



## **PLEASE READ THIS**

**Safety** in the workshops is subject to a number of various risk assessments and safe working practices which have to be observed and adhered to by all workshop users and enforced by the person in charge of these areas. Due to high-risk activities taking place in the workshops access to these areas is restricted to authorised personnel only. No other person may enter the workshops without permission.

### **General Rules for Workshop Equipment and Tools**

- No machine may be used, or work undertaken without the knowledge and agreement of the Session Manager.
- Any person working in the workshop must have read, understood and signed the Health & Safety Manual.
- Only those people shown on the users list may use any machine.
- Service records of all machine tools, plant and equipment must be kept. They must list the date of any service/repair and name of the person responsible for carrying out that service/repair. Faults which cannot be repaired immediately should be reported to the Session Manager. The machine must be disconnected from its power source and a clearly visible "out of order" note attached to it.
- All Portable Electrical Equipment must be regularly inspected and tested for electrical safety (PAT).
- No mechanical Lifting equipment may be used in the workshop.
- Ladders/stepladders should be individually identified and formal inspections carried out.
- No welding may be undertaken.
- When using woodworking machines the dust extractor and face masks must be used. All dust collection devices must be used and air filters must be subject to a thorough examination before each use.
- Equipment must be cleaned after use. All materials, tools or equipment used must be cleaned, checked and tidied away.
- Tools and equipment must not be removed from the workshop without permission from the Session Manager.
- When working with machine tools or other equipment with rotating spindles, jewellery, loose clothing etc. are prohibited and long hair must be completely covered.
- Personal Protective Equipment (PPE) is supplied and must be used where necessary. Barrier cream, lab coats/overalls, eye and hearing protection, dust masks and safety shoes must be used as the work/risk assessment dictates.
- The gangway through the workshop must be kept clear. Any oil spillage, grease etc. must be cleaned up immediately.
- No hazardous substance (Cleaning fluid, Acid etc.) can be used without the express permission of the Session Manager.