

CLUB SAFETY GUIDANCE NOTES

SAFETY IS THE RESPONSIBILITY OF EVERY CLUB MEMBER

General Statement of Policy

- The Burcot Woodturners Club Committee and members accept that safety and accident prevention is the responsibility of every club member, both as individuals and when interacting with other club member involved in the activities of the Club.
- The Club will endeavour as far as is reasonably practical to achieve a high standard of safety awareness and understanding among its members, by issuing guidance notes and giving safety talks as deemed necessary.
- The Club will review at regular intervals safety guidance and the training of its members.
- The Club will project safe working practices and good housekeeping in all its activities

To this end the following guidance notes are offered for the use of all members of the Burcot Woodturners Club and may include the following activities

- Talks and seminars concerning woodturning and associated activities
- Practical hands on sessions with Club equipment and other tools
- Demonstrations from Club Members
- Speciality demonstrations from visiting guests.
- Giving demonstrations to the public.
- Making goods for charity
- Selling goods to the public
- Catering and housekeeping

CLUB NIGHTS - GUIDANCE NOTES

Club nights may include:-

Talks and seminars

Practical hands on sessions with Club and other machinery

Demonstrations from club members

Speciality demonstrations from a visiting guest

Please consider the following points of guidance

- **Before the start and at the end of the meeting-**
 - ◇ Park your car safely in the car park or on the road. Please do not park on the grass at the end of the car park and drive carefully/
- **When using equipment and tools**
 - ◇ Ensure that you have the skills to use them, if not, please ask for help
 - ◇ Use accepted safe operating methods at all times
 - ◇ Wear clothing appropriate to the use of equipment. Do not wear loose garments or anything that could catch in moving parts. Wear either your own or the Clubs eye protection. If the material is dusty wear a dust mask and use ear protection if using a machine for an extended time
 - ◇ The above points may also apply to the people who are viewing a piece of equipment being operated during a club night
 - ◇ Before you or others use equipment and tools ensure that they are safe to use , in good repair, and the tools are correctly sharpened.

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- ◇ Avoid accidental equipment start up . The equipment may not have a “No Volt” safety switch fitted. Make sure the start switch is in the “OFF” position before connecting a power supply.
- ◇ Never leave equipment running unattended
- ◇ Ensure work pieces are secure before starting equipment
- ◇ Use a screen appropriate for the use of the equipment and the safety needs of any viewing club members

- **Selling goods at Club Nights**

- ◇ Club members may not sell any goods at a Club night without first obtaining the permission of the Club Secretary
- ◇ Any goods sold on a Club Night by a Club member are their sole responsibility and members are advised that they should ensure the goods fitness for purpose, particularly in the areas of wood toxicity, surface finishes, maintenance and repair in the case of equipment and tools.

- **Catering and Housekeeping**

- ◇ If you are involved in Club catering, care must be taken with both hot appliances and water.
- ◇ Please leave the kitchen and Burcot Village Hall clean and tidy after the Club Night.

CLUB ACTIVITIES - GUIDANCE NOTES

Club members cannot use the Club name for any outside activity without first obtaining the written permission of the Club Committee

Club Activities may include:-

- Giving demonstrations to the public**
- Making goods for charities**
- Selling goods to the public**

Please consider the following points of guidance

- **Public demonstrations**
 - ◇ No member of the public is to be allowed to take part in any demonstration of equipment or tools given by a Club member.
 - ◇ Use a screen appropriate for the use of the equipment and the safety needs of any viewing public.
 - ◇ Please ensure the public, especially children, are kept at a suitable distance from equipment and tool demonstrations
 - ◇ Ensure that a trip breaker is fitted between the Club equipment and the demonstration power supply.
 - ◇ Club members engaged in public demonstrations must uphold the Club safety policy and project safe working practices and good housekeeping. Please leave any demonstration area clean and tidy.

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CLUB ACTIVITIES - GUIDANCE NOTES CONTINUED

- **Goods for Charity**
 - ◇ The Club will donate both money and goods to selected charities
 - ◇ Members should ensure that goods made for charity are fit for their purpose, particularly in the areas of wood toxicity, surface finishes and sharp edges.
 - ◇ All goods for donation to a charity must be brought to a Club night for inspection before sending to the charity.
 - ◇ If using the Club name, Club members may only donate goods to a charity selected by the Club

- **Selling goods to the public**
 - ◇ Any goods sold by a Club member to members of the public are the member's sole responsibility and they are strongly advised that they should ensure the goods fitness for purpose, particularly in the areas of wood toxicity, surface finishes, sharp edges, maintenance and repair in the case of equipment and tools.

These guidelines have been approved by Burcot Woodturners Club Committee - 19th January 2023