



# Health & Safety Policy

## Setting the scene

The Wedmore Men's Shed is a friendly and welcoming meeting place where men (regardless of age, background or ability) come together and undertake a variety of member-lead activities.

These include, talking over tea & biscuits, day trips, organised talks, small workshop-based activities and projects in the community. The principal objectives include advancing the health and well-being of the Shedders and creating opportunities to contribute to the local community.

Shedders have a wealth of knowledge and experience, and, with member-lead activities, often know more than Shed Leaders so they are also expected to understand and acknowledge the limits of their own knowledge, experience, competence and physical abilities.

## Part 1: Statement of intent

Wedmore Men's Shed has a duty of care to protect its members (Shedders) from harm. The Shed's Board of Trustees (hereafter "the board") aims to:

1. Foster an environment of help, support, care and concern for our own and each other's safety and wellbeing, and, without criticising, to actively encourage others in these practices. Note: All Shedders are volunteers and are there for their wellbeing and mental health it is not our intention to direct, control, tell or police other volunteers.
2. Take reasonable steps to review the safety and wellbeing of all Shedders and visitors to Shed premises and to reduce risks of harm or injury from shed activities as much as practicable.
3. Allow people who feel they have the necessary skills to use workshop equipment and share their knowledge with others to expand their knowledge and skills and try new things within the limits of what they feel comfortable doing.
4. Introduce all new Shedders to the Safety & Wellbeing framework, Safeguarding, Health and Safety Policies and Code of Conduct that they are asked to follow upon joining the Shed.
5. Monitor, review and update the policy, documents and implementation as necessary, bringing any relevant changes to members' attention.

## Part 2: Responsibilities

While Shedders are all volunteers the following have formal responsibilities:

- Policy & ensuring its effective operation    **The Board** .....(see noticeboard)
- Overall Safeguarding responsibility:        **Safeguarding Contacts** .....(see noticeboard)
- Overall Health & Safety responsibility:    **H&S Coordinator**.....(see noticeboard)
- Day-to-day responsibility:                    **All Shedders & Shed Leaders**
- Member lead Activities:                      **Shedder who is leading an activity**

## Part 3: Arrangements for health and safety

The “Safeguarding & Safety Framework” shows a framework to help us achieve our responsibilities.

- The Policies and documents within this framework shall be reviewed and updated as necessary (but at least annually) depending on changes to equipment, activities undertaken, membership and so on.
- Conduct risk assessments to identify and reduce risk of injury from workshop equipment and other shed activities and hazardous substances.
- Provide and replace when necessary Personal Protective Equipment (PPE) and display clear details of First Aid, emergency procedures and fire safety equipment etc.
- Identify “**Major Machine Hazards**”, and in turn Standard Operating Procedures (SOPs) (within the limit of our non-specialist knowledge) to highlight risk to Shedders so that they can make an informed decision about their competence and comfort in using the equipment.
- To identify Shedders who are experienced with specialist machines/equipment and create a noticeboard of **Nominated Helpers** so that everyone knows who to ask for help or advice.
- All Shedders are required to review and check equipment is safely and properly set up before using it, if they have any doubts or concerns, they should refer to a **Nominated Helper**.
- All new members and Shed Leaders will be given an induction explaining the framework and covering health, safety and safeguarding procedure.
- Inspire all Shedders to encourage others (without criticising) to review their potential impact on others, follow safe practices, use PPE, clean up after themselves in accordance with the code of conduct.
- If Shedders blatantly disregard their own safety or especially the safety of others, after review under the Code of Conduct Policy, they may be warned and or indeed asked to leave and possibly even banned from coming to the shed.
- To record accidents or near misses in the “Accident & Incidents Book” and report all such occurrences to the **H&S Coordinator** or another **Board** member.

There is a central noticeboard in the common room that displays key policies, documents and information (e.g. First Aid, Accident & Incident Book, Fire Emergency Procedures)

**Date of adoption: 28th November 2024**