# High Risk Area Local Rules for the Makerspace

1. All members of the workshop must read, understand and follow the high-risk area risk assessment
2. All activities that fall outside the high-risk area risk assessment must be accompanied by an approved activity risk assessment
3. All high-risk activities must have a Standard Operation Procedure
4. All users of the Makerspace must take part in the monthly laboratory health and safety checklist
5. All users of the Makerspace will report near misses and accidents when they occur
6. Ensure there are no bags or coats left on the floor or blocking walkways. Lockable storage is provided; however, users must provide their own padlock to lock up personal belongings. This is not long-term storage and must be emptied by the end of the session.
7. All members of the Makerspace must wear the following PPE as stated in the activity risk assessment/ High Risk Area Risk Assessment. For example; lab coat, safety glasses, cut resistant gloves.
8. All members of the Makerspace must tidy their work area at the end of each day
9. Use of mobile phones is allowed, however please take personal calls away from the space
10. No eating, smoking or vaping in the building/ workshop. A bottle of water with a secure top is permitted but should be consumed away from area of work
11. Please wash hands thoroughly before leaving the area at the end of the session
12. The use of earphones is discouraged, if used, please keep volume at a level user can hear instructions or fire alarm

## Local House Keeping Rota

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| Task | Monday | Tuesday | Wednesday | Thursday | Friday |
| Tools are returned to designated space |  |  |  |  |  |
| Floor is kept tidy |  |  |  |  |  |
| Workbenches to be cleaned down by users after session and checked by technician at the end of the day. |  |  |  |  |  |
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