook;
- Ensure, on arrival, that everyone prints their full name in the attendance book and ticks 'in'/'out' as necessary during the day's session (for fire evacuation purposes). Also that they are wearing their name badges;
- Ensure fire exit through the main door remains clear.
- Take prompt and effective action in event of, or reports of fire. Note: members with disabilities may need assistance if premises are evacuated. Consider any need to alert immediate neighbours.
- Be prepared for visitors and ensure they are accompanied by a member at all times they are on premises;
- Be prepared to show prospective members around and hand them application forms. Also carry out induction/supervision of new members;
- Deal effectively with any concerns, either observed or reported, regarding members' behaviour/activities, e.g. unauthorised use of powered tools or machines - *competencies are shown on the notice board in the Shed*;
- Consider whether excessive dust/noise emitting activities e.g. routing/sanding would be better carried out elsewhere
- Advise on requests to undertake 'unusual' projects, hot working, use of angle grinders and privately owned powered tools/equipment.
- Ensure language is moderated as necessary.
- Take effective action on reports of defective tools and equipment;
- Ensure daily attendance fees are collected and marked off against the member's name in the Sign-In book;
- Administer First Aid or delegate to trained member. Member to also sign Accident Book. Should any member become ill inform their ICE contact. In event of accident use judgement re calling 999;
- Ensure kettles are filled and call time 10 mins before lunchtime, also at end of session to prompt members to put tools away and clean up;
- Ensure washing up is done and check/replace hand/tea towels as necessary (remind members to take home and wash towels
- Ensure members are reimbursed from petty cash as necessary (and record);
- Ensure all power sockets are switched off.
- Lock and secure the workshop at end of session (check heating in cold weather and switch off battery chargers).
- Optional: note any key messages or events on the central whiteboard for the attention of the next session
- *Act as a role model of acceptable behavior!*