

Totton Men's Shed Health & Safety Manual

Version Draft A 08-02-2021

All members must read and understand this Health & Safety Manual

INTRODUCTION

Many senior athlete injuries happen when they recognize that some of their physical strength and skills have lost their edge. Fear and pride take over and to avoid others from seeing them struggle, they push themselves to the point of injury.

In the Men's Shed environment, we recognise the above Health & Safety trap. Members of the Totton Men's Shed have a DUTY OF CARE to themselves, their Shed colleagues and visitors to operate safely.

DON'T GET HURT.

Responsibility for Shed Safety is everyone's business because safe operating is essential to everything we do.

The Committee and Session Leaders who oversee shed operations have a key role in requiring that safe practices are followed.

Members who use the shed facilities have a corresponding duty to comply with all "safe practices".

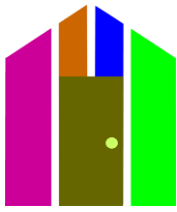
RISK ASSESSMENT OF THE WORK AREA AND THE PROJECT

Incidents / accidents can happen if we begin working without properly considering what might go wrong. For example, we might use the wrong tools, we might take shortcuts that might be dangerous or, we fail to consider others moving around us.

Good Men's Shed Health & Safety practice is to foresee what could go wrong and ensure that all reasonable steps are taken to avoid an incident / accident that might cause injury or damage.

INCIDENT MANAGEMENT

It is important for all concerned that incidents (and near misses) are treated seriously. Every incident or near miss signals a flaw in Totton Men's Shed Health & Safety practice and should be reported to the Session Manager or person responsible.



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Notes should be made about each incident including the cause in the Incident/Accident log. Immediate corrective action should be taken if possible, to prevent an incident happening again. In any event the entry in the log must be as complete as possible so that remedial action can be taken.

If a Member feels it could have Insurance implications, it must be reported to a Community Centre Administrator or Community Association Trustee as soon as possible.

PERSONAL SAFETY

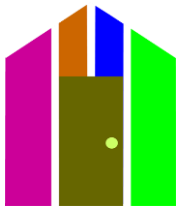
From research, a fundamental benefit of the Men's Shed concept is that time spent in the company of others provides a positive health outcome. Sheds provide a place for men (and women) to meet and share in a variety of activities with others. An activity can be as simple as a friendly chat with other members, through to operating machines connected to Shed activities.

Membership is open to anyone who wishes to join – there is a minimal joining fee so that everyone can become fully participating members regardless of their age or background. Members are required to respect other members including those who supervise activities in order that the Shed operates safely.

Members will be asked to provide some personal information when they join. This is to ensure that member's specific health risks are known. This information might prove useful in the event of an emergency.

The Totton Men's Shed provides sufficient equipment / material to ensure that acceptable hygiene standards are maintained. The activities of the Shed will dictate what is needed. For example, a group that undertakes woodwork will need a different hygiene regimen to a group that repairs bicycles.

The Use of chemicals of any sort is at the discretion (and under the control of) the Session Manager. Members must wear appropriate protection as advised by the manufacturer when handling cleaning chemicals. If in doubt, ask the Session Manager to provide safety information before their use.



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Machines may only be used by qualified members and at the discretion of the Session Manager. Each machine has an associated list of qualified users. All machines are to be fitted with guards, where appropriate, to prevent injury to operators and people in the vicinity. Operators are to wear Personal Protection Equipment (PPE) as defined in the Equipment Operators Instructions. Operators are also required to check the condition of tools and equipment prior to use and to comply with safety standards and signage.

FIRST AID

Totton Men's Shed and the Totton & Eling Community Centre have several members trained in First Aid. If no-one with training is available, a Medical Practitioner should be contacted by phone (111).

The Session Manager should examine the injured member's file (if appropriate) because it may contain important information regarding disabilities, medication and allergies that could be critical.

All injuries regardless how slight must be recorded in the First Aid Register.

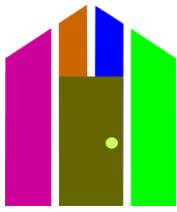
A small First Aid kit is available in the Shed and a larger kit is available in the Community Centre (Kitchen). Depending on the activity it may be appropriate to hold additional first aid items.

For Example,

- In a woodwork shop, splinters in the hand are commonplace so ensure there are a variety of tweezers available.
- Extra eyewashes for dust in the eye are useful.
- 'Spray on' plastic skin may be useful for keeping scratches & grazes clean.
- Finger bandages with an applicator are also useful as stick-on dressings may come off in the workshop.

LABELLING

All containers must adequately and accurately display the contents of the container. This must also include dates where appropriate.



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If smaller amounts are transferred from the main container to a smaller one for current use, then great care needs to be taken when using / disposing of the smaller / work containers because harm could result and it is likely that important safety information will not be available on the smaller work container.

For example, a plastic water bottle filled with mineral turpentine would poison and possibly kill a drinker who mistook the contents for water – the water bottle **MUST** be correctly and prominently labelled so that misuse can be avoided.

WASTE DISPOSAL

Normal waste is disposed of in the normal way via the Community Centre waste system.

'Trade Waste' items such as paint tins, pieces of machinery, toxic substances etc. need to be disposed of in the special container provided.

NO SMOKING

It is against the law to smoke in the shed. If you must smoke, go outside into the park area. Smokers are asked to dispose of their cigarette butts safely and without littering.

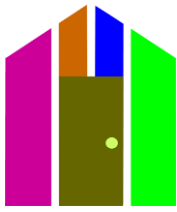
DRUGS AND ALCOHOL

The illegal use of drugs is not permitted in the Shed at any time and that legal amounts of alcohol is only consumed when no other 'work' activities are taking place that involve the use of power tools or equipment.

The above does not apply to 'Prescription' medication that can be taken in accordance with the doctor's instructions.

PRESCRIPTION MEDICATION

Members who need to take prescription medication are free to do so. However, members need to be aware of any medication they are taking which may impact on their ability to work safely with tools and equipment.



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This information should be conveyed to the Session Manager. If there is any doubt as to the ability of the member to operate tools and equipment, then that member should seek written clearance from their GP.

REPORT DISABILITIES (PERMANENT & TEMPORARY)

Members are required to advise of any existing or temporary disabilities or impairments that can affect safety be made known to the Session Manager who will note it on file and not communicate it to anyone else unless the member wishes the information to be common knowledge.

WORKING WITH PEOPLE WITH A DISABILITY

One of the characteristics of Men's Sheds is that many of our members have some kind of disability and we are used to handling such circumstances – where we reasonably can, we adapt. In the shed environment many members have age related disabilities such as the need for glasses, hearing aids, walking aids and so on and some members have more complex disabilities that are more difficult to manage.

MINIMUM/MAXIMUM NUMBER OF PEOPLE IN THE SHED

A minimum of two people **MUST** be in attendance while the Shed is open. The reason is to ensure that if a member needs help, another person is there to provide assistance. The maximum number in the shed shall be defined in the Session Description.

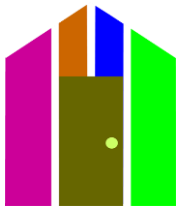
SAFETY OF VISITORS

Safety legislation sets out that when visitors come to a workplace, the people at the workplace have a duty of care to ensure they are safe. The visitors also have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

In practical terms, our Insurers require that all visitors to Men's Sheds be advised about any known dangers / risks they could encounter in the Shed.

Additionally, the normal safety practices that apply to members, also apply to visitors. These include;

- wearing shoes that cover the toes



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- Long hair covered by a net if near to machines
- Wear safety glasses
- Wear all other appropriate PPE
- Observe all safety signage

GENERAL SAFETY RULES

Only members who have been tested & approved are permitted to use the power tools.

- Do not operate machines whilst under the influence of drugs, alcohol or medication.
- Wear approved eye & ear protection & when necessary hair covers & dust mask.
- Do not wear ties, loose gloves, or loose clothing.
- Never start a machine before clearing away nearby objects
- Always use the guards & ensure they are correctly spaced from the cutter
- Ensure there is enough space on the feed & exit sides for the work piece
- Where applicable ensure the dust-extractor is "On" & functioning
- Before starting, warn anyone using tools to prevent reaction to sudden noise.
- When switching "On" keep well clear of cutters
- Let the machine get to full speed before contacting the work piece
- Turn the machine "Off" when a job is jammed.
- When finished turn machine "Off". Wait for cutter/blade to stop before removing work piece.
- Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else inadvertently operates the wall switch.
- Clean Up to keep the area safe.

If a machine does not seem to be functioning correctly - STOP - Unplug the machine from power and inform the Session Manager.