



Safety Training

Safety starts as soon as you walk in the door, our shed procedures emphasise this starting with the Registration Form which means we know who the shedder is, their emergency contact and any medical conditions they may have.

We have procedures to ensure the environment and members are safe. We are committed to running a safe Shed - applying best practice. A Workshop Safety Officer & trainer lead has been appointed. Members are expected to take all necessary steps to always ensure their safety and the safety of others.

Training and guidance includes:

Induction – including facility, evacuation and best practice

Health & Safety

Site facility rules

Workshop procedures

Manual Handling, Slips Trip and falls

PPE

Working at height

Working outside

Working off-site

Good Housekeeping

Waste management

Machinery training especially high risk machinery

Protecting vulnerable members.

Machinery training

Members are responsible for ensuring they receive safety training on the machines they wish to use.

Members taking part in activities should ensure that they understand the limits of their own competence and their responsibility to deal with any Health and Safety issues that arise.

Members must be proficient to use any equipment. All members should ensure they receive health & safety training and on-the-job training in the skills required to perform the chosen activities.

For any activity requiring the use of a high-risk machine users are given a briefing on how to use it and then observed using the machine and when they are competent, they are asked to describe what the risks are, methods of reducing the risks and what operating procedures should be used - followed again by observation while they use it and a discussion where Shed procedures differ.



Induction training

The workshop has a Day Supervisor who ensures the smooth running of a Shed workshop session. There is also a Workshop Coordinator to support the running of a safe workshop and support members.

To include the general safety rules and best practice:

- Tour of facilities
- Exits and emergency procedures including reading the Fire Action Notice
- Reading Health & Safety Policy and all other safety posters
- Manual handling instructions
- Accident reporting and first aid kit location
- General tidiness of the workshop and social spaces
- Checking yourself in for every session you attend, and pay the session fee
- Attend regularly for your benefit and to support the Shed
- Taking reasonable care of your own and other people's safety
- Speaking up if you don't feel safe
- Wearing your own suitable PPE. Items are available to borrow for a session
- Wearing appropriate clothing, tie up long hair, no draping sleeves, no open toes, or jellies
- General principle for tool usage - are you competent in its use? If not ask
- Ensure you receive training on any machinery you want to use
- The basis is mutual respect and consideration
- If you clear up as you go along it makes space and tools available to others – then they won't try and make do' with the wrong tools or too little space
- Dispose of waste sustainably
- If you are feeling frustrated or not quite well it's best to take a break
- We should all report accidents or 'near misses'
- If something is not working properly tell the workshop supervisor or coordinator
- If you are not sure how to do something, ask, we all need help sometimes
- Speak up - "It could be dangerous if you talk to me whilst I'm using machinery"
- Know the Workshop rules, follow them and encourage others to do the same
- Read the Shed procedures
- At the end of your visit, sweep up, clean up, dispose of waste correctly and empty the bins
- Respect the social, clean space and keep it clean and tidy. Wash up, clean up, put away
- Do not waste power or resources.