



Harlow Community Men's Shed

HEALTH & SAFETY POLICY

Our statement of general policy is:

- We encourage and support a culture where all members may identify, report, assess and control safety risk in the Shed.
- To continuously improve safety to reduce the risk of work related injury, illness and harm.
- To provide induction training and briefings to ensure all members and visitors have the relevant skills and knowledge to understand risks and their safety obligations.
- To comply with all applicable laws, regulations, statutory obligations and other relevant requirements.
- To ensure that members have necessary resources and skills to effectively manage identified safety risks.
- To maintain and improve a safety management system.
- To consult and communicate with members about safety.
- To provide information and documentation to assist with effective safety management.
- We accept our duty of care for the health and safety of other people who may be affected by our activities – such as the general public who may visit HCMS or attend events held by HCMS at other venues.

Responsibilities:

Before using any tools, power tools or specific piece of machinery, members must have received any required training and had their competence signed off by an authorised Shed member.

Day to day responsibility for ensuring this policy is put into practice at HCMS is delegated to the Session Supervisor but also rests with all members who has a duty of care for themselves and others present.

Members of HCMS taking part in activities should ensure that they understand the limits of their own competence and responsibility for any Health and Safety issues that arise.

All members have a duty to:

- Co-operate with the Session Supervisor and the Organising Committee on Health and Safety matters.
- Not interfere with anything provided to safeguard their Health and Safety.
- Take reasonable care of their own and others' Health and Safety.
- Use equipment correctly in accordance with training and instructions.
- Use provided Personal Protective Equipment (PPE) as appropriate and required.
- To continuously improve safety to reduce the risk of work related injury, illness and harm.
- Acquaint themselves with the location of fire exits, fire extinguishers and the First Aid kit.

**We are collectively responsible for keeping each other safe.
Look and Check, - if in doubt – ASK.**

This policy will be revised and reviewed as necessary.

Last Revision – November 2019