

Earth Balance Shed Health and safety policy 2016

Background

Earth Balance Shed is a new club started in February 2016 to give socializing health benefits for practical men and women who enjoy making their own projects or helping with community tasks. We now have a good little workshop. We had a £200 grant from the lottery fund and lots of kind people also donated tools.

Look for the grass roofed building across from the lake. We meet every Friday 2pm to 4 pm plus other times as needed.

We are supported by Earth Balance, who provide a building, encouragement and guidance. We have use of toilets next to the Toby Henderson Autistic Centre. We also use the kitchen below the office for tea and coffee.

We intend to form a charitable unincorporated association with an urgent aim to find funding for insurance.

The trustees of our association are committed to a policy enabling all work activities to be carried out safely and with measures taken to remove (or at least reduce) risks to the health, safety and welfare of Shed members, authorised visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with all legal requirements of the Health and Safety Regulations and understand that especially for woodwork and dust hazards we will have to restrict use of some of our donated machinery until we can afford effective safety equipment.

This is the statement of general policy and arrangements for:		
Earth Balance Shed		
Rob Ferguson founder member and Trustee		has overall and final responsibility for health and safety
Rob Ferguson founder member and Trustee		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Rob Ferguson, all trustees and all members.	We are undertaking risk assessment of materials, equipment and routines. Actions arising out of those assessments are being implemented.

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Provide clear instructions and information, and adequate training, to ensure members are competent to do their work. <i>(Note we have no employees, but we want to be as safety aware as possible)</i>	Rob Ferguson and those members with relevant experience.	We are aiming to develop a membership form which will help us to organize induction for new members and swap training as needed between ourselves. Develop Induction Pack (including Shed Rules)
Engage and consult with members on day-to-day health and safety conditions	Rob Ferguson, All	Members regularly discuss new health and safety topics as they arise. Rob then to add labels posters and HSE materials file to bring safety matters to member's attention.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Rob Ferguson, Keith Nicholson	Extinguisher present, no flammable liquids stored in the shed. Single door always kept unlocked, we will have to read further to discover if there is more we need to do?
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Rob Ferguson, all members.	Our hand tools and one battery operated drill are maintained in good condition. Our various donated tools are tested by ourselves. The drills are old, but in good condition. The routers need dust extraction added before they can be used indoors. The hand held circular saw should only be used outside where dust created should disperse safely. Our donated timbers, softwoods, hardwoods and particle boards should all be considered likely to cause unhealthy dust. We need further advice regarding our wood lathe.

Signed: * Trustee		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Meeting room Earth Balance site.
First-aid box is located:	Meeting room Earth Balance site. (We aim to acquire our own kit when funds allow.)
Accident book is located:	Unsafe incidences and photocopies of HSE accident record sheets kept in our workshop.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment Earth Balance Shed

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.
We have no employees, but choose to write a risk assessment to help us provide a safe workshop for members of the public who would like to become members of our shed.

We have used the HSE's Five steps to Risk Assessment:

- 1 To identify hazards Rob Ferguson:
 Looked at HSE web pages for woodworking and for charities to learn where hazards can occur.
 Looked at our donated tools, especially to assess likely dust creation and control.
 Talked with members, especially to understand their industrial experience.
- 2 Rob wrote down who could be harmed and how.
- 3 For each hazard Rob looked at what controls if any were in place and compared to good practice on the HSE website.
- 4 Putting the risk assessment into practice, Rob Ferguson decided and recorded who was responsible for implementing the further actions and when they should be done. When each action was completed, it was ticked off and the date recorded. Copies of the risk assessment was distributed to all members.
- 5 Rob discussed the findings with members. A decision was made to review and update the risk assessment every year or straightaway if any major changes in the workshop happened.

Earth Balance Shed

Date of risk assessment: 7th December 2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Exposure to wood dust	Members risk lung diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose. Dust from fibre board, especially from sources outside EU can be especially unhealthy.	We have not yet got local exhaust ventilation (LEV) provided for machines and members are being asked to use routers and circular saws outside until we can acquire LEV. We do have LEV on one handheld sander Wood dust cleared up using a vacuum cleaner, fitted with an appropriate filter. Our timbers and boards are donated and therefore of origin unknown.	Remind members of the risks of wood dust, and why these controls are necessary. Aim to acquire Suitable LEV and consider respiratory protective equipment (RPE) for very dusty jobs Remind members never to dry sweep wood dust, which just spreads the dust around. Consider members doing health surveillance questionnaire before starting, then annually. Any affected members referred to a medical professional	Rob Ferguson + all members	From now when funds allow From now	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Machinery	Members risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades or router blades.	All machines are guarded. Guards inspected regularly and maintained as necessary to ensure their good condition Recent numbers attending have been 4 members, which allows sufficient space to work safely. Members monitored by Rob Ferguson and all to ensure guards always used. Members trained in safe use of machines by a competent member. None of our machines are braked	Download information sheets on the safe use of the machines used in the workshop from HSE website and pin them up in the workshop. As the club expands consider ways of limiting numbers so as to ensure safe working space. (Note we may also get a bigger workshop)	Rob Ferguson+ all members	1 st Feb2017 When need arises	
Manual handling	Members may suffer musculoskeletal disorders such as back pain, from handling heavy/bulky objects, eg timber boards	Members are practical people able to take responsibility for their own in manual handling. We are a friendly group and we help each other when a large object is to be moved. Workbenches and machine tables set at a comfortable height.	Check all members are happy with this approach.	Rob Ferguson+ all members	From now	
Noise	Members and others may suffer temporary or permanent hearing damage from exposure to noise from woodworking machinery.	The routers and the circular saw are very noisy, though these machine are used infrequently. We have no hearing protectors yet.	Consider acquiring hearing protectors when funds allow.	Rob Ferguson+ all members	In time when funds allow	
Slips, trips and falls	Members could suffer injuries such as bruising or fractures if they trip over objects, or slip, eg on spillages, and fall.	Generally good housekeeping – off-cuts cleared away promptly, dust cleared regularly etc. Good lighting in all areas.	Remind members to clear up spillages of wax or polish immediately, even very minor spillages.	Rob Ferguson+ all members	From now	
Electrical	Members could get electrical shocks or burns from using faulty electrical equipment, eg machinery, or a faulty installation Electrical faults can also lead to fires.	Much of our electrical equipment has been donated and some have had defective plugs. We do check donations carefully and repair where necessary. Residual current device (RCD) built into main switchboard.	Remind members to report any damaged equipment to Rob Ferguson. Ask the building owner – Earth Balance when the next safety check of the electrical installation will be done. Also the system for repairing any damage to the mains circuits eg broken light switches or sockets	Rob Ferguson + all members	From now	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Work at height	Falls from any height can cause bruising and fractures.	Our building is single story and there is little occasion to work at height. We have done one project where a sign was fixed at a height. In that case ladders were borrowed.	Condition of stepladder to be checked when needed.	Rob Ferguson + all	As needed	
Fire	If trapped, members could suffer fatal injuries from smoke inhalation/burns.	Potential ignition sources are several old electrical control systems in our workshop. We also use electric heaters. The master electricity switch is always switched off when we leave the building. We have quantities of timber as a potential fuel source. No solvent based paints are kept in our building. There are no additional sources of oxygen. We have one fire extinguisher. The door is always unlocked when we are working.	Fire risk assessment has been started, see www.communities.gov.uk/fire Ensure the actions identified as necessary by the fire risk assessment are completed.	Rob Ferguson + all	1 st Feb2017	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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