



Bishops Waltham Men's Shed (BWMS) Health & Safety Policy

This policy is to ensure that health and safety issues are considered and the well-being of all members and any visitors is protected.

Members and Visitors should adhere to the procedures and good practice outlined in the policy, which provides guidance on the working environment and personal health and safety.

The Health and Safety Officer (HSO) and First Aiders are listed on the Main Noticeboard

Personal Health and Safety

Members should:

1. Ensure the well-being of themselves and other members
2. When reasonably practical, avoid moving or handling heavy equipment
3. Make sure there is adequate help to move or handle heavier items, especially if carrying them up or downstairs
4. Ensure all equipment is maintained in good state of repair and is safe at all times
5. Withdraw from service any equipment that is in poor state of repair, faulty or unsafe
6. When transporting by car, make every effort to store any material or equipment safely and securely in a position where the drivers view of the road or mirrors is not obscured.
7. Report any Accident/Incident by completing an Accident Record in the BWMS Accident Book.

Working Environment

Members should ensure:

1. There are a minimum of 2 people on site at all times
2. They are aware of the Fire/Emergency Exits, location of Fire Extinguishers and where Emergency Electrical Stop Buttons are located.
3. They are aware of the location of the Defibrillator and First Aid box
4. The working environment is clear of any hazards to themselves and/or others
5. The working environment is left clean and tidy after use
6. They wear any safety equipment such as ear defenders, face masks, safety glasses and safety shoes where necessary
7. They are deemed competent by an assessor or trainer before using any equipment.

Equipment Trainers must:

1. Be aware of the importance of conducting the session in environment which is safe both to themselves, to their trainee and other members. This includes ensuring that the layout, access, lighting, ventilation and heating are adequate.
2. Ensure the Competency Records are updated after training.

Fire and Emergencies

In the event of a fire or other emergency, members should report to the Fire Assembly Point by the entrance gate.

The Daily Attendance Record Sheet will be removed from the noticeboard and checked to ensure all members are present are accounted for.

Next of Kin Contact Details are available on the main noticeboard.

Equipment

All Electrical equipment will be Portable Appliance Test (PAT) tested annually and recorded. Operating Procedures, Hazards and Safety information are available on the BWMS website

Hygiene and Maintenance

The Kitchen and Toilet areas are to be adequately cleaned.

Fire extinguishers and First Aid Kit are to be regularly checked by the HSO