

Health and Safety policy, and Risk Assessments - FoAM Kernow

Updated 10 Feb 2021

We currently have fewer than 5 employees so do not legally need to have a written health and safety policy, however we believe it is good practice to have one anyway, and have put this in place to ensure that it is ready for when it is needed.

Statement of Intent

Our policy is to prevent work-related accidents and ill health, by managing risks in our workplace, and providing training and support for people working within our workplace. We will maintain safe equipment and provide PPE. We will ensure that emergency procedures that are in place for evacuation in the case of fire are followed.

Name: Amber Griffiths

Date: 10 Feb 2021

Signed: 

Responsibilities for Health and Safety

Overall and day-to-day responsibility for health and safety falls to **Amber Griffiths** and **David Griffiths**, as Directors of the organisation.

All employees and subcontractors should co-operate with supervisors and managers on health and safety matters, take reasonable care of their own health and safety, and report any and all health and safety concerns to those listed above.

Arrangements for Health and Safety

We will complete relevant risk assessments and review them when working habits or conditions change.

We will give employees and subcontractors any necessary training and provide PPE.

We will make sure that suitable arrangements are in place for those working remotely.

We will consult employees when health and safety issues arise.

We will make sure evacuation routes are clear, and understood.

Risk Assessments

Assessment carried out by: Amber Griffiths

Date of assessment: 10 Feb 2021

Review due: 10 Feb 2022

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Further action required, who will take this action and when?	Done
Soldering	Employees and subcontractors. Risk of burns. Risk of inhalation of fumes. Risk of fire.	No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use. Use only by an open window, and with use of the fan provided. Basic fire control is available within the studio (a fire blanket and small fire extinguisher) and fire policies are available below.	None	
Use of heat gun	Employees and subcontractors. Risk of burns. Risk of fire.	No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use. Basic fire control is available within the studio (a fire blanket and small fire extinguisher) and fire policies are available below.	None	
Bandsaw	Employees and	No lone working	None	

	<p>subcontractors.</p> <p>Risk of cuts and serious injury.</p>	<p>except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use. Use eye protection provided (either glasses or face shield).</p> <p>Replace blades if damaged, and unplug before replacing blades.</p>		
Drills/drill press	<p>Employees and subcontractors.</p> <p>Risk of cuts and serious injury.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use.</p>	None	
Scalpels and other sharp tools	<p>Employees and subcontractors.</p> <p>Risk of cuts and serious injury.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use, including in how to change a scalpel blade safely.</p>	None	
Hammers and other tools	<p>Employees and subcontractors.</p> <p>Risk of cuts, bruising, and serious injury.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use.</p>	None	
Power tools.	<p>Employees and subcontractors.</p> <p>Risk of cuts, bruising, and serious injury.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use. Take care</p>	None	

		that any cables are out of the way before using the power tool, and unplug when not in use.		
3D printers	<p>Employees and subcontractors</p> <p>Risk of burns.</p> <p>Risk of fire.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Basic fire control is available within the studio (a fire blanket and small fire extinguisher) and fire policies are available below. Ensure training before use.</p> <p>Try not to leave running if unattended, but if unavoidable make sure there are no overhanging items that could fall onto the machine resulting in fire.</p>	None	
CNC machines	<p>Employees and subcontractors.</p> <p>Risk of cuts and serious injury.</p> <p>Risk of fire.</p>	<p>No lone working except for Directors. Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Basic fire control is available within the studio (a fire blanket and small fire extinguisher) and fire policies are available below. Ensure training before use.</p> <p>Keep the area clear of sawdust to help prevent fire - a vacuum cleaner is provided.</p>	None	
Sewing machine	Employees and subcontractors.	No lone working except for Directors.	None	

	Risk of piercing injuries.	Good lighting is provided and should be used as required. A basic first aid kit is available within the studio. Ensure training before use.		
Electrical hazards	Employees and subcontractors. Risk of electric shocks. Risk of fire.	No lone working except for Directors. Good lighting is provided and should be used as required. Basic fire control is available within the studio (a fire blanket and small fire extinguisher that is suitable for use on electrical fires) and fire policies are available below. Ensure training before use.	None	
Heavy lifting	Employees and subcontractors. Risks of back and other injuries, or from items falling.	No lone working except for Directors. A step stool is provided for high shelves, and heavier items should be stored lower if possible. Lift with your knees not your back, and ask for help if you need it.	None	
Trips and falls	Anyone entering the studio. Risk of injury from falling.	No lone working except for Directors. The floor is to be kept clear of trip hazards (including cables) wherever practical.	None	
Use of kayaks	Employees and subcontractors, and potentially workshop participants. Risk of drowning or other injury, for example when getting in/out of the kayak from the pontoon, or from capsizing.	Nobody is to take a kayak out alone. Buoyancy aids are required. Sensible clothing or wetsuits are required, depending on the weather. Mobile phones must be taken out with the paddlers (waterproof containers are available).	None	

Use of hazardous materials.	<p>Employees and subcontractors.</p> <p>Risk of chemical burns, ingestion or inhalation, and fire.</p>	<p>If the material container is marked with any substance warnings such as an orange symbol, or contains any safety label implying that a hazard is present, then an MSDS is required. If in doubt about whether a material needs an MSDS sheet see MSDS.com or other appropriate reference information before bringing the material into the space. For each material brought into the space for which such a sheet is required, the relevant MSDS must be found, printed out, and stored in the MSDS sheets storage location, and then followed. Hazardous chemicals are to be stored off the heated floor and away from windows in a metal cabinet.</p>	<p>MSDS to be done for existing chemicals - and filing system needed.</p> <p>Buy metal cabinet.</p> <p>To be done by Amber Griffiths by 31 March 2021.</p>	
Sitting at a table.	<p>Employees and subcontractors.</p> <p>Risk of postural problems.</p>	<p>Adjustable chairs and a choice of tables are provided for all employees and subcontractors. If you need something different, let the Directors know.</p>	None	

Smoking and vaping is not permitted within the studio, building, or nearby to the building.

If a person is injured or ill and requires emergency medical attention, call 999.

Keep fire escape routes and exit doors clear at all times. If you find an escape route obstructed, please get it cleared as quickly as possible and feel free to recruit any other members to help you. In case of emergency please dial 999.

In case of fire

- If the fire is a small one, and a fire extinguisher suitable for that kind of fire is available, you may attempt to extinguish the fire, following the instructions printed on the fire extinguisher.

However, take care not to endanger yourself or others in doing so. A small fire extinguisher (suitable for electrical fires) and fire blanket are available within the studio, on the top shelf near the door. There is another fire blanket and extinguisher in the kitchen, and another extinguisher by the loading bay close to the toilets and Studio K.

- If you see a fire that can not be easily and immediately handled safely, phone 999, set the fire alarm off if it has not sounded already, and exit the building. There are break-glass callpoints for setting off the alarm throughout the building, and the nearest to the studio is located by the back door to the building.
- If the fire alarm goes off, exit through the front or rear doors, and gather in the car park between Jubilee Wharf and Jubilee Warehouse.
- Follow the Jubilee Warehouse fire protocols which are available separately.

Electrical safety

Please visually inspect all equipment including cables and power supplies before use, and do not use anything that looks unsafe (exposed wires, scorch marks, etc). If something is defective or you believe it may be defective, label it clearly and inform others. If in doubt get someone else to check the equipment.

Check cables are not trip hazards and are not at risk from specific activities such as hot work (soldering) or cutting.

Electrical equipment must always be operated in accordance with manufacturers' instructions.

Turn off and unplug all tools when you finish using them and especially before leaving, and ideally turn all wall sockets off. There is some risk of flooding in the Jubilee Warehouse building, so we view this as quite important.

If you are building equipment which will connect to the mains, only use off-the-shelf power supplies according to the manufacturers' instructions.

Lone working

It is OK for employees and subcontractors to work alone in the space but they must avoid activities which are more risky such as using the tools listed above tools (unless an appropriate risk assessment has been done and lone working is acceptable in that assessment), or working at height. If you aren't sure about an activity, don't undertake it when alone.

Being safe

Before starting any activity or using some kit, you must read the relevant risk assessment(s) which are made available to you. If there is anything you don't understand you must ask a Director to help.

Some activities are riskier than just being in the space, such as using certain bits of kit or working at height on a ladder. Don't attempt to do any of these without checking the appropriate health and safety briefing and following any directions posted in the space or given by a director or other member. If in doubt, or if you don't understand any instructions or guidance, or you do not feel confident, do not attempt the activity.

Remember that risks may apply to others in the space and not just yourself. Also note that activities may not be OK if members of the public are also present.

If you are the last out

If you are the last person leaving the studio, then:

- Turn out all the lights,
- Ensure all workshop kit is turned off and all wall switches are off,
- Ensure the studio door is closed and locked,
- Ensure the building door is closed and locked.

Child protection

All children under 18 should be accompanied by an adult at all times, including for events.

The following precautions are important to protect children and vulnerable adults from harm and to protect you from any accusations arising from misunderstanding or malice.

- Physical contact with children and vulnerable adults should be avoided.
- Never take a child or vulnerable adult to the toilet or any other place where you cannot clearly be observed by others.
- Do not engage in a personal relationship with any child or vulnerable adult.
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.
- If you are approached by any individual alleging any kind of abuse or inappropriate behaviour:
 - It is important to listen without making or implying any judgement as to the truth of what is being said.
 - Do not attempt to investigate allegations or other suspicions yourself. Report to a director immediately.

Accident Log

None to date