

## PETERSFIELD MEN'S SHED HEALTH AND SAFETY POLICY

**(A Charitable Incorporated Organisation with voting members other than its Charity Trustees)**

**Adopted 27th August 2021**

### Scope of this policy

This policy will apply under the following conditions.

1. When the Petersfield Men's Shed has taken possession of its own premises and has within it hand tools and machine tools as well as other hazardous materials such as paint, chemicals and solvents.
2. When members of The Shed are engaged as volunteers on community projects or Shed projects where Shed and personal tools and materials are used.

### Our statement of general policy is to:

- Attempt to reduce the health and safety risks arising from our activities;
- Provide and maintain 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.

### Responsibilities

Overall and final responsibility for Health and Safety lies with every individual member of the Petersfield Men's Shed

A member of the Management Committee will be appointed and act as Health and Safety Officer

The Management Committee of Petersfield Men's Shed shall, as far as reasonable, provide notices and guidance of a general nature for Members.

All Members of the Petersfield Men's Shed are required to:

- Cooperate with the Health and Safety Officer and other members on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety (such as machine tool guards);
- Take reasonable care of their own health and safety; and
- Raise any and all health and safety concerns related to the Shed and its activities with The H&S Officer, or deputy.

Information on Health and Safety will be shared informally between members as well as at meetings, through newsletters and the website when appropriate.

Guidance for new members, if required, will be provided by those with experience. Manuals and guidance on Health and Safety practice for particular equipment will be retained in a filing cabinet in the Shed.

### Health and safety risks arising from our activities

Risk assessments for any activity, use of hand and power tools, are the responsibility of each individual Member.

**Look and check.**

**If in doubt ask.**

**If advice is offered, listen.**

### Safe Equipment

All Members are responsible for identifying tools, equipment and machinery they use that requires maintenance and either undertake it themselves, or find someone who is able to undertake it. Dust extraction systems should be utilized whenever machinery is used. Testing of all electrical equipment will be undertaken by competent and qualified personnel on an annual basis.

### Competency for use of equipment / machines

Members may not use any tools and equipment not previously used without guidance and supervision by members experienced in the use of those tools or equipment. Tools and equipment that pose particular risks are to be plug locked and may only be operated by those who have undertaken specific training. Records are to be kept and available to key holders. Power tools must not be utilized when members are alone in the Shed. (Minimum of 2 people must be present).

### Accidents, first aid and work-related incidents

A First Aid Kit will be available and prominent notices will detail its location. An Accident Book will be kept with the first aid kit. All accidents, however minor, must be recorded.

The H&S Officer is responsible for the provision and maintenance of the First Aid kit.

A number of members are emergency first aiders and a list of these persons will be displayed prominently. If none are available assistance should be sought at the nearest doctor's surgery or the Minor Injuries Unit at Petersfield Hospital. If necessary call 999.

### Emergency procedures – Fire and Evacuation

The Fire Safety Officer is tasked:

- To ensure that fire extinguishers are maintained and checked annually.
- That emergency evacuation procedures are operable

- That appropriate signage is in place.
- Regular drills are carried out.
  
- Ensuring that all members are familiar with the use and operation of the fire extinguishers
  
- 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.

### Emergency Evacuation Procedure

1. On discovering fire a member shall alert all others in the Shed immediately by shouting FIRE! FIRE! FIRE!
2. All members in the Shed will evacuate the building by the nearest exit to them (leaving personal belongings behind).
3. Members will assemble outside at the designated Fire Assembly Point.
4. The published, designated Duty Member / Management Committee Member present, will be responsible for:
  - a. Phoning the Emergency Services.
  - b. Checking that the building is clear of members
5. Members should only attempt to tackle any fire if trained and competent in the use of the extinguishers, but must not knowingly put themselves or others in danger.

## HEALTH AND SAFETY GUIDANCE

All Shed Members are required to undertake activities in the Shed with their own, and others, Health and Safety uppermost in their minds. Health and Safety is the responsibility of each individual Member.

All Members should:

- Visually check all hand, power tools, equipment and installed machinery before use.
- Not use hand, power tools, equipment or installed machinery when not previously used (without training /guidance by experienced members)
- Not use power operated tools when there are less than two members present in the Shed.
- Adequately secure any materials being worked upon
- Use any and all machine guards and safety equipment provided, including PPE.
- Acquaint themselves with the location of the First Aid Kit.
- Not bring into the Shed any hazardous substances liquids or chemicals that may be harmful

**Look and check.  
If in doubt ask.  
If advice offered, listen.**