



Wokingham Men's Shed

Health & Safety Manual

(V1.2, June 2025)

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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: 3rd Dec 2019

Signed.....Safety Officer/Trustee

Date: 3rd 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.

PART B

APPENDICES

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. Duty Managers will act as trainers and assessors, using pre-written and agreed training scripts, and 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.

Training scripts are designed and verified by at least two experienced duty managers who are experienced with each type of PTM

Members will be asked to declare any physical difficulty prior to training and assessment. If any declaration is considered by the trainer 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.

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, 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 of assessments that have been passed is displayed on the member's badge.

GENERAL RISK ASSESSMENT

Activity: Use of substances (oils, solvents, preservatives etc)

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons 3= 21+ persons	Risk Factor : Severity x Likelihood x Population (min 1, max 27)
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Date of assessment: 1/5/24 (to be reviewed at least annually)

Assessor: Ron Baillie

Nature of hazard	Slips, trips, falls	Dust	Noise	Fire/Explosion	Exposure to harmful substances	Entrapment	Impact	Contact	Entanglement	Ejection	Electric shock	RSI/Eyestrain	Manual handling	Other	MAX. RISK FACTOR
Severity	2			1	1			1		1					4
Likelihood	1			1	2			2		1					
Population	1			2	2			2		2					

Control methods

- Instruct new members in the handling, use and storage of substances, including waste/spent fluids
- Store linseed oil rags in sealed containers
- Wear gloves/eye protection, as appropriate, when using substances such as oils, solvents and preservatives
- Provide suitable wipes/cloths and ensure they are used when necessary
- Provide eyewash facilities and ensure they are used when necessary
- Store hazardous substances in original, clearly labelled, manufacturer's containers and keep in marked cabinet
- Ensure that dangerous/high-risk substances, especially acids, have an accompanying COSHH Data Sheet

GENERAL RISK ASSESSMENT

Activity/Equipment: Use of Powered (inc hand held) Tools/Machines

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons	Risk Factor : Severity x Likelihood x Population (min 1, max 27)
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Date of assessment: 1/5/24 (to be reviewed at least annually)

Assessor: Ron Baillie

Nature of hazard	Slips, trips, falls	Dust	Noise	Fire/Explosion	Exposure to harmful substances	Entrapment	Impact	Contact	Entanglement	Ejection	Electric shock	RSI/Eyestrain	Manual handling	Other	MAX. RISK FACTOR
Severity		1	1	1		2	1	2		1	2				4
Likelihood		1	1	1		1	1	2		2	1				
Population		2	2	1		1	1	1		1	1				

<p><u>Control methods</u></p> <ul style="list-style-type: none"> Conduct annual PAT of specified electrical equipment and record in appropriate register Train members as necessary and assess their competence to safely use designated powered tools/machines Point out any unsafe practices by members/visitors Act upon any safety advice of members, particularly Assessors Use safety eyewear, ear defenders, gloves, suitable footwear, face masks and/or dust extraction equipment, as appropriate Display 'machine safety cards' at machine locations to serve as prompts/reminders on key safety points
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GENERAL RISK ASSESSMENT

Activity: Manual Handling (loading/unloading, lifting, stacking)

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons	Risk Factor : Severity x Likelihood x Population (min 1, max 27)
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Date of assessment: 1/5/24 (to be reviewed at least annually)

Assessor: Ron Baillie

Nature of hazard	Slips, trips, falls	Dust	Noise	Fire/Explosion	Exposure to harmful substances	Entrapment	Impact	Contact	Entanglement	Ejection	Electric shock	RSI/Eyestrain	Manual handling	Other	MAX. RISK FACTOR
Severity	1				1	1	2		1	1			2		4
Likelihood	1				1	1	1		1	1			2		
Population	1				1	1	1		1	1			1		

Control methods

- Ensure heavy items are stored at optimum (lower) levels
- Ensure storage containers are not over-filled
- Instruct/advise manual handling techniques, including the assessment/handling of particularly heavy or awkward items
- Provide and use steps for access to high shelves
- Provide and use appropriate lifting/handling equipment, including suitable gloves to help prevent hand injuries

GENERAL RISK ASSESSMENT

Activity/Equipment: Use of Hand Tools (i.e. not powered)

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons 3= 21+ persons	Risk Factor : Severity x Likelihood x Population (min 1, max 27)
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Date of assessment: 1/5/24 (to be reviewed at least annually)

Assessor: Ron Baillie

Nature of hazard	Slips, trips, falls	Dust	Noise	Fire/Explosion	Exposure to harmful substances	Entrapment	Impact	Contact	Entanglement	Ejection	Electric shock	RSI/Eyestrain	Manual handling	Other	MAX. RISK FACTOR	
Severity		1	1				1	1		1		1				4
Likelihood		1	1				2	2		1		1				
Population		2	2				2	2		1		1				

Control methods

- Instruct/advise new members, as necessary, in the use of hand tools, particularly where injury through misuse can easily occur
- Point out any unsafe practices by colleagues
- Act upon safety advice of colleagues
- Provide and use gloves and/or eye protection where appropriate
- Ensure sharp tools are placed and stored so as to prevent injury to others

GENERAL RISK ASSESSMENT

Activity: Moving around the Workshop

Severity of hazard: 1= Minor injury 2= Serious injury 3= Major injury or fatality	Likelihood: 1= Unlikely 2= Likely 3= Very likely or inevitable	Population (no. of persons who could be affected): 1= 1-5 persons 2= 6-20 persons 3= 21+ persons	Risk Factor : Severity x Likelihood x Population (min 1, max 27)
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Date of assessment: 1/5/24 (to be reviewed at least annually)

Assessor: Ron Baillie

Nature of hazard	Slips, trips, falls	Dust	Noise	Fire/Explosion	Exposure to harmful substances	Entrapment	Impact	Contact	Entanglement	Ejection	Electric shock	RSI/Eyestrain	Manual handling	Other	MAX. RISK FACTOR	
Severity	1		1		1		1						1			4
Likelihood	2		2		1		2						2			
Population	2		1		1		2						2			

Control methods

- Keep workshop clear of unnecessary obstacles including trailing cables and debris
- Take care when passing other members who are working
- Make sure way ahead is clear when shifting awkward/heavy items
- Ensure spillages are noted and cleared as soon as possible
- Ensure work areas/walkways are well lit

Actions Following Risk Assessment

This section is to detail any changes to documentation such as instruction manuals, safety training etc. as a result of the risk assessment

Related Risk	Action	Completed Date
Flammable solvent / cleaners	Relocate to a fire retardant metal case	Target Aug 2025
Dust extraction	Review and look to improve all systems	Target Aug 2025
Tool safety	Amend training to include tool sharpening and equipment alignment checks	Target Aug 2025
General safety	Conduct DM training refresh	Target Aug 2025

THE DUTIES OF DUTY MANAGERS

The role of a duty manager is a voluntary one, and the Shed could not operate without duty managers stepping up to take certain simple responsibilities, and so duty managers are respected for their time and effort.

Duty managers are primarily responsible for unlocking and locking up the Shed and for strongly encouraging the safety of all members. Duty managers are not ultimately responsible for safety issues and accidents, but must act as a **role model** in their behavior and use of all tools and equipment.

Every duty manager **must join the DM WhatsApp group** to ensure effective and timely communication, and every duty manager is provided with a set of keys to the Shed which they must keep safe at all times. **Duty managers must not open up or use the Shed outside of the normal operating days and hours of the Shed except with the express permission of the Shed Chairman, and only then to drop off or pick-up materials**

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

- Unlock and open up the Shed at the start of the session and turn on the following:
 - Hot water heater
 - Hand dryer
 - Battery Chargers
 - Room heaters in cold weather
- Check the Log Book and central whiteboard and take action as necessary. E.g. Seek help for a project, or buy-in milk / coffee / biscuits etc.
- Advise, on arrival, that members wear their name badges;
- Ensure the main door remains clear at all times
- Take prompt and effective action in the event of fire. Evacuate the Shed and do not attempt to extinguish the fire unless it is plainly obvious and safe to do so. Note: members with disabilities may need assistance for evacuation. Consider any need to alert the fire brigade. The fire assembly point is next to the railings of the children's playground on the playing field.
- Be prepared for visitors and ensure they are accompanied by a member at all times while they are on premises. **Visitors must not use tools or equipment**
- Be prepared to show prospective members around and hand them application forms or direct them to download a form from the Shed website. **The membership forms include a declaration of appropriate health and capability, and some applications may be rejected. Prospective members may use simple hand tools but not any machines or power tools.**
- Carry out induction/supervision of new members Specifically:
 - Show them the tea / coffee making facilities and advise that all members are encouraged to make the tea for others, and to do the washing up.

- Show them the rubbish bin and the wood scrap bins, and advise that all members are encouraged to dispose of the rubbish and take wood scrap to the tip
- Inform them that the Health and Safety manual is on the Shed website and that they must read it. A laminated copy of the basic Shed health and safety guide is on the notice board next to the sink
- Inform them of parking and parking restrictions near the Shed
- Carry out safety training via the formal training scripts for all machine tools, and provide the appropriate coloured dot to the member's badge after completion of the training. **Note that this is safety training only, not skilled technique training.**
- Deal effectively with any concerns, either observed or reported, regarding members' behaviour / activities, e.g. unsafe or misuse of tools or machines; **The duty manager is authorized to bar any member from using any tool or machine, or even from entering the Shed itself.**
- Though duty managers may get on with their own work / project activities, or simply engage in conversations in the seating area, they should keep their eyes and ears open and should take time every 30 minutes or so to wander around the Shed, check that members are working safely, and that trip hazards or other unsafe conditions have not arisen.
- Consider whether excessive dust/noise emitting activities e.g. routing/sanding would be better carried out elsewhere, or whether a different tool should be used, e.g. using a hand plane or bandsaw to take wood off rather than a sander.
- Encourage activities such as painting or staining to be done just outside the Shed so as to minimize any fumes in the Shed. Activities which generate excessive noise should not be carried out in the area outside of the Shed
- Consider whether appropriate safety equipment is being worn, including ear defenders for members working in the same room as those creating noise.
- The Shed does not allow 'hot working' except for properly supervised use of a small soldering iron, or the use of the steamer for supervised wood bending. Naked flames of any kind are specifically prohibited in the Shed
- Ensure language is moderated as necessary.
- Take effective action on reports of defective tools and equipment. **The duty manager is not responsible for attempting to fix any defective or broken tools.**
- In the event of an accident or if a member falls ill, direct and assist the member with the first aid kit and / or the eyewash kit, and judge whether or not to call 999 and / or inform their ICE contact (on the back of their badge). **All members have signed a commitment to be responsible for their own safety while in the Shed. The duty manager or other members may attempt to render care for an injured or ill member but they have no responsibility for the outcome.**
- Ensure kettles are filled and call time 10 mins before 12:30 lunchtime, also towards 3pm 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 on Post-it notes);
- Ensure all power sockets are switched off at the end of the session
- Lock and secure the Shed at the end of session (check heating is switched off in cold weather and switch off the hot water heater, hand dryer, battery chargers, and all wall sockets).
- Write any key messages or events on the central whiteboard for the attention of the next session and consider putting a suitable message on the DM WhatsApp group.
- Act as a role model in the safe and reasonable use of all tools and for generally acceptable behavior
- Obtain a commitment from a stand-in DM well in advance (typically at least 1 week) of your agreed duty day if you know you will not be available. ***The Shed must be closed if a DM is not available, and best efforts must be made to inform all members.***