

Safety Procedures

NewActon South Hobby Room

Do

- ✓ Call an immediate halt to any activity you see that may be unsafe.
- ✓ Provide and use personal protective equipment when operating tools.
- ✓ Read safety instructions in tool/equipment manuals before use.
- ✓ Use equipment/tools, chemicals and potentially hazardous substances only in accordance with manufacturer's directions.
- ✓ Ensure adequate ventilation, using the installed fans, at all times.
- ✓ Avoid vapour producing activities where possible.
- ✓ Avoid creating trip hazards with cables, burn hazards with heaters, and choke hazards with rotating equipment.
- ✓ Have your electrical tools/equipment tested regularly.
- ✓ Maintain good housekeeping and remove waste and rubbish.
- ✓ Turn off equipment when not in use (including heaters, power tools, lights).
- ✓ Report all safety risks and incidents, including to the building manager and in the Day Book.
- ✓ Secure tools and equipment when not in use.

Do not

- ✗ Ignore risks and known hazards.
- ✗ Work alone (if practicable).
- ✗ Use power tools when children are present.
- ✗ Use or store chemicals or hazardous substances (e.g. accelerants, acids, ammonia).
- ✗ Allow children to use tools.
- ✗ Attempt to repair electrical items.
- ✗ Leave children unsupervised in this room, ever.

Notes:

Personal protective equipment includes: safety glasses, hearing protection, dust masks, gloves, sturdy shoes and protective clothing.

The room has a duress alarm (red button against wall) but it is not fitted to the building management system and is not to be relied upon.

The room does **not** have a first aid kit.