

**GENERAL HEALTH AND SAFETY – CLUB NIGHTS**

**SETTING UP ROOM/CLOSING DOWN ROOM**

This involves moving furniture and other pieces of equipment from storage and arranging it for use by members, and then returning it safely to storage.

<b>WHO AFFECTED</b>	<b>RISKS</b>	<b>ACTION</b>	<b>OUTCOME</b>
All club members	Injury caused by mishandling of equipment. This is particularly so with some equipment (e.g. lathes) having significant weight	Club members must use the rolling equipment for moving chairs, and should not try to move too many chairs at once. Care should be taken not to collide with others moving equipment about. No one should attempt anything beyond their physical capabilities.	Equipment will be deployed and returned without injury occurring

**SETTING UP/CLOSING DOWN**

**Other considerations. Use of equipment involves the use of electrical wiring/extension leads**

<b>WHO AFFECTED</b>	<b>RISKS</b>	<b>ACTION</b>	<b>OUTCOME</b>
All club members	Injury caused by tripping over trailing electrical leads	All leads trailing across the floor should where possible be taped to the floor. Members should be warned to take care when walking around the room.	No injuries sustained by such trips.
Committee members Club members	Injury from electric shock from faulty equipment	Committee to ensure that all equipment of an electrical nature is PAT tested annually by a competent electrician, and certified safe.	No Injuries from electrical shock / malfunctioning equipment

**SPECIFIC WOODTURNING ISSUES**

**DEMONSTRATIONS**

**This section includes demonstrations by club members and others (e.g. Professional turners)**

<b>WHO AFFECTED</b>	<b>RISKS</b>	<b>ACTION</b>	<b>OUTCOME</b>
Demonstrator	Injury from material flying off the lathe	Ensure that demonstrator is familiar with the lathe and is competent to use the chucks and other holding devices proposed.	No injury to demonstrator from loosened material
	Injury from material flying from the lathe	Demonstrators should use appropriate personal protective equipment	Any injuries are avoided or minimised

	Injury from the incorrect use of lathe / tools	Ensure demonstrator is familiar with the proper workings of the lathe / tools used and is competent to carry out the procedure to be demonstrated.	Only competent persons do such demonstrations, and thereby minimise the risk of such injuries.
All club members	Injury from material flying from the lathe	Seating to be arranged such that the club members watching the demonstration seated in the front row of chairs are at least two metres from the lathe. It may also be useful to curve the row of chairs immediately in front of the lathe in a concave manner.	Members are at a safe distance from the lathe and thus not vulnerable to injury caused by flying material
Member participants	Injuries sustained while attempting to practice the procedure previously demonstrated	Such members should be closely supervised by the demonstrator, and should only be allowed to practice if it is judged that the procedure is within their skill level.	Injuries to members practising skills are avoided.
All members	Injury sustained through improper use of other materials e.g. finishing fluids / abrasives etc. This is important particularly when materials may be flammable.	Care should be taken in the use of such materials, with appropriate safety equipment (e.g. gloves) used.	Injuries from these sources avoided
Members / Demonstrators	Dust inhalation	Use of Cam Vac as appropriate	Dust inhalation minimised
<b>OTHER ISSUES –Tea brewing etc.</b>			
<b>WHO AFFECTED</b>	<b>RISKS</b>	<b>ACTION</b>	<b>OUTCOME</b>
Tea brewers	Scalding / other injuries	Ensure that duty tea brewers are familiar with the water boiling equipment and can use it safely Care should be taken that kitchen floor area is kept both clear and dry to avoid trips or falls.	No injuries sustained by tea brewers from boiling water / trips or falls.
All club members	Injuries from spillage of drinks causing scalds / trips / falls	All members to take care when obtaining and drinking tea / coffee. Any spillage to be immediately mopped up to prevent others from slipping on wet floor.	No injuries sustained by club members