



ADMS Safety Policy

All employers must have a Safety Policy. ADMS is a Voluntary Organisation (Registered Charity) and has fewer than five employees ADMS does not in fact need to write anything down. But in the Interest of Duty of Care and Best Practice, this document has been created. It should be treated a 'live' document and updated when required:

This is the statement of general policy and arrangements for:		
Alford & District Men's Shed		
Dr. John Reid (Secretary)	has overall and final responsibility for health and safety	
XXXX XXXXXXXX (Trustee)	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy (As applying to Members and not more than 1 employee)	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents by managing the health and safety risks in the workplace	Duty Supervisor (see approved list)	
Provide clear instructions and information, and adequate training, to ensure Members and Employees are competent to do their work		
Engage and consult with Members and Employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. Fire risk assessment made in accordance with https://www.gov.uk/workplace-fire-safety-your-responsibilities		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: Dr. John Reid (Secretary)		Date:	
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HSE Guide: "You should review your policy if you think it might no longer be valid, e.g. if circumstances change. If you have fewer than five employees, you don't have to write down your policy."

Health and safety law poster is displayed at Meeting Room Noticeboard.	
First-aid box is located: In the Office	
Accident book is located: In the Office	

Accidents during opening hours will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk Assessment

All employers must conduct a risk assessment. ADMS is a Voluntary Organisation (Registered Charity) and has fewer than five employees ADMS does not in fact need to write anything down. But in the Interest of Duty of Care and Best Practice, this document has been created. It should be treated a 'live' document and updated when required:

This RA has been based on the example risk assessments provided by HSE guide (<http://www.hse.gov.uk/risk/casestudies>).

Organisation name: **ADMS**

Date of risk assessment: **05/04/2019**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Members, Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including steps. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.			From now on xx/xx/xx	xx/xx/xx xx/xx/xx
Noise	Members, Staff and others may suffer temporary or permanent hearing damage from exposure to noise from metal & woodworking machinery.	<ul style="list-style-type: none"> Noise enclosures used where practicable and maintained in good condition. Low-noise tooling used where possible. Suitable hearing protectors provided for Members and Staff. Staff trained in risks of noise exposure. Staff trained in systems of work to reduce noise exposure (e.g. suitable feed rates for certain jobs, timber control etc). 				
Vehicles	Staff may suffer serious, possibly fatal, injuries if struck by a vehicle such as a lift truck or a delivery lorry.	<ul style="list-style-type: none"> Pedestrian walkways marked. 	<ul style="list-style-type: none"> Ensure drivers get out of their vehicle and stand in a safe area while it is being loaded/unloaded. Parking areas are adjacent Few heavy deliveries are anticipated 			

Electrical	Members or Staff could get electrical shocks or burns from using faulty electrical equipment, e.g. machinery, or a faulty installation. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • Residual current device (RCD) built into main switchboard. • Members prompted to spot and report any defective plugs, discoloured sockets or damaged cable/equipment to Duty Supervisor. • No personal electrical appliances, e.g. toasters or fans, allowed. • Full Electrical wiring check made in February 2019 				
Work at height	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> • Strong stepladders, in good condition, provided. • Only trained & authorised Members and Staff allowed to work at height. 	<ul style="list-style-type: none"> • Condition of all ladders to be checked periodically. 			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> • Fire risk assessment done • Emergency Response Plan made 	<ul style="list-style-type: none"> • Ensure the actions identified as necessary by the fire risk assessment are completed. 			

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14