



**WIGHT WOODTURNERS**

**Health & Safety**

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# **Wight Woodturners**

## **Health and Safety Procedures**

This document is primarily intended for use by Committee Members. It provides details of the procedures that the Committee should consider to ensure the safety of members, guests and the general public during Club meetings, demonstrations, shows and exhibitions and meet our insurance conditions.



## **Health and Safety Procedures**

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## Health and Safety Procedures

### 1. Introduction

This document gives details of the procedures that the Committee should consider to ensure the safety of members, guests and the general public during meetings, demonstrations, shows and exhibitions.

The Club's Health & Safety Policy document sets out the Club's aims to promote safety at meetings and the expectations required of members during Club activities. The Policy together with the Procedures and Safe Working Guidance in this document provide a framework for raising the awareness of potential hazards at Club events and for introducing measures to minimize the risks to members and others.

The Club's Craft Insurance obligates the Club to demonstrate that H & S aspects have been responsibly considered by carrying out formal Risk Assessments for each type of Club activity. The Risk Assessment procedures will be defined later in this document.

### 2. General Safety Measures

Before the specific hazards of woodturning are considered in detail there are a number of more general safety issues at Club meetings of which members and guests should be made aware. Members of the Committee should, as far as reasonably possible, ensure that those present at Club events comply with a number of common sense measures, detailed below, to safeguard their own safety and the safety of others.

In addition, all Committee members should be familiar with the contents of the **Wendes Hall Handbook** as issued by the 1<sup>st</sup> Newport Scouts. A copy of this is retained adjacent to the electronic entry system.

Where appropriate, these general safety measures should be included in the formal Risk Assessment for each Club activity being assessed.

#### 2.1 Informing Members

Members should be reminded from time to time about all aspects of Club Health and Safety when attending meetings and events organized by the Club. New members and Guests should be briefed on Club Safety and domestic arrangements when first attending meetings.

#### 2.2 Fire Safety

The 1st Newport Scouts Headquarters meeting venue used by the Club will comply with Local Fire Regulations. The Committee should make Club members made aware of:-

- The entire 1st Newport Scouts Headquarters building and compound is a No Smoking area
- The location of all the fire exits – See appendix B
- The location of fire extinguishers and their use– See appendix B
- The location of the Marshalling Area in the event of an evacuation is the Car park
- All members and guests are required to sign the Club Attendance Register on arrival to enable a roll call in the event of a fire evacuation
- The member responsible for the Attendance Register shall, in the event of an evacuation, take the register to the marshalling area for a roll call by any committee member



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In the Event of a fire, first evacuate the building, make a roll call, call the emergency services Fire/Ambulance/Police AND alert one of the emergency contacts for the Scouts as given in the Wendes Hall Handbook.

It should also be noted that any woodturning related activity within the building that involves the application of naked flame is **prohibited** as the Club Craft Insurance does not provide cover for this.

Fire risks should be included in the Club Risk Assessments as appropriate.

### 2.3 Electrical Safety

The 1st Newport Scouts Headquarters building has a modern electrical distribution system with two distribution boards which are situated at the rear of the stage and in the entrance lobby. These boards incorporate magnetic circuit trips for overload and earth fault current devices (RCDs) for personal protection. All Club committee members should be familiar with the distribution board locations, the functions of the two boards and how to access them. Refer to Appendix B.

Before each use of any Club electrical equipment on Club activities it shall be visually checked for electrical integrity, especially the flying lead and plug, in case damage has occurred in storage or transportation. Ensure the correct current rating of mains fuse is fitted. Defective equipment must **not** be used until rectified.

When Club electrical equipment is used at outside events such as shows, fairs and exhibitions etc. a member of the Committee shall ensure that:-

- The electrical supply provided has adequate power capability for the equipment to be used AND is nominally 230 volts AC at 50 Hz
- The supply outlet connections are correct i.e. Live, Neutral and Earth are correctly connected to the socket terminals. (May be checked with the Club polarity checker)
- An adequate earth is provided
- All equipment is operated via a local RCD device plugged directly into the supply outlet. The RCD function should be tested using the device Test button at each use. **Only** the Club RCDs, with a current Visual Inspection record, should be used to provide protection at Club activities.

The above Electrical Safety checks must be included in the Risk Assessment as appropriate. The Club's insurance obliges us to ensure that all equipment is maintained and safe to use which requires all electrical equipment to be periodically electrically tested and visually inspected.



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#### 2.3.1 Portable Appliance Test - (PAT) Test

It is a mandatory requirement for electrical equipment used in a public area to have a valid PAT test certificate. Club electrical equipment is considered as “portable” if it is fitted with a trailing 13A mains plug. This equipment must only be PAT tested by a suitably qualified electrical contractor on a regular basis to ensure that it does not present a personnel shock hazard nor pose a potential fire risk. The frequency of the PAT test for the various types of Club equipment is determined by the schedule detailed below.

An up-to-date paper master of the “Record of Electrical Testing” should be maintained by the Committee and retained in the Electrical Testing Working File with an exact copy retained in the Risk Assessment folder. (When the Club demonstrates at external public events such as shows and fayres, the event organizer, who will have his own risk assessment, is at liberty to inspect the PAT status of the participating organizations.)

If any member’s own electrical equipment is used at a Club activity, or an external event, it must have a current PAT test certificate and must visually checked before use.

#### 2.3.2 Schedule of PAT Testing

It is the responsibility of the owner of any electrical equipment used in a public area to define how often each piece of equipment is re-tested. The frequency of re-test is determined by the type of equipment and the amount of use/abuse it may be subject to. The Wight Woodturners equipment is grouped as follows:-

- 12 Monthly – Mains extension leads, Lighting equipment, RCDs
- 24 Monthly – Lathes, Bench Grinder, 16A extension lead, projector unit
- 36 Monthly – A/V equipment, Laptop PSU

Each piece of Club electrical equipment shall be identified by the unique Club Asset Number as allocated in the Club Asset Register. The equipment Asset Number shall be used to reference the PAT Test results for that Item.

The Club electrical equipment list shall be retained together with the Schedule of PAT Testing and the current PAT certificates in the Electrical Testing Working File.

For general guidance on the maintenance of portable electrical equipment refer to the HSE guide “Maintaining Portable Electrical Equipment” retained in the Risk Assessment folder.

#### 2.3.3 Formal Visual Inspection of Electrical Equipment - FVI

All Club Electrical equipment and detachable mains leads, including Extension Leads, MUST be visually inspected annually, either as part of a scheduled full PAT Test, or a separate FVI check. An up-to-date paper record of the full FVI checks should be retained in “Electrical Testing Working File” and the date and inspection status the included in the “Record of Electrical Testing” as in Para 2.3.1 above. Records must be up-dated every year.



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These FVI checks include inspecting the equipment casing, switches, and mains socket for damage or overheating. Mains leads are inspected for cuts, overheating, correct fusing and plug integrity. Refer to Appendix **E** for FVI inspection procedures and Appendix **F** for the FVI record sheet.

#### **2.3.4 The Use and Inspection of Residual Current Devices - RCDs**

The Club plug-in devices, sometimes known as PRCDs (Portable RCD), **MUST** be used whenever Club equipment is operated from mains supplies, refer also Para. 2.3. above.

The use of RCDs minimizes the risk of a fatal electrocution by quickly disconnecting the mains in the event of a fault. It can also provide some protection against electrical fires. RCDs are delicate electro-mechanical devices which should be treated with care, not dropped and stored safely. The Club Brennenstuhl RCDs must be plugged directly into a wall socket and also to ensure that they operate in the vertical position. A multi-way extension lead may be plugged into the RCD to enable the powering of several equipments.

At each use, the RCD **MUST** be checked for correct functioning by pressing the **TEST** button to ensure the device trips out. If it fails to do so it will not provide any protection and must be replaced immediately. Note:- the Club RCDs also provide a NVR Switch function so that if the mains supply is interrupted, the **RESET** button on the RCD must be pressed to re-enable the device once the mains is restored.

At the present time, it is considered that RCDs do not come within the scope of standard PAT testing. However, it is a clear recommendation in the 4th Edition of the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment that PRCDs be subject to an annual FVI including a function test using the **TEST** button. Also, there is recommendation that periodic dynamic testing of “trip current” and “cut-out time” be carried out with specialized test equipment, but this is at the discretion of the RCD owner.

The Club, as a minimum, must always use RCDs with electrical equipment, with the RCD tested before each use and subject to an annual FVI inspection and results recorded as in Para 3.3.3 above. The use, and testing before use, of RCDs must be reflected in all Club Risk Assessments.

#### **2.3.5 Untested Electrical Equipment Acquired by the Club**

Any electrical equipment, new or previously used, acquired by the Club during the year between the annual PAT testing sessions does not need to be immediately PAT tested before being used on Club activities. However, any such equipment **MUST** be subject to a Formal Visual Inspection (FVI) and the results recorded in the Record of Electrical Testing. This applies equally to Club owned equipment, as listed on the Club Asset Register, and members' personal equipment used on Club activities. Should the responsible person carrying out the FVI have any doubt as to the electrical safety of any such item then a full PAT test **MUST** be carried out before Club use.

Any person carrying out the FVI should be mindful of the mechanical condition of any item if this may compromise the electrical safety or indeed directly impose a personal hazard.



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#### 2.4 Manual Handling Safety

The Club equipment includes a number of items that are very heavy and/or are awkward to lift. The Committee should advise members lifting or moving heavy or awkward items that they must be aware of their own capabilities. If in doubt, members should be advised to get assistance

(Senior members should be aware of their diminishing strength and capability and act accordingly and not recklessly – Be sensible!)

The lifting risks can be minimized by considering the following:-

- Break the load down into smaller parts
- Think first and plan the lift from beginning to end
- Get assistance from other members
- Use a lifting or transporting aid
- Be aware of safe lifting posture

When lifting risks are included in a Risk Assessment it may be useful to refer to the HSE document **“Manual handling at work - A brief guide”**. This is retained in the Club Risk Assessment Folder

#### 2.5 Working Alone

Members should be advised that when working alone on a Club activity they should be particularly vigilant as to their own safety. Ensure that others know where they are and what they are doing. The lone member should always have a means of communication in case of an emergency i.e. mobile phone.

#### 2.6 First Aid and Accident Reporting

Members should be advised that during Club activities in the 1st Newport Scouts Headquarters a First Aid Kit and Accident Report Book will be available at the Sign-In location by the hall door. Any member injured during Club activities should report the injury to a Committee member and appropriate action taken for the person receiving the injury. For each accident an entry must be made in the Accident Report Book which is kept in the Club's Risk Assessment Folder. This is important, as even minor injuries may later develop serious complications e.g. sepsis.

Where accidents are solely as a result of Club activities the reporting is made in the Club Accident Report Book. Where the accident/incident is as a result of any facility within the Wendes Hall or the on the 1<sup>st</sup> Newport Scouts compound then this must be recorded in Accident Incidents Book provided by the Scouts AND in the Club's own Accident Record Book. The Scouts record book is kept with the Wendes Hall Handbook retained adjacent to the electronic entry system.( Para. 2 above)

Within the 1st Newport Scouts building there is also a First Aid Box on the wall adjacent to the QM Store door in the smaller outer hall.

Where Club equipment is used at shows, fairs or exhibitions the First Aid Kit and Club Accident Report Book shall be readily available at that venue.



### 2.7 Defibrillator provided by the Scouts

A defibrillator, located adjacent to the QM Store door, is provided for the use of all hirers of the Wendes Hall. All Committee Members should familiarise themselves with this piece of equipment, its operation and its appropriate use on an unconscious patient with no pulse.

### 3. Risk Assessment Procedures

A Risk Assessment of a Club activity is a formal process performed by an experienced member to identify the potential safety hazards that may exist in undertaking any activity involving machinery or tools. The Risk Assessment must also consider any general safety hazards that may be present at a Club event. Once hazards are identified, measures to minimise those risks must be defined, formally recorded, put in place and then overseen by a named responsible person.

Risk Assessments are documentation required by the terms of our Club Craft Insurance a must be carried out for each type of Club activity where there may be potential safety hazards. The completed assessments should be retained in the Risk Assessment folder which should be available to all Committee members.

Separate Risk Assessments must be carried out for each of the following types of Club activities:-

- Demonstrator type events at the Club
- Regular Hands-on / Lathes Out type events at the Club
- Regular Mentoring or teaching activities involving Club Members at Club gatherings.
- **Each** specific outside event such as a Craft Fair / Show / Exhibition event where the General Public are present. Each event of this type must have its own Risk Assessment dated for that event.

(The Event organizer can ask to view the Risk Assessments of the individual exhibitors which may include inspection of current PAT certificates.)

This list of risk assessments is not exhaustive and should be adapted as the type of Club activities change.

Members performing the Risk Assessments should refer to the preceding sections of this document when dealing with the mandatory and general safety requirements. When assessing the potential hazards involved in the process of turning wood on a lathe, or using other associated machinery, the assessor may also refer to the following Section 4 on Safe Working. This provides non-mandatory guidance on relevant and accepted safe turning practices. The Risk Assessment form should be completed by the assessor by referring to this document, drawing on their own experience, and having a thorough knowledge of the activity being assessed. The author(s) should sign and date the Risk Assessments which should be retained in the Risk Assessment folder and be available to all Committee members.

The Risk Assessment author shall allocate the monitoring of the Controls to minimize the hazards to any number of “responsible persons” who are required to ensure the specified Controls are in place during setting-up, remain in place and are effective during the event. This way the Identified Hazards may be minimized to ensure the safety of all. The “responsible persons” may be drawn from members of the Committee or general Club members. They must be informed of their responsibilities and must be given of a copy of the relevant Risk Assessment before the event. There should always be a minimum of two





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“responsible persons” for each identified hazard to allow for non-attendance at any event. A paper copy of the Risk Assessment Must be available at each appropriate Club event.

The Assessments for regular club activities involving turning should be reviewed periodically or whenever there is a significant change in circumstances, personnel, or equipment. The Risk Assessment forms should be re-signed and re-dated to ensure the assessment is both relevant and up to date and retained in the Risk Assessment folder.

A blank Risk Assessment form can be found in Appendix C and a sample working copy in Appendix D.

#### 4. Guidance for Safe Working with Woodturning Lathes and Associated Equipment

This section firstly provides general guidance when working with machines and encompasses the fitness to work, personal working attire, spectator protection, and the recommended use of Personal Protection Equipment (PPE). This is followed by detailed advice on Safe working practice with Woodturning Lathes. This guidance falls into the category of “Safe and Good Practice” This is *guidance* because it is too

specialized and detailed for specific mandatory regulations. This list of hazards likely to be encountered is not exhaustive nor minutely detailed as it is intended as an “aide-memoire” for those compiling the Risk Assessments for the various Club activities. Refer to Section 3.

##### 4.1 General Safe Working Guidance

Before turning Good Practice is considered there are general safe working matters to take into account.

###### 4.1.1 Fitness to Work

Sometimes this aspect can be overlooked. Also, this is not easy to capture in a Risk Assessment so the assessor/responsible person needs to be both vigilant and diplomatic on the day. Wood turning requires quick and accurate responses, so members using lathes and machinery at Club activities should be physically and mentally able, not excessively tired, under the influence of drugs or alcohol nor preoccupied mentally. It is **essential** that members have adequate vision for the task in hand.

Members using Club lathes and machinery should be aware that their actions will be watched by other members who may include beginners and guests. The audience may well learn the demonstrator’s techniques, but be aware that they may also pick up bad habits!

###### 4.1.2 Safe Working Clothing

Members operating lathes at club activities should ensure that they are appropriately dressed for turning activities. Attention should be made to the following:-



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- Loose clothing and jewellery should be made safe e.g. cuffs, ties, scarves, shirt tails, necklaces and dangly bangles
- Long hair should be tied back
- Footwear should offer adequate protection from dropped sharp tools

It is the responsibility of Committee and experienced members when overseeing beginners, guests or youngsters to ensure that their clothing does not present as risk and advise them accordingly.

#### 4.1.3 The Working Area

Committee members should be aware of the following sensible precautions for the work area in the vicinity of the lathe, or other machinery, and include in any risk analysis as appropriate.

- Ensure the work area has sufficient space to work safely, adequate lighting, and non-slip matting.
- Electrical cables should be covered by matting or rubber cable protectors. Where this is not possible the routing of cables must be made visually obvious.
- Ensure that the switch for the electrical supply is readily accessible in case of an emergency
- The Club dry powder fire extinguisher should be placed in the vicinity of the working area.  
Make sure the demonstrator or user of the machinery is aware of its location
- As work proceeds, shavings can present a slipping hazard on a polished floor – ensure shavings are removed as appropriate.
- **Never** leave the work area with the lathe running
- The Club First Aid Kit and the Accident Report book should be located at the sign-in table should any member require it.  
Members should be made aware of the First Aid Kit location

#### 4.1.4 Personal Protection Equipment - PPE

The function of PPE is to provide personal protection for the operator of the machine. It is the personal responsibility of the turner to decide on his/her own protection.

At Club events the Committee should advise those using lathes or other equipment that the following PPE is recommended:-

- Eye protection – a full impact resistant face shield, wrap-around impact resistant glasses or goggles – the Club has a small quantity of eye protection for members use



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- A dust mask or respirator – members should supply their own masks for hygiene reasons
- Hearing protection – members should supply their own ear defenders for hygiene reasons
- Protective gloves if handling hazardous chemical finishes etc.  
Gloves must NOT be used when turning.

#### 4.1.5 Protection for Spectators

During Professional Demonstrations at 1st Newport Scouts Headquarters members watching the turner must be protected by the use of an impact resistant clear plastic safety screen mounted in front of the lathe. For normal Club turning activities the Committee should strongly recommend the use of a safety screen but may also use some discretion as appropriate to the situation.

When the Club provides demonstrations of turning at Shows and Fairs safety screens **MUST** always be used to protect the general public from working lathes.

Additionally the demonstrator/turner should be requested by the Committee to ensure that his work-holding methods are always adequate, a speed no faster than necessary is used and his tooling technique is cautious rather than aggressive. A watching audience should be informed of the risk from flying wood should the turning not go to plan.

Fine dust from sanding will also pose a hazard to spectators. Powered dust extraction may be used but the high level of noise from such equipment will drown the demonstrator's narrative. If dust extraction is not used the risk should be minimized by keeping dry sanding operations to an absolute minimum or using "wet" sanding with oils. (One mitigating factor is that the air volume of the Scout Headquarters Hall is very large compared to a home workshop so that with minimal sanding the average dust concentration should be low in the hall.)

At Club and public events the use of known toxic woods/composites or those which produce a fine obnoxious dust should be avoided. An individual's short term sensitivity to wood dust varies greatly from nothing or mild irritation through to triggering asthma attacks. Long term exposure to dust can cause the body to become sensitised so that the tolerance of dust levels diminishes. Refer to the HSE Information Sheet on "Toxic Woods" retained in the Risk Assessment folder.

#### 4.2 Safe Working with Woodturning Lathes

This guidance is not exhaustive for all situations but represents generally accepted best practice. It is certainly not intended that the Club Risk Assessments should go down to this level of detail. The Committee members should endeavour to bring this "best practice" to the attention of members using Club lathes and encourage them to follow it.



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It is the responsibility of the Committee members to be vigilant during Club lathe use time and should they see a member attempting an unsafe practice he /she must intervene by offering safe advice.

#### 4.2.1 The Lathe

- Make sure you are familiar with the machine before you use it
  - Make certain that any belt guards or covers etc. are in place. Check that all clamping devices (locks), such as on the tailstock and tool rest are tight.
  - Always check the speed of the lathe before switching on.  
Is the speed appropriate for the diameter you are turning?
  - When running a lathe in reverse the chuck or faceplate can unscrew. ONLY run the lathe in reverse if you use a spindle locking screw or device.
  - Remove chuck keys and adjusting spanners unless you are actually using them. Form a habit of checking for these and any spindle locking devices before switching the lathe on.
  - Position the tool-rest close enough to the workpiece to provide adequate tool support
  - Keep your fingers away from the rotating wood and don't hang your fingers over the tool-rest
  - Turn the lathe "off" before adjusting the tool rest. If you drop the workpiece, a tool, or a chuck key etc. switch the lathe off before bending down or reaching over to pick it up.
  - Always remove the tool rest before sanding or polishing operations
- 
- When sanding, do not wrap the abrasive around your fingers and use with your fingers trailing the direction of rotation
  - Never leave the lathe running unattended. Turn power off when not in use. Don't leave the lathe until it comes to a complete stop.

#### 4.2.2 The Workpiece

- Exercise caution when using stock with cracks, splits, bark, bark inclusions, knots, irregular shapes or protuberances. Beware of bark inclusions reducing the strength of the piece.
  - Rotate the workpiece by hand to ensure it clears the tool rest and bed before turning the lathe "on". Ensure the workpiece is firmly mounted. Tighten chuck jaws periodically when turning, particularly with green wood, or if you have left wood in the chuck for a period e.g. overnight.
  - When turning between centres, ensure the work is secure with sufficient tailstock pressure
- 
- Always set the lathe to a lower speed before turning a new item and keep the speed lower until the workpiece is balanced. This helps avoid the possibility of an unbalanced piece jumping out of the lathe and striking the operator/onlookers or excessive wobbling of the lathe.
  - Never stand in line with the workpiece when you switch-on the lathe. Once running, check for undue vibrations before proceeding. If the lathe is shaking or vibrating, lower the speed. If the workpiece vibrates always stop the machine to check the reason.
  - Use slower speeds for larger diameter or rough pieces and increased speed for smaller



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diameters and pieces that are balanced

- When turning pieces of wood with glue joints, ensure the joint is secure and use a lower lathe speed as a precaution
- Hold turning tools securely on the tool rest, and hold the tool in a controlled but comfortable manner before allowing it to touch the workpiece
- When finishing or polishing on the lathe do not use woven rag, always use non-woven safety scrim which will rip if snagged on the rotating workpiece
- When turning at Club meetings and Public Events keep sanding to a minimum. Use dust extraction facilities if available.
- At meetings and public demonstrations avoid wood that may produce toxic dust. Refer to HSE document on Toxic Woods in the Risk Assessment folder.)

#### 4.2.3 The Tools

- Keep tools sharp and clean for better and safer performance.
  - Don't force a blunt tool – extra pressure may cause the tool to slip or over shoot.
  - Don't use a tool for a purpose not intended.
  - Do not be tempted to use modified tools, such as converted files etc.
  - Do not place tools on the bench/table with the sharp end sticking out.
  - If you drop a sharp tool, do not try to catch it. It is far safer to let it hit the ground.
- 
- Wear eye protection and a dust mask when sharpening on a bench grinder and ensure shields are fitted.
  - If you are unsure about any aspect of the operation of your tools / equipment or about safety measures, consult a professional or experienced Club member.

#### Attachments :

- Appendix A - Wight Woodturners Health & Safety Policy Document
- Appendix B - Locations of Fire Exits and Extinguishers at the Scout Hall
- Appendix C - Risk Assessment Blank Form (2 sheets)
- Appendix D - An Example of a Working Risk Assessment (3 sheets)
- Appendix E - Formal Visual Inspection Procedures for Electrical Equipment (2 sheets)
- Appendix F - Sample FVI Record Sheets for Electrical Equipment (2 sheets)





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## Health & Safety Policy

1. It is the policy of the **Wight Woodturners Club** to safeguard all those attending Club events as far as reasonably possible.
  2. **Safety is the responsibility of ALL** those taking part in any Club activities. Members and guests should be aware of **Health and Safety** of both themselves and others are asked to comply with any specific requests from Committee members on **H & S** issues.
  3. **All Club members** should be familiar with the contents of the “**Member’s Safety Guide**” booklet.
  4. The Club will endeavour to see that all equipment is kept correctly maintained and serviced or otherwise quarantined against use for Club activities if unsafe or considered unserviceable.
  5. When Club activities involve machinery or tools the Club will normally carry out a **Risk Assessment**, appropriate to the activity, drawing on the Club’s **Health and Safety Procedures** document to identify potential hazards and means of controlling those hazards in order to minimize risks.
  6. All persons using lathes or bench grinders during the Club’s activities will be expected to wear eye protection and, where appropriate, use a suitable safety screen to provide protection to spectators. The Club has a small quantity of safety eyewear for use.  
Sanding and finishing should be kept to a minimum. Those requiring dust masks are expected to supply their own.
  7. It is the personal responsibility of those using lathes at Club’s activities to ensure that they are appropriately dressed. Hair, jewellery and loose clothing etc. should be made safe before the commencement of work. Appropriate footwear offering adequate protection should be worn.
  8. Should any member take loan of Club equipment then the **Health and Safety** implications, use and maintenance of the equipment on loan shall be the responsibility of that member.
  9. A **First Aid Kit** and **Accident Book** will be on prominent display along with a copy of this document at all relevant meetings.
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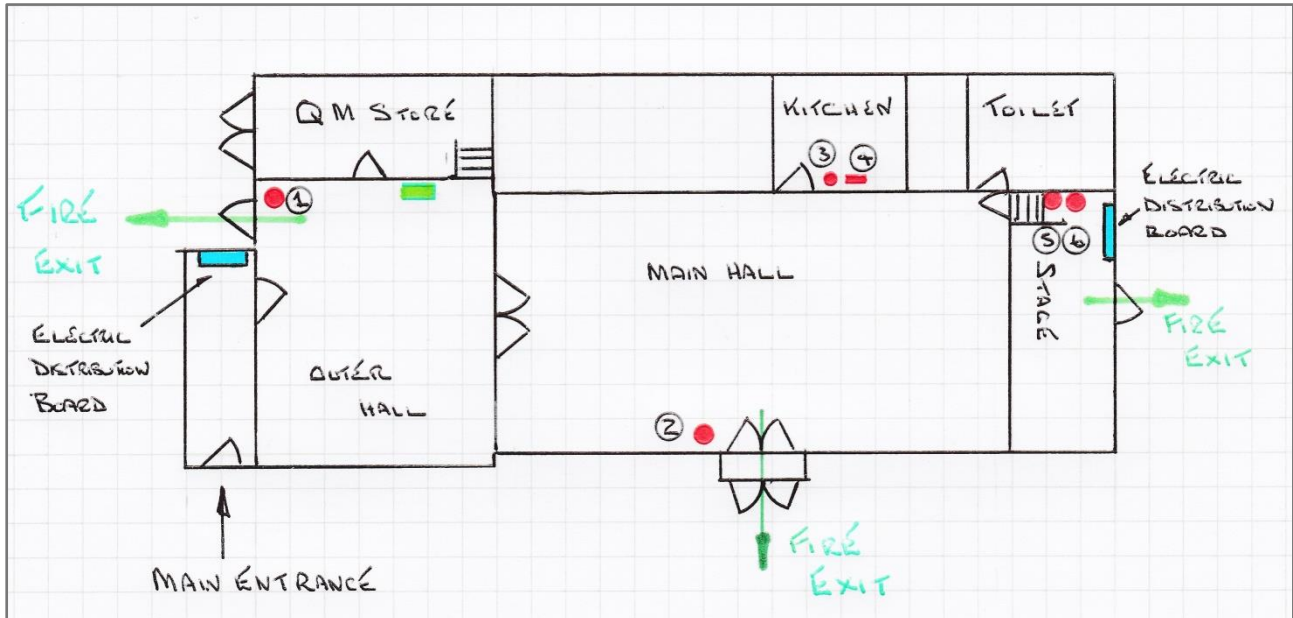






Appendix B

Location of Fire Exits and Extinguishers at the Scout Hall



IN THE EVENT OF A FIRE LEAVE THE BUILDING AND ASSEMBLE IN THE CAR PARK FOR A ROLL CALL

**Fire Exits**

- |               |                            |
|---------------|----------------------------|
| Outer Hall    | west end                   |
| Main Hall     | double doors on south side |
| Rear of Stage | single door to steps down  |

**Fire Extinguishers**

- |               |                 |
|---------------|-----------------|
| 1. Outer Hall | Water           |
| 2. Main Hall  | Water           |
| 3. Kitchen    | Dry powder      |
| 4. Kitchen    | Fire blanket    |
| 5. Stage      | CO <sub>2</sub> |
| 6. Stage      | Foam            |

**Do NOT use a water extinguisher on an electrical fire!**

**First Aid Box**

Located in the Outer Hall, adjacent to the QM Store door  
Defibrillator provided by the Scouts





# Wight Woodturners Risk Assessment Form

Type of Event:-

Location of Event:-

Date of Event:-

R. A. Date:-  
Assessor:-

**Caveats for this Assessment**

<b>IDENTIFY HAZARD</b>  Look only for hazards which you could reasonably expect to result in harm under the conditions of the event.  <i>e.g. Slips/Trips, Fire, Electricity, Dust, Noise, Chemicals, Moving Parts, Manual Handling</i>	<b>WHO MIGHT BE HARMED</b>  Do not list individuals, identify groups.  <i>e.g. club members, guests, visitors, general public, professional demonstrators, groups under tuition lone workers,</i>	<b>LIST ANY CONTROLS</b>  List any precautions that are in place.  <i>Has there been provided Adequate Training Instruction and information? Does it meet the standards required by law and any Code of Practice? if so then the risk has been adequately controlled.</i>	<b>ADDITIONAL CONTROLS</b>  List any additional controls that may be used to improve those that are in use at present:  <i>Remove the risk completely, add additional guarding, reduce exposure time, substitute the task, PPE as a last resort.</i>	<b>RESPONSIBLE PERSON</b>  A named person responsible for checking that controls are in place and enacted in order to minimize the identified Hazard  <i>To check before event starts and if necessary during the event</i>





# Wight Woodturners Risk Assessment Form

IDENTIFY HAZARD	WHO MIGHT BE HARMED	LIST ANY CONTROLS	ADDITIONAL CONTROLS	RESPONSIBLE PERSON





# Wight Woodturners Risk Assessment Form

**Type of Event:-** Demonstration at  
Primary School Christmas Fayre

**Location of Event:-** St Thomas of  
Canterbury Catholic Primary School  
Newport

**Date of Event:-** 3<sup>rd</sup> December 2016

**R. A. Date:-** 5-11-2016  
**Assessor:-** Peter Smart

### Caveats for this Assessment

- ♦ As this assessment assumes that only experienced Club members will be demonstrating, the specific hazards involved in the use of lathes and the process of turning are not detailed here.
- ♦ As it is a condition of the Club Craft Insurance that non-club members shall not participate in turning activities at shows/fayres, the hazards associated with novice turners are not considered here.

### Preparation of Demonstration Area

- ♦ Ideally the Club should request the school to clear the area allocated for the Turning Demonstration to enable the Club to place carpet protection before setting up the lathe.
- ♦ It would also be preferable for the school to move away books, storage boxes and equipment in the area in an orderly manner before the Club sets up for the demonstration.

IDENTIFY HAZARD	WHO MIGHT BE HARMED	LIST ANY CONTROLS	ADDITIONAL CONTROLS	RESPONSIBLE PERSON
<p>Look only for hazards which you could reasonably expect to result in harm under the conditions of the event.</p> <p><i>e.g. Slips/Trips, Fire, Electricity, Dust, Noise, Chemicals, Moving Parts, Manual Handling</i></p>	<p>Do not list individuals, identify groups.</p> <p><i>e.g. club members, guests, visitors, general public, professional demonstrators, groups under tuition lone workers,</i></p>	<p>List any precautions that are in place.</p> <p><i>Has there been provided Adequate Training Instruction and information? Does it meet the standards required by law and any Code of Practice? if so then the risk has been adequately controlled.</i></p>	<p>List any additional controls that may be used to improve those that are in use at present:</p> <p><i>Remove the risk completely, add additional guarding, reduce exposure time, substitute the task, PPE as a last resort.</i></p>	<p>A named person responsible for checking that controls are in place and enacted in order to minimize the identified Hazard</p> <p><i>To check before event starts and if necessary during the event</i></p>
<p>Manual handling of lathe and stand from transport to Classroom - Personal Injury Hazard</p>	<p>Club members (entry to classroom involves a short flight of steps with twists)</p>	<p>Members to be aware of manual handling &amp; lifting techniques. (See HSE Guide) Plan heavy lifts before starting. Break heavy items into smaller components. Use appropriate number of people for heavy lifts.</p>	<p>Provide moving equipment e.g. sack-truck, sliding boards as appropriate</p>	<p><b>AS/RG</b></p>
<p>Stability of lathe stand on floor protection sheet while turning - Personal Injury Hazard</p>	<p>Club members</p>	<p>Once in position, ensure the lathe stand castors are raised and stand cannot move or slip when lathe is in use</p>		<p><b>AS/RG</b></p>







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IDENTIFY HAZARD	WHO MIGHT BE HARMED	LIST ANY CONTROLS	ADDITIONAL CONTROLS	RESPONSIBLE PERSON
Electricity supply <b>- Shock Hazard</b>	Club members School children General public	Test supply outlet connections with polarity checker. Install RCD at supply outlet socket and test. Check polarity on extension lead at point of use.	Use only a single extension lead – do not join extension leads end to end	<b>PS/MG</b>
Electrical equipment <b>- Shock Hazard</b>	Club members School children General public	All electrical equipment must be PAT tested. Before first use, inspect equipment mains leads and plugs for damage in storage and transport. Make good any physical damage <b>before</b> use.	If damage is irreparable at that time remove equipment from use immediately	<b>PS/MG</b>
Mains Cables on floor <b>- Trip Hazard</b>	Club members School children General public	Keep cables out of audience/general public floor areas. Keep cables away from working area of lathe	Where possible place cables under interlocking matting. Use rubber cable protectors where appropriate.	<b>PS/MG</b>
Flying wood or wood chips from demonstrator's lathe <b>- Impact, Personal &amp; Eye Injury Hazard</b>	Club members School children General public	Turner to use full face protection or eye protection as appropriate Use clear plastic safety screen on viewing side of lathe. Turner to use only sound wood without visible splits or cracks.	Keep a watch full eye on school children approaching the working demonstrator – redirect as appropriate	Turner <b>RG/AS/MG</b> Monitoring children <b>JS/MG/PS</b>





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IDENTIFY HAZARD	WHO MIGHT BE HARMED	LIST ANY CONTROLS	ADDITIONAL CONTROLS	RESPONSIBLE PERSON
Sharp edged tools <b>- Cutting Injury Hazard</b>	Club members School children General public	Sharp turning tools, when not being actively used, must be safely stored out of reach of the public. Tools should be stored so sharp edges are protected and only handles are accessible to the turner.	Ensure Club First Aid Kit is available in case of injury.	<b>RG/AS/MG</b>
Wood dust <b>- Inhalation Hazard</b>	Club members School children General public	If appropriate turn only green wood or minimize sanding to reduce generation of dust. If appropriate wet sand (wax or oil) to reduce dust. Avoid known toxic woods	As a last resort, turner to use dust mask. Cover adjacent school equipment with dust sheets to minimize dust contamination	<b>RG/AS/MG</b>
Shavings in demonstrator area <b>- Slip/Trip Hazard</b>	Club members	Use rubber mats to cover floor in vicinity of lathe. Remove and bag shavings during course of demo.	Do NOT allow shavings to spread into public area	<b>PS/JS</b>
Wood finishes / colouring materials <b>- Toxic Hazard</b>	Club members School children General public	Avoid use of wood finishes. Any finishes used & colouring materials provided shall comply with the requirements of BS EN 71 - Safety of Toys	Provide supervision of children using colouring materials	Finishes – <b>RG/AS/MG</b> Colouring - <b>JS</b>
Equipment or shavings catching fire <b>- Fire Hazard</b>	Club members School children General public	Dry Powder fire extinguisher to be positioned within easy reach of turner Be aware of and comply with School Fire Regulations	Note:- Water or foam must NOT be used on electrical fires	Place extinguisher <b>AS</b>





# Wight Woodturners Risk Assessment Form

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## Appendix E

### Formal Visual Inspection (FVI) Procedures for Electrical Equipment

Paragraph 2.3.3 defines the requirement to carry out annual FVI checks on Club electrical equipment. This Appendix provides detailed guidance on how to carry out these checks and the recording of test results on the pro-forma given in Appendix F. These checks should be performed by a competent person.

Some electrical equipment is manufactured with a permanently attached mains lead (flying lead). For this type, both the appliance and the lead are inspected together and results recorded against a single Club Asset No. Where an equipment has a detachable mains lead, this shall be identified for use with its associated equipment so that the fuse fitted to the plug is appropriate. In this case, both the appliance and its mains lead are inspected individually and results recorded against two Asset Nos, one for the equipment and one for the mains lead. General Purpose Extension Leads are tested as "Mains leads" and recorded against their own Asset No. Should a General Purpose mains lead with a 13A plug have a rating less than 3 KVA this must be clearly stated on the lead assembly.

In the Formal Visual Inspection Record sheet (Appendix F) there are separate sections for the Appliance and the Mains Lead. Each section is sub-divided into categories for inspection and results are mainly "tick-box" check-points.

What to look for when carrying out the Visual Inspection is briefly described below but is not exhaustive.

**Before carrying out any inspection, make sure the appliance/cable you are about to check is switched off and unplugged from the mains.**

## Appliance

### Equipment Class 1 or 2

Class 1 Equipment is earthed via a 3 core cable fitted with a 3 pin plug. Class 2 Equipment is designed as "double Insulated" so does not require an earth and may use a 2 core cable. Thus, it is important for Class 1 equipment with a detachable mains lead that the correct lead is identified to go with that equipment as a 2 core lead, without an earth wire, means that the equipment would be unearthed. Generally, any equipment with exposed metal work is Class 1 and **must** be earthed.

### Case Integrity OK

All covers, as designed, must be fitted correctly and securely fixed. No part of the case shall be broken or cracked. There shall be no signs of excessive corrosion or water ingress. Any fans fitted must not be blocked in any way. If a flying mains lead is fitted, is the cable restraint at the equipment end OK?

### No Over Heating

Look for signs of excessive temperature on the outside of the case. For lamps, check the wattage of the bulb fitted does not exceed that of the Ratings Plate on the lamp.

### Switch Function OK

Check that any electrical switches fitted to the equipment are not visibly damaged. Check the switch has a positive mechanical action i.e. it "clicks" when operated.





# Wight Woodturners Risk Assessment Form

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## **Fully Functional**

If you are satisfied with the previous checks, plug the equipment in the mains, using the correct **and** inspected mains lead then check that the equipment functions as intended.

## **Appliance has Attached Mains Lead**

Simply record this fact.

## **Mains Lead and Plug**

### **Cable Integrity OK**

Visually check the entire length of the cable for obvious signs of damage. If the outer sheath is cut or abraded in any way, or is beginning to fray, record this as a potential hazard for future attention. If there are any cuts/abrasions in the outer sheath that expose the coloured inner cores the cable **MUST** be immediately removed from use. The use of insulation tape to repair cables is **NOT** permitted.

### **Cable Restraint OK**

Where a wired 13A plug is used check that the cable is securely retained to the plug. The cable restraint must grip on the outer sheath and **NOT** on just the inner cores. Rectify if required.

### **Correct Plug Fuse**

The fuse fitted to the 13A plug must be suitable for the rating of the equipment it is to power. If necessary refer to the Equipment Rating Plate. Record the correct size of fuse for future reference.

### **Moulded Plug – No Overheat OK**

If the mains cable is fitted with a plastic moulded plug carefully check that there are no signs of over heating of the plastic plug. If heating is evident cut off the plastic plug and replace with a standard wired plug. (The plastic plug must be disposed of safely and immediately.) Overheating is a common problem with moulded plugs.

### **Wired Plug Connection Screws Tight OK**

Remove the plug cover and inspect the wiring. All wires should be securely retained by the connector fixing. With a screwdriver check that all the connector screws are tight. All of the copper wires must be connected into the connector – there must be no stray “whiskers”. If there are any signs of overheating within the plug replace the plug. Check that the fuse terminals are clean and bright – if necessary replace the fuse with a new one of correct rating.

### **Test Date**

Record.

### **Tested By**

Record legibly – you are responsible!







# Wight Woodturners Risk Assessment Form

## Formal Visual Inspection Record

**Wight Woodturners**

For **Electrical Equipment and Mains Leads**

- \* All Electrical Equipment and Mains Leads **MUST** be inspected visually on an Annual basis either as part of the scheduled full PAT Test or as a separate FVI Test
- \* Refer to Wight Woodturners "Health and Safety Procedures" (latest issue), document Section 2.3.3 and Appendix E and F for Formal Visual Inspection procedures
  
- \* Where an Appliance has a Fixed or Integral Mains lead both the Appliance and its Lead must be inspected together and recorded against a single Asset No.
- \* Where an Appliance has an detachable Mains Lead, each must be identified with an Asset Number and **BOTH** inspected and recorded individually
  
- \* For equipment/leads that satisfy the Visual Inspection check affix a brown "PASSED" label, complete with applicable data, to the relevant item

Asset No.	Item Description	Appliance						Mains Lead and Plug						
		Equipment Class 1 or 2 *	Case Integrity OK	No Over Heating OK	Switch Function OK	Fully Functional OK	Appliance has Attached Mains Lead	Cable Integrity OK	Cable Restraint OK	Correct Plug Fuse OK	Moulded Plug - No Over Heat OK	Wired Plug Connection Screws Tight OK	Test Date	Tested By

\* Class 1 Equipment is earthed with a 3 core cable - Class 2 Equipment is "double Insulated" so does not require an earth and may use a 2 core cable

