



Community Shed rules

Please leave the facility as you would like to find it, keep it safe and tidy
Clean up after yourself and at the end of your visit, sweep up/ vacuum the floor if necessary

Only use equipment as instructed. If unsure, always ask for advice in the use of any tool or item of equipment, or its use for a specific project

Ensure tools and equipment are in safe working order before use. If a fault is noticed you must immediately notify the H&S Officer, maintenance man or daily supervisor and ensure it is recorded in the fault log

Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities

Always clean equipment after use and return it to a usable state

Return tools to the appropriate place and clear workbenches

Always report any damage or breakages

All work for others follows the 2-man rule. Design/Make/repair and then review independently

Process Scrap and dispose of waste correctly

Clean tables and keep the social space tidy and welcoming

Wash and dry up mugs, put away and clean the sink

Do not waste power or resources.

Thank-you



Fire action notice

Nominated person with responsibilities for fire safety

Location of first aid kit

Location of fire extinguishers

Location of assemble area

Location of defibrillator

Smoke alarms are fitted in all rooms.

In the event of a fire

- Shout 'fire'
- For a small fire the fire extinguisher can be used by a competent person
- If mobile signal is unavailable use the phone and call the fire brigade
- Turn electric power off
- Use the closest exit – the main entrance or emergency doors
- Close all doors if possible
- Evacuate to a safe distance to the assembly area
- Record all fires and near misses.

People with Mobility difficulties

- Be aware of those with mobility difficulties
- Make sure you have easy access to any mobility aids you may need
- Carers are responsible for those persons in their care.

Precautions

- Think about all possible escape routes in case there's a fire
- Ensure escape routes and final exits are kept clear at all times
- Make sure exits are well lit
- Be aware of the importance of general fire safety and good housekeeping.

Be aware of yours and others safety



Your Workshop Day Supervisor is

Your Workshop coordinator today is



Site Waste Management Plan

A Site Waste Management Plan (SWMP) is a document that provides information on how waste is managed. SWMP aims to mitigate the impact of waste on the environment while helping save money by managing waste more efficiently through reuse, recycling, and recovery.

Contents:

- Planning and preparation
- Allocating responsibilities
- Identifying waste
- Managing waste
- Disposing of waste
- Organizing materials and waste
- Communicating and training
- Measuring and monitoring waste
- Reviewing the success and learning lessons for the future

The individual areas have different needs, the workshop has wood for re-use, recycling and waste, swarf from metalwork, some hazardous waste, general waste and recycling. The kitchen and social spaces have general waste, recycling and food waste. The information area has a paper waste bin and a shredder.

There are bins for all disposal.

Food and drink are only to be consumed in the kitchen and social spaces.

Bins will be provided for all relevant disposals and bin liners.

The workshop coordinator is responsible for overall management and disposal of recycling and waste disposal.

All bins are to be emptied daily at the end of the session and disposed of into the car park bin.

By room:

The social space contains the recycling bins and a general waste bin

The kitchen area contains the food waste and general waste bin

The workshop contains:

- Timber re-use bin, timber waste, sawdust and chippings

- Metalwork swarf

- Hazardous waste (lidded bin)

- General waste

The Info area has a paper waste bin and shredder for adding to the recycling bin.

Instruction to members is in the induction training and on noticeboards in each room.

Monitoring of effectiveness will be carried out by the workshop coordinator and reported back to the board of directors.



Workshop waste and disposal policy

Do not waste resources

Large pieces of timber are stored safely, in the correct rack for re-use

Scrap timber is processed and stored correctly

Hazardous waste e.g solvent, paints, used rags are to be put into the lidded metal bin.

Use the vacuum to clean out equipment

Sweep the benches and floor regularly and dispose of in general rubbish

Use the bins with black bin liners for all general rubbish

If you bring an item in take it home

Do not leave your rubbish in the Shed.

Daily

Clean workbenches after use

Sweep floor, but avoid raising dust

Use workshop vacuum if necessary

Empty hazardous bin into general waste for disposal

Waste and disposal policy

Do not waste resources - Recycle wherever possible - Use the correct bins provided

Plastic is washed and pressed together.

Cans are thrown away so that sharp edges are safe.

Paper and cardboard are scrapped and pressed together.

Glass is disposed of separately and carefully to avoid breakages.