



## Introduction to Health and Safety

1. Each machine or tool in the shed has the potential to cause injury to its user or those in the vicinity.
2. In order to keep yourself, other shed members and visitors safe, you are requested to make yourself aware of the potential hazards of each piece of equipment you use, and follow the risk assessments and correct operating procedures. There will be a hard copy of each in the shed for each machine.
3. DO NOT USE any machine while taking medication that can affect your response time, mobility or ability to concentrate.
4. DO NOT USE any machine if you have not been shown how to operate it. If you have been shown, but are still unsure, ALWAYS ask for help.
5. You will be given guidance on the use of machines by someone who is competent and be asked to sign that you have read the risk assessment and understand the safe operating procedures. (Please be aware a competent user may not be available for all machines at every session, so please be patient, better to wait than be injured!)
6. If it has been a while since you operated a machine, please read through the operating procedures and risk assessment again.
7. If someone you wish to talk to someone who is using a machine, please do not interrupt them, but wait at a safe distance until they have stopped.
8. Please maintain a safe distance between yourself and anyone working with tools or equipment.
9. Check each machine or tool before use, if you see any damage DO NOT use it.
10. If you damage a machine or tool, please report it. Not doing so could result in someone being injured.
11. Please tidy your workspace after use and return tools to their correct storage position.