

## Mid-Staffordshire Woodturning Association

### Health and Safety Guidance Note

The Association is committed to the Health and Safety of members and visitors to its meetings and demonstrations at the Village Hall, Etching Hill and elsewhere. This is in line with the policy of the Association of Woodturners of Great Britain (AWGB), of which the MSWA is a member.

The following notes outline the actions that support the above statement of intent.

Chairman or other persons in charge at club meetings.

1. Review weather and consider cancellation/postponement in event of poor weather conditions.
2. Ensure that layout or room does not compromise the emergency/exit/egress from the room in the event of fire.
3. Make a brief announcement about procedure for an emergency evacuation including a nominated assembly point in the car park.

Equipment Officer

1. Check Equipment before use.
2. Arrange to have equipment PAT (Portable Appliance Tested) at appropriate intervals.
3. Maintain a First Aid kit in the Village Hall equipment store.
4. Ensure that the layout of the room takes account of the nature of the demonstration, providing a safe distance between lathe and audience and making provision for dust extraction where appropriate.
5. Check that cable runs to equipment are protected and laid away from pedestrian routes.
6. Note to be placed with First Aid kit advising locations and telephone numbers of nearest emergency services.

Events Secretary

1. Select Demonstrators on basis of experience and credentials (Membership of AWGB or Professional Turners as a basis)
2. Advise Demonstrators at time of their selection of the Health and Safety Policy of

the Association and seek their assurance that they will respect the obligations of the MSWA, in line with AWGB policy.

3. Ask Demonstrators to ensure that they are aware of the properties of the materials that they use in their demonstration and to minimise any hazard to the members and visitors present. (Suggest that they have the COSSH sheets or manufacturer's guidance notes available)

## Secretary

1. Ensure that the MSWA is aware of any Health and Safety advice and considerations from the Village Hall under the meeting lease conditions.

Additional items for when the Club is demonstrating elsewhere.

1. Club Member in charge of the display for that day to liaise with Event organisers on all Health and Safety measures implemented by them. Check access to stand for equipment, etc.
2. Check that display layout does not introduce any hazards such as cable trips, dust etc.. Consider the use of a transparent screen or locate a table to ensure that spectators are not open to objects ejected from the lathe.
3. Ensure that equipment is protected by RCD tripping, particularly relevant for open-air events.

Prepared by Philip Watts

2<sup>nd</sup> September 2011

Updated 2<sup>nd</sup> October 2011

Updated 5<sup>th</sup> October 2011

Corrected 30 November 2011

Corrected 22<sup>nd</sup> December 2011

Health and Safety Guidance Note.doc