Health and Safety Policy Statement

General policy

The overall philosophy will support a culture whereby everyone takes responsibility for their own safety and that of all others who may be involved with The Shed. Members will be encouraged to identify, report, assess and control safety risks and to continuously improve safety to reduce the risks of workshop-related injury, illness and harm.

Responsibilities

a) All members will:

- ensure that they understand the limits of their own competence and their responsibility to deal with any Health and Safety issues that arise;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own and others' health and safety by:
    - actively following safe working practices
    - reminding others to do likewise if they see unsafe activity
    - acting as a 'Buddy' if asked, to train new members on low risk tools.
- use equipment correctly and in accordance with training and instructions - when working with tools or machinery another member ***must*** be present at the Shed;
- ensure that all waste material is suitably disposed of in a timely manner and any personal project work is named and stored in a safe and secure manner.

b) The Shed Committee will:

- monitor that systems are in place to comply with all applicable laws, regulations, statutory obligations and other relevant requirements;
- ensure that the resources necessary to manage identified safety risks are provided;
- consult and communicate about health and safety issues and policy;
- accept a duty of care for the health and safety of other people who may be affected by the group's activities, such as the general public who visit The RWB Shed or attend events held by the group at other venues;
- ensure a Health and Safety Officer is identified by the membership.
- Assist with new member inductions if the H & S Officer is not present.

c) The Health and Safety Officer will:

- take day to day responsibility for ensuring this policy is put into practice;
- carry out new member Inductions, including the use of a Tool Competence Checklist to establish what training is required for that member.
- monitor and report back to the Shed Committee on safety performance and any issues or incidents requiring action;
- provide a point of contact for members on all safety-related questions;
- perform regular checks to ensure all equipment is safe to operate with correct guards in place and personal protective equipment available;
- maintain training records for all members;
- update the Competence Master Chart and display on noticeboard to allow members to find a Buddy when seeking help;
- maintain Risk Assessments covering all activities;

- ensure that all members have signed to indicate they are aware of this policy.

d) The role of a Buddy is:

- to the best of their abilities, provide a friendly introduction to all aspects of The Shed, and as time goes on to be available to answer questions as they arise;
- to help provide guidance and training if requested. If the Buddy feels they are not qualified to cover any aspect of this, they should defer to a member that ***is*** able to do it.
- having trained a fellow member on a particular tool, advise the H & S Officer when they feel that member is now competent, so that the Competence Master Chart can be updated.

This policy will be reviewed annually.