



Wayland Men's Shed

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| SUBJECT | WMS HEALTH & SAFETY POLICY |
| AUTHOR | Malcolm Trayhorn |

| APPROVAL AUTHORITIES | NAME | SIGNATURE | DATE |
|--------------------------|------------------|---------------------|----------|
| WMS CHAIRMAN | Malcolm Trayhorn | <i>Mr. Trayhorn</i> | 3/11/25 |
| WMS VICE-CHAIRMAN | Gordon Williams | <i>G Williams</i> | 3-11-25 |
| WMS SECRETARY | Dave Cooper | <i>D Cooper</i> | 3-11-25 |
| WMS TRASURER | John Chamberlin | <i>J Chamberlin</i> | 3/11/25 |
| WORKSHOP SUPERVISOR | Rob Fielding | <i>R Fielding</i> | 3/11/25 |
| COMPUTER ROOM SUPERVISOR | Mike Briggs | <i>M Briggs</i> | 03/11/25 |



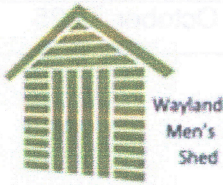
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| Revision | 3.2 | Date: | 21 st October 2025 |
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ISSUE AND CHANGE CONTROL MECHANISM

This Health & Safety Policy shall be prepared, configured, controlled, and stored in a retrieval system in accordance with WMS procedures. This document **MUST** be reviewed at least once a year.

| ISSUE AND CHANGE RECORD | ISSUE | COMMENTS | DATE | No. OF SHEETS |
|-------------------------|-------|--|------------|---------------|
| Version 1 | 1 | Approved by the WMS Committee | | 2 |
| Updated | 2 | Front 2 pages added | 12/10/2024 | 6 |
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| Update | 3.1 | Jeff Heath removed from Approval Authorities | 19/04/2025 | 6 |
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Health & Safety Policy

1. General Policy Statement

- 1.1 Wayland Men's Shed recognises a responsibility to ensure the health, safety and welfare of all its members and anyone who may be affected by their activities.
- 1.2 All members are made aware of their responsibilities as set out in the constitution and member's handbook and are asked to sign a disclaimer.
- 1.3 Wayland Men's Shed view the prevention of accidents and incidents of ill health as being of key importance, as these not only result in personal suffering but also in reduced mental well-being.
- 1.4 Wayland Men's Shed will aim to make available to members appropriate resources, information, and instructions to enable the effective implementation of this policy and application of safe working methods and procedures.
- 1.5 The implementation of this Policy will be delegated as a committee function and monitored for effectiveness to ensure that Wayland Men's Shed engages in its activities in a manner designed to provide for the safety and health of all who may be affected.
- 1.6 Wayland Men's Shed members should note however that each is also individually responsible for health and safety, and has a duty to co-operate in achieving its aims, carrying out each task safely and without risk to health is an essential element in working professionally and to the required standard.
- 1.7 Wayland Men's Shed requires that all visitors who attend the Shed or workshops, must accept the same standards of care for health, safety and welfare as full members.
- 1.8 This policy and associated procedures will be reviewed annually and at such other times as appropriate in order to maintain its effectiveness.
- 1.9 Persons under the age of 18 will not be allowed in the workshop areas.
- 1.10 Lone working will not be permitted in the workshop areas.



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2. Policy Management

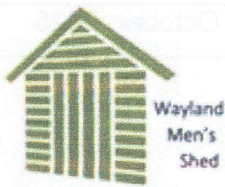
2.1 All Members

Are responsible for their own health and safety and of those who may be affected by their work. In particular this requires them to:

- a) Take care of their own health and safety, and that of fellow members and others who may be affected by their acts or omissions.
- b) Be aware of the specific information provided by the committee or workshop managers on the safety and health hazards of equipment, plant, materials and substances with which they work.
- c) Comply with rules, procedures and instructions associated with their work and carry out their tasks in accordance with Wayland Men's Shed health and safety standards.
- d) Co-operate with their colleagues and workshop supervisors in the implementation of this Policy.
- e) Make use, in accordance with instructions, of safety equipment and personal protective equipment provided for their safety and that of others.
- f) Bring to the notice of their supervisors, potential hazards to safety and health which come to their attention during the course of their work and report all accidents in accordance with Wayland Men's Shed procedures.

3. Implementation of Wayland Men's Shed Safety Policy

- 3.1 Wayland Men's Shed committee will endeavour to ensure that members follow, procedures, codes of practice and guidance to assist in the implementation of this policy.
- 3.2 In conjunction with this policy, it is the responsibility of members to locate, familiarise and adhere to the Health and Safety policy in the social room and in the workshops.
- 3.3 The committee shall ensure that Wayland Men's Shed instructions issued in respect of health and safety matters are followed, and that satisfactory standards are achieved and maintained by:



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- The assessment of all significant risks in their areas of control.
 - The formulation and adoption of safe working systems and practices which together represent a coherent policy for the prevention and control of the risks identified.
 - Risk assessment of all new equipment, machinery, plant, materials and substances, work practices and procedures and safe methods at work, will be documented.
 - Seeking advice and assistance from specialist services on matters of health, safety and welfare of members and others.
 - Training members to enable them to appreciate hazards understand safety instructions and is competent in carrying them out in such a way that their work is affected in a safe manner.
 - Ensuring that members are aware of Fire Evacuation procedures at the social room and workshop areas.
 - Making suitable arrangements for consultation with members on health and safety matters.
 - Ensuring the investigation and reporting of incidents and accidents, and the taking of appropriate action following such investigations.
 - Making suitable and appropriate safety inspections on a regular basis, and carrying out a review of risk assessments periodically.
 - Ensuring that all plant, machinery, tools and equipment (including personal protective equipment) are appropriately maintained, examined, inspected or tested at suitable intervals.
- 3.4 Supervisory members will ensure health and safety standards by ensuring:
- That all members are made aware of hazards to health and accident risks.
 - That members carry out their work in accordance with their statutory obligations, Wayland Men's Shed standards and instructions.
 - That members are aware of their responsibility to report any defects which could give rise to risks to health and safety.



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- That the committee are informed immediately of any defects which could give rise to risks to health or safety.
- That all incidents and accidents causing injury, damage, or which may have had such effect, are reported and investigated with a view to preventing a recurrence.

4. Reporting Accidents

If an accident occurs in the social room or workshops the following procedure shall apply:

- The injured party seeks help from a designated First Aider
- The First Aider depending on the injury will administer assistance.
- If the injury is not of a serious nature then a first aid box located in each venue is used.
- If the injury is of a serious nature then the ambulance will be called. The First Aider will accompany the injured party to the hospital and remain with them whilst they are being assessed to determine the extent of their injuries.
- If the injured party is to remain in hospital, a committee member will contact their next of kin, and make them aware of the situation.
- All injuries are reported to the Health and Safety Officer and entered into the Accident Book.
- Depending on the nature of the injury a risk assessment will be carried out by the Health and Safety Officer. From this Risk Assessment the necessary alterations will be made to the working environment