

<h1>HEALTH & SAFETY POLICY</h1>		 <p>PENINSULA SHED HOLLESLEY</p>
Version: 1	15-03-2025	

PENINSULA SHED HOLLESLEY - HEALTH & SAFETY POLICY

Adoption Date: 15-03-2025

Scope of this policy

This policy will apply under the following conditions:

1. When Peninsula Shed Hollesley (PSH) members meet at any permanent or temporary location to engage in group activities.
2. When PSH has taken possession of hand tools and machine tools as well as other hazardous materials such as abrasives, paint, chemicals, and solvents.
3. When members of PSH engaged as volunteers on community projects or Shed projects where PSH owned or 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 working environment 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 PSH.

A member of the Steering group will be appointed and act as Health and Safety Officer and deputy roles will be introduced to ensure sufficient coverage.

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The Steering group of Peninsula Shed Hollesley shall, as far as reasonable, provide notices and guidance of a general nature for Members.

All Members of the PSH are required to:

- Cooperate with the Health and Safety Officer and other members on health and safety matters.
- Read and understand all risk assessments.
- Not tamper with any power tool or its safety guarding or use it in any way outside its intended purpose.
- Wear appropriate PPE as directed by the acting safety officer.
- Take reasonable care of their own health and safety.
- Raise any and all health and safety concerns related to the Shed and its activities with the H&S Officer, or deputy.
- Be transparent about any personal conditions or limitations which may make them unsuitable for certain activities, especially when power tools are in use.
- Report any accident or near misses to the H&S officer or another member of the steering group.
- Not place beverages on top of any electrically powered machine.

It is the responsibility of the steering group to review any reported accidents or near misses at all meetings and amend this policy should this be deemed necessary.

It is the responsibility of the steering group to assess all proposed work and activities carried out by the PSH, and if deemed necessary a Risk Assessment and or a Method Statement will be created before work can begin.

Information and Guidance

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

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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.

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: manual, handheld power tools, equipment and installed machinery before use.
- Not use: hand, powered tools, equipment or installed machinery when not previously used (without training /guidance by experienced members).
- Ensure that any blunt or broken blades are disposed of in the designated 'Sharps Bin'.
- Not use and cutting implements or power operated tools when there are less than two members present in the Shed.
- Adequately secure any materials being worked upon.
- Not leave chuck keys in lathes or pillar drills.
- 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.

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.

Only CE or UKCA marked power tools or machines are allowed to be used in the Shed.

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All members are responsible for reporting any accidental damage to power tools to the H&S officer or member of the steering group. Especially damage electrical cables which may pose the specific risk of electrocution.

Accidents, first aid and work-related incidents

First Aid Kit

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 and periodic inspection of any expiry dates.

Emergency procedures – Fire and Evacuation

The Steering Group shall nominate a suitable Fire Safety Officer, who is tasked with:

- 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

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personal belongings behind).

3. Members will assemble outside at the designated Fire Assembly Point.

4. The published, designated Duty Member / Steering group 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.