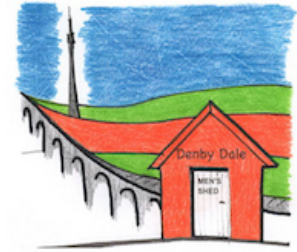


HEALTH AND SAFETY POLICY



This is the statement of health and safety policy and arrangements for Denby Dale & District Men's Shed Association (DDDMSA) whose charitable object is:

To promote social inclusion for the public benefit by preventing people, particularly but not exclusively men aged 18 or over, within Denby Dale and the surrounding area, from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of facilities in which they can meet to undertake creative, physical or recreational activities, learn or pass on skills and knowledge, and support each other socially.

The Chairman and Trustees of DDDMSA has overall and final responsibility for health and safety in the Shed.

The Management Team and Session Leaders have day to day responsibility for ensuring practice of this policy in the Shed.

Whilst at the shed all Members must:

- Take reasonable care for their own health and safety and that of others.
- Comply with any reasonable instructions, policies and procedures given by the Management Team and or Session Leaders.
- Take care of all PPE and return it in a clean state after use.
- Tidy work areas after use and ensure all tools and equipment is returned to its storage place.
- Inform a member of the Management Team or a Session Leader of any failings found within existing H&S control arrangements.

This Health and Safety policy is displayed at:	Notice board in meeting room
First aid box is located at:	Next to door leading to kitchen area
Accident log is located at:	Next to door leading to kitchen area
Fire assembly point is at:	Duck pond car park, Cuttlehurst

Statement of General Policy	Responsibility	Action / Arrangement
Prevent accidents and cases of ill-health arising from Shed activities by managing the health and safety risks in the Shed	Management Team, Session Leaders, all members	Day to day supervision of member activities by at least 1 member of Management Team or Session Leader to ensure all safety instructions are being followed and complied with
Provide clear instructions and information, and adequate training, to ensure Sheddors act in a safe manner	Management Team	Risk assessments and method statements will be provided to manage the health and safety risks within DDDMSA. All shed members to be trained or approved in the safe use of tools, equipment and machinery by competent persons. If members are not trained to use items, then they must request training from Management team or Session Leader prior to use of that item. A record of suitably trained members is to be made. Appropriate PPE must be worn by members at all times.
Engage and consult with Sheddors on day-to-day health and safety conditions	Management Team	Regular feedback will be sought from members by the Management team on the adequacy of existing safety measures and this will be actioned if deemed necessary.
Implement and display clear details of emergency procedures – evacuation in case of fire or other significant incidents	Management Team	Emergency lighting and suitable signage will be put in place. Members to be trained in use of fire extinguishment appliances and fire and evacuation procedures. Fire exit routes to be communicated to all members and kept clear of any obstruction. Members to be shown location of cut off valves and switches for water and electricity services.
Provide and maintain Personal Protective Equipment and ensure it is used where appropriate	Management Team	PPE will be provided by DDDMSA to its members to enable safe use of tools, equipment and machinery. Wearing of suitable PPE is a condition of membership. Refusal of members to wear suitable PPE will not be tolerated at any time. Members must ensure that they are wearing the correct PPE. PPE will be stored in a manner to keep it free from contamination, loss, damage or deterioration. All used PPE will be stored separately and regularly disposed of by the Management Team.
Maintain safe and health conditions, maintain equipment and machinery and ensure safe storage	Management Team	Good housekeeping practices to be undertaken daily by all members. Work areas to be kept clean, tidy and free from obstruction so far as is reasonably practicable and all waste to be removed from the premises in a timely manner. Machinery and equipment will be subject to regular maintenance. All tools and equipment are provided with their own place of safe storage and members must ensure all items are placed into their correct areas after use.