



Health and Safety Guidelines

For events outside the clubrooms

This is a guide for an event intended for attendance by club members and persons from other woodworking clubs. This is a situation where those attending are generally participating in the purpose of the event, or there to watch the participants.

After each participant has signed a Health and Safety Declaration the organisers of the event expect participants to abide by that declaration for the duration of this event.

In all emergencies, follow the directions of the Health and Safety Officer.

Emergency Evacuations Fire

Make sure you are familiar with the location of the fire alarm activation switches and the evacuation assembly area.

In the event of fire being discovered sound the alarm by activating the nearest fire alarm switch. The Health and Safety Officer or a deputy is to call 111 to advise the Fire Service. All personnel are to evacuate the building immediately and assemble at the Evacuation Assembly Area and are to remain there until given the all clear by the Health and Safety Officer.

Earthquake

Switch off equipment. Take cover under tables or in doorways, crouched face down, head and neck covered away from windows. If no tables are available crouch face down, head and neck covered on the floor against the wall.

Volcanic Eruption and Flooding

Listen to and follow the instructions of the Health and Safety Officer.

Setup of equipment

Upon your arrival at the venue you will be allocated a space for your use during the weekend.

You are responsible for all aspects of setting up your equipment in a safe manner. This includes, but is not limited to, the provision of adequate trolleys / carrying devices to transport equipment and / or supplies into the activity location.

All lathes and other equipment must be placed on the provided carpet squares to minimize damage to the floor.

You must ensure that ALL your equipment and supplies can be accommodated within your designated area.

Do not place equipment, wood, tools etc. in walkways where they could be a hazard to other people.

Electrical power

Power cables will be available throughout the designated floor area. You will need to ensure any extension leads / power cables are not damaged and are of a suitable grade/quality for the machinery to be connected to the power supply. All power cables are to be kept away from walkways or taped down to prevent tripping. All power cables must be free from damaged outer coverings and have no visible metal wires. Do not overload plug boards etc. with excessive connections.

Operation of woodturning or other equipment

Only people registered for the event as Participants are to operate any equipment. No-one considered to be under the influence of alcohol or drugs will be permitted to operate any equipment. The decision will be made by the Health and Safety Officer and is final.

You must follow any instructions given to you by the Health and Safety Officer in regard to any Health and Safety issue.

Anyone operating any equipment in a manner deemed to be dangerous or inappropriate by the Health and Safety Officer will be removed from the premises.

At all times all machinery must be used in accordance with the manufacturer's instructions and in a manner that will not endanger any other person.

It is your responsibility to ensure that no wood comes off your lathe and harms other people. This may be achieved by using a screen/shield, or turning at low speeds, or placing your lathe so it faces, and is close to, a wall.

In consideration for all other participants and attendees please do not undertake excessive sanding of your wood. Dust is to be kept to a minimum at all times.

Ensure there is no flammable material close to any grinding equipment.

All wood shavings are to be removed from accumulating around equipment on a regular basis to prevent fire danger.

All cloths, rags etc. used for the application of oils and/or polishes must be removed from the building overnight and placed in the open air.

Appropriate Personal Protection Equipment must be worn when operating equipment or in close proximity watching the operation of the equipment. The Guild standards of no open-toed footwear, no loose clothing, a face shield while operating a lathe, and safety glasses as a minimum when operating other machinery, will be enforced.

Ensure all equipment is turned off when it is not in use.

Take regular breaks away from your equipment to prevent fatigue.

Do not allow yourself to be distracted by other people while operating any equipment or using tools.

Remember, it only takes a moment of inattention to have an accident but the effects could be for a lifetime.