

# The Gloucestershire Association of Woodturners

## Health & Safety Policy 2018

### **Purpose**

*The GAW Committee aims to provide adequate control of health and safety arising from club activities. This will be achieved by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. The aim of this policy is to identify and minimise risk, not to prevent activities taking place but to make woodturning safer and more enjoyable*

<b>Subject</b>	<b>Who is responsible</b>
<p><b><u>Responsibilities</u></b> It is the responsibility of all members of the club to ensure the safety of themselves and others whilst attending club meetings and activities whether taking part or watching. Should you see something that might lead to someone being injured, you should bring it to the attention of a committee member immediately. Any incident must be recorded in the accident book located in the GAW store cupboard at Hucclecote RFC. It is also the responsibility of each GAW members to determine whether techniques witnessed at GAW events can be safely replicated in their own workshops. The GAW Committee is responsible for the Health and Safety policy at the Club</p>	Each Member
<p><b><u>Risk Assessment</u></b> The identification of potential hazards and measures required to minimise risks is best done by formally carrying out a risk assessment. A risk assessment is a written record of a careful examination of activities carried out that could harm people and ways of reducing/eliminating those risks. Committee Members must be informed of their responsibilities to ensure the safety of everyone. Committee members will be responsible for the on-going safe practice of checking their areas of responsibility e.g. setting up of equipment.</p>	Committee members
Demonstrators are to send a copy of their public liability insurance prior to attending demonstrations.	Programme Organiser

<p>A Club Risk Evaluation Form must be completed for each activity. Completed forms must be held by the <b>Club Secretary</b> on behalf of the Committee.</p> <p>The designated Committee members should review their Risk Assessments annually or whenever there is a significant change in Club circumstances, personnel, equipment or general layout. The following are examples of when Risk Assessments and Club Risk Evaluation Forms are required:</p> <p><i>Demonstrator events at the Club</i>  <i>Hands-on events at the Club</i>  <i>Have-a-go events</i>  <i>Craft Fair events</i></p> <p>Members and Guests will be briefed on safety and domestics at the beginning of each meeting/event. Members will be reminded about Health and Safety once a year.</p>	<p>Committee members</p>
<p><b><u>Informing Members</u></b></p> <p>New members and renewing members will be advised to read the H &amp; S policy, they will be asked to sign the renewal membership or new members form stating they have read, understand and will comply with the H&amp;S policy.</p> <p>New Members and Guests will be briefed on safety and domestics.</p>	<p>Committee members</p>
<p><b><u>Manual Handling</u></b></p> <p>If you are designated to handle equipment you should ensure that if you move and manhandle lathes and heavy equipment you are strong enough to do so. Do not let anyone strain themselves when handling heavy equipment. Lifting equipment, trolleys or additional assistance should be obtained and used if there are potential hazards.</p>	<p>Each member</p>
<p><b><u>Electrical Safety – Portable Appliance Testing (PAT testing)</u></b></p> <p>All portable club equipment (any piece of equipment that is fitted with a plug) should be tested/checked on a regular basis.</p> <p>All electrical equipment owned by the Club must be checked visually before each period of use.</p>	<p>Committee Members primarily but members should report any defects they notice</p>

**Fire Safety**

Owners of premises should have complied with the local fire regulations; however, the Club are responsible for making sure that all reasonable steps are taken to ensure that a fire is not started, and in the event of a fire that all persons present are able to exit the premises. Fire risks should be included as part of 'Club' Health and Safety Risk Assessments.

Club members as well as Event organisers should ensure they are familiar with:

- The location of all fire exits and routes to them. (if there are 2 or more make sure that you can reach each exit by a separate route i.e. you don't have to go past one to get to another). Do not block access to the fire exits with chairs or other objects
- Any fire detection system and the location of break glass call points.
- The location of fire extinguishers and their use.

Each member

***And finally if you are working alone***

Ensure that you do not exceed your capabilities, particularly when lifting / moving heavy / awkward items. Be extra vigilant when operating machinery. Ensure others know where you are and when you will return. Have an effective means of communication in case of emergency.