

Health and safety policy – workshop safety

This is the statement of general policy and arrangements for: Rural Enterprise Centre CIC

Overall and final responsibility for health and safety is that of: Heather Wilson

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: As Above

Rural Enterprises CIC

Green Acres Rural Enterprise Centre

**CIC Rural Enterprise Centre
01327 703313**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Heather Wilson Rural Enterprise Centre Manager	To Ensure that all visitors to the centre are made aware of the on-site procedures in relation to the site itself and the surrounding areas i.e. Farm land animals etc
To provide adequate training to ensure employees are competent to do their work.	Heather Wilson Rural Enterprise Centre Manager	All paid staff and volunteers will have an induction tour of the site which will include the fire procedure
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	As Above	To ensure that the space that is occupied by staff/volunteers and young people is warm and comfortable as possible that there is access to a sink area all refreshments are kept in a fridge
To implement emergency procedures – evacuation in case of fire or other significant incident..	As Above	Fire procedure will be displayed in the office and the main entrance area
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	H Wilson and Farm owner	All dangerous substances will be stored safely outside the centre including any farm machinery with the cooperation of the land owner

Health and safety law poster is displayed:			
First-aid box and accident book are located:			
Accidents and ill health at work reported under RIDDOR:	First Aid box located in the office with accident book for reporting all incidents and accidents		
Signed: (Employer) Heather Wilson		Date:	1/11/25
Subject to review, monitoring and revision by: CIC Rural Enterprise		Every:	12 months months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

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Workshop Health and Safety	Responsibility of: Name/Title	Action/Arrangements
<p>General Health and Safety Whole workshop – electric shock from machinery, guards and fences on machinery correctly set, machinery used at correct speed settings. Loose clothing not worn, jewellery removed, eye protection (goggles) worn when working, ventilation or extraction equipment properly adjusted / used when working.</p> <p>Workshop rules and behaviour (safe working practice)</p> <ul style="list-style-type: none"> • Aprons and goggles must be worn at all times when using machinery • Loose hair ties back and jewellery taken off. Shirt / pullover sleeves pulled up. • Workshops should be kept clean and tidy. Scrap materials should be put in bins. • Never run in a workshop • Never blow dust – sweep into a bin • Excess tools and materials put away after use. Carrying tools the correct way • Main risk when people do not know or understand how to use something correctly – if not sure always ask • Students must follow all instructions 		
Material Health and Safety		Risk level - Mid
Hazards	Risk control measures	
<p>Timber hazards:</p> <ul style="list-style-type: none"> • Wood dust irritates eyes and respiratory tract • High exposure to wood dust can cause skin, lung and nasal disorders • High amounts of wood dust can become explosive • Accumulating wood dust can cause fire hazard • Wood dust on the floor can be slippery • Bruising can create airborne dust 	<p>Timber control measures:</p> <ul style="list-style-type: none"> • Sufficient general ventilation should be provided • Respiratory protective equipment should be worn during any prolonged hand or machine sanding • Suitable eye protection should be worn • Machine sanding should be kept to a minimum • Work areas should be kept clean 	
<p>Plastic Hazards:</p> <ul style="list-style-type: none"> • Dust from hand and machine cutting. Inhalation of dust can present a hazard • Heat softened plastics can stick to skin • Work pieces can shatter during manufacture 	<p>Plastic control measures:</p> <ul style="list-style-type: none"> • Sufficient general ventilation should be provided • Water should be used as a lubricant to minimise dust • Suitable eye protection should be worn • Gloves should be used if pieces are heat softened • Work pieces to be clamped together during machining 	

Metal hazards: <ul style="list-style-type: none"> Waste materials from processing metals can damage the eyes and skin Coolants and cutting oils can irritate the eyes and cause dermatitis Falling materials can present a hazard 	Metal Control Measures: <ul style="list-style-type: none"> Proper instruction should be given on safe handling of metals and metal waste Suitable eye protection should be worn when machining metals Hands should be washed thoroughly after contact with metals and coolants
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Portable Tools and Equipment		Risk level - Mid
Hazards	Risk control measures	
<ul style="list-style-type: none"> Electric shock from tools Contact with cutters, blades, abrasive wheels and sanding disc can cause injuries Broken cutters, blades and abrasive wheels can be violently ejected. Dust can be inhaled Trailing cables could be tripped over Noise can lead to hearing problems Batteries can spontaneously combust or explode if incorrectly used. Hot melt glue gun: <ul style="list-style-type: none"> Electric shock from tools Leads could cause a trip hazard Hot glue nozzle tips can cause burns Splashes of glue can cause burns Hand tools: <ul style="list-style-type: none"> Sharp tools, falling tools, tools breaking or coming apart in use, slipping tools (which can occur when pressure is applied to them) can all cause injury Lathe: <ul style="list-style-type: none"> Sharp tools, falling tool, tools or materials breaking or coming loose in use, incorrect speed/clamping of material. 	<ul style="list-style-type: none"> Portable tools should only be used for the design purpose in accordance with the manufacturers recommendations Students should be aware of hazards associated with portable tools and precautions that should be taken during use Portable tools should be immobilised when changing cutters, blades, etc If the machine has moving parts or is likely to produce hazardous material, long hair and loose clothing should be secured, dangling jewellery should be removed, suitable gloves and eye protection worn Tools should be locked in a safe place at the end of each working session. <ul style="list-style-type: none"> Supply leads for glue gins should be heat resistant. Care should be taken to ensure that trailing leads do not become entangled with the operator, other in the vicinity or the hot glue nozzle Suitable eye protection should be worn <ul style="list-style-type: none"> Hand tools should be stored at a suitable height for access. Hand tools should not be left projecting from a bench Faces of hammer heads and hammer shafts should be frequently inspected Edged tools should be kept sharp and in good condition. Sharp or printed tools should be handled with care (with cutting edges protected or pointing downwards) Bench hooks should be maintained in good condition Tools should not be carried in pockets or under belts <ul style="list-style-type: none"> Tools should be stored in a suitable place for access and should not project from benches Tools should be inspected regularly and kept sharp in good working order Correct PPE should be worn when operating the machine and only one student at time Students will be given instruction on how to use the machine safely including installing material safely. 	

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Any incidents during the journey that give rise to concern should be verbally reported immediately to the school and centre management. Followed by a written version being submitted to those concerned.				
Signed: (Employer) Heather Wilson		Date:	1/11/25	
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