

WORCESTERSHIRE WOODTURNERS

GENERAL INSTRUCTIONS TO REDUCE RISK OF INJURY AT THE CLUB

Committee Members and Lathe Leaders are to monitor club activities but any occurrence noted by members and considered to put members, guests or guest turners at risk must be reported to a Committee Member or Lathe Leader Immediately

Personal Protection Equipment applies to all Members, guests & demonstrators

Eye & Dust Protection	Eye protection will be worn by all lathe users and lathe Leaders when using either club or personal lathes. It is recommended that mouth mask to be used when fine turning or sanding.
Clothing	No person using a lathe is to wear loose clothing or clothing made from open weave fabrics. Preferred dress is a Turners Smock. Ties/necklaces or items that are a snag risk must be removed or secured to eliminate the snagging risk. There are to be no items <i>in</i> top pockets. Suitable protective footwear to <i>be used</i> .
First Aid Kits	Two first Aid kits are maintained and stored in the equipment lockers. Incidents requiring minor treatment, must be entered in the notebook in each kit.

Hazards

Scalds	Preparing the hot water Urn and dispensing flasks is restricted to Nominated trained club members. The urn must be STABLE, and safe from falling. Others may only draw off hot water to make hot drinks for personal consumption. Dispensing flasks for tea must be used.
Dust	Following "hands-on" or heavy shavings from demonstrations, the vacuum cleaner will be used to collect dust and shavings, so sweeping is kept to a minimum to prevent air borne dust.
Slips, Trips & Falls	Clubroom floor has been non-slip panted, bt there remains a risk of slippage on small wood shavings/dust. Shavings should be swept up regularly. Dust hoovered up. As fire door access is not non-slip treated , the building must be accessed by front doors only. There is an increased risk of slippage during periods of wet/low temperature weather. Extension leads must be covered by safety, moulded guard strips/protection pads if crossing pedestrian access and fully unwound.
Lifting	Heavy items, for demonstrations, may be brought into club room only under supervision of a committee member. Lathes are to be moved by two persons , from storage to point of use and back to storage. Recommended handing weight is 25 kg, but personal fitness and build must be taken into consideration. Worktables/benches must not be dragged. Each requires a minimum of three persons to move them.
Electrical Equipment	ALL electrical equipment must comply with PAT regulations - a label showing date of test and date of next test must be affixed. Items out of date are NOT to be used. Club members' personal lathes, used for demonstrations and "hands-on" evening, must be PAT tested as club equipment BEFORE use. RCD must be used with all electrical items.
Prime Equipment	ALL electrical equipment must comply with PAT regulations - a label showing date of test and date of next test must be affixed. Items out of date are NOT to be used.

Protective Screen	Should be in place at ALL times whilst turning. Only lathe operators and lathe leaders to be machine side- All other viewers to be min 1.5 mtr in front of the screen.
Emergency Exits	Make yourself aware of all emergency exits. And check that they are clear.