



Shed workshop policy

The Shed shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair

- Risk assessments are carried out to identify hazards primarily presented by the machinery
- Users are trained prior to them using the machinery, see Training Policy.
- The mechanical and electrical equipment is maintained by competent designated personnel.

Workplace management

- The general layout of the workshop and storage areas has been considered as it affects the safety of the premises
- Machines are positioned to take account of project requirements as well as the safe movement of people and materials
- Timber and board materials are kept to a minimum and stacked safely
- Any flammable liquids and gases are kept in a metal cabinet
- Waste is disposed of daily
- Users are encouraged to keep their workspace tidy and free of obstacles.

Maintenance

Machinery has a regular inspection, carried out by competent designated personnel.

The workshop machinery has a maintenance log and the log is kept up to date. Written instructions are available to the users. Information is held on:

- type and model of equipment
- any identification mark or number
- the date that the inspection was carried out
- who carried out the inspection
- any faults
- any action taken
- the date when repairs or other necessary action were carried out.

The purpose of an inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example defect, damage, wear) can be detected and remedied before it results in unacceptable risks. Maintenance is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively. Maintenance is part of a planned programme and/or carried out at short notice after a breakdown.

Action to eliminate/control any risk might include, for example, during maintenance:

- (a) disconnecting the power supply to the work equipment
- (b) supporting parts of the work equipment which could fall
- (c) securing mobile work equipment so it cannot move
- (d) removing or isolating flammable or hazardous substances
- (e) depressurising pressurised equipment.



Personal Protective equipment (PPE)

Members are advised to wear appropriate PPE for the tasks they are carrying out. Some goggles and gloves are available but members are advised to bring their own personal items.

Each machine has guidance on PPE needed when operating.

Manual handling

Avoid it where possible - move yourself!

All members instructed at Induction.

See poster for full guidance.

Preventing Slips, Trips, and Falls

1. Practice good housekeeping

A slip-free workspace begins with housekeeping. Removing clutter helps tidy up the floor and makes it walkable for everyone.

- Keep drawers, cabinets, and other storage items closed when not in use.
- Throw away rubbish immediately
- Reduce clutter
- Put boxes away after using
- Hide cables, extension cords, and wires in protective covers. Use the cable cover ramp across floors.

2. Provide adequate lighting

Dimly lit walkways can also put people at risk of trips and falls. When they cannot see their path clearly, they might knock over objects and fall on the floor. Workers can navigate through spaces better if there is enough light. Given this, it's best to place proper lighting in access and egress points such as halls, ramps, stairs, and exits.

Provide task lighting

3. Install safety signs

Safety signs and markers are a must in preventing slips, trips, and falls. Installing them warns people about walking in hazardous spaces to keep them safe.

4. Clean spills immediately

Spills are one of the most common fall hazards in the workplace. Wherever the ground is slippery, feet lose traction and go off balance.

In case of spills, have them cleaned as soon as possible. Mop and sweep or dry any substance on the floor that could slip or trip another person. Proper cleaning ensures that the floor is free from hazardous elements so that people can walk safely..

5. Make sure proper footwear is worn

Aside from keeping the floors clean, it's also important to equip workers with proper footwear. The right shoes protect their feet from harmful elements that can cause them to slip, trip, or fall.

Moreover, avoid wearing sandals, canvas shoes, high heels, and open-toed shoes while on work surfaces. These types of footwear can increase one's risk of getting injured.

6. Maintain and improve floor quality

Fall protection goes beyond simply mopping off spills from the floor. It also involves paying attention to the quality of walking and working surfaces.

Modifying the floor space can go a long way in ensuring safety from slips, trips, and falls. Here are some of the best practices that companies can explore in improving their floor quality:



- Inspect floors regularly for cracks, holes, missing blocks, uneven surfaces, and other hazards that can trip people.
- Invest in resilient, non-slippery flooring.
- Install mats, abrasive-filled paint-on coating, pressure-sensitive abrasive strips, and synthetic decking. They provide enough friction and reduce foot fatigue.

7. Implement safety plans and protocols

Lastly, a well-thought safety plan cements all efforts in promoting fall protection. This plan should include the following:

- Slips, trips, and falls risk assessment
- Safety standards and practices
- Regular inspection and maintenance checks
- Specifications for safety and other equipment.

Working at height

Avoid work at height where it's reasonably practicable to do so.

All storage items are kept at a reasonable level in the workshop.

A safe platformed lockable step ladder is available.

Members are advised to work together if working at heights is needed.

No lone working is permitted inside or outside.

No working above a 2m platform.

Working outside the workshop

When members are working outside the workshop either in the green woodwork area or on the Orchard Trust Site a competent member is always present.

No lone working is permitted.

We have also compiled a list of the top 10 tips for outdoor worker safety:

1. Risk assessment

Identify problems and hazards and decide who is at risk, especially in hot weather. Main factors include:

- Working climate – including air temperature, movement, and proximity to heat sources when working.
- Medical, genetic and other factors – a worker's age and build may influence heat tolerance.

2. Training

Advise about the dangers of sun exposure, the risks of heat stress and offer guidance on sun protection and checking the skin regularly for damage.

3. Sun cream

Under strong sunrays, skin can burn very quickly, potentially causing severe discomfort, sunstroke or even skin cancer. Sun cream should always be used by outdoor workers and reapplied according to the manufacturer's instructions.

4. Clothing

Outdoor workers should be advised to keep covered up comfortably. It is not uncommon for employers to consider relaxing the usual dress code when it is very hot outside, whilst hats should be used in relevant conditions to protect the head.

5. Hydration



Employers can encourage workers to keep well hydrated by providing cool water in the workplace, combatting heat stress and overheating. Drinking water regularly will help prevent dehydration and is preferable to coffee or tea where hydration is concerned.

6. Shade

Periods out of the sun can be encouraged by employee breaks in the shade where possible. Workers who can rest comfortably and rehydrate are more likely to work more productively.

7. Allergies

Allergies can be triggered if workers are in an environment where they may suffer a reaction. Providing protective equipment such as masks or glasses in problem areas can help prevent issues and keep productivity up.

8. Keeping food cool

When employees bring their own food to work, it needs to be kept cool during warm conditions to prevent the possibility of illness and time off work resulting from contaminated food.

9. Work rate

Employers can schedule work so exposure to the sun is minimised. Always be aware of the amount of labour needed and the amount of time required for it to be done.

10. Heat stress

Where possible, you should control workplace temperature inside. Outside workers need regular breaks, with access to shade, and good hydration to reduce the possibility of heat stress.

Working off site

For community projects work off site no lone working is permitted.

All other guidance applies re manual handling, slips trips and falls, working outside and working at height.

Protecting vulnerable members

We have a culture of the more able looking after the less able and making it possible for them to join in the activities wherever possible.

So please:

- Be aware of those with mobility difficulties
- Make sure you have easy access to any mobility aids you may need, such as a walking stick.
- Carers are responsible for those persons in their care.



Maintenance log

A maintenance log is kept of all machinery.

- Workshop equipment will be maintained in an efficient state, in efficient order and in good repair.
- Where any high risk machinery has a maintenance log, the log is kept up to date.
- Maintenance operations on work equipment will be carried out safely.
- Maintenance work should only be undertaken by those who are competent to do the work.

For some maintenance work, eg the changing of abrasive wheels, the manufacturer's instructions are followed. In others training on the safe maintenance of the equipment is normally provided as an integral part of the basic training in the safe use of the equipment.

Breakages/damage log

Breakages or damage found must be recorded in the breakages/repair log book held in the shed immediately.

It is the responsibility of the maintenance officer, workshop supervisors, workshop coordinator and member responsible for equipment purchasing to monitor the log book and effect a repair or replacement. If a machine is out of service it must be clearly identified as such to members.

Portable electrical equipment

Annual PAT testing will be carried out in line with the site policy.

Maintenance:

- All portable electrical equipment needs to be maintained regularly
- 'Unauthorised equipment' brought in is checked by competent user prior to use or sale
- Training for all users to help carry out user checks including what to do if they find a fault
- The delegated competent person will do the combined inspection and test of equipment that is suspected of being defective (where this cannot be determined by visual examination)
- Any equipment that has been repaired or modified must be re-checked
- Review test results often and review the need of formal visual inspection
- Make sure that follow-up action is carried out
- Do not use items that fail maintenance checks until they have been repaired.