



Scarborough Mates Safe Working Practice Guidance and Health and Safety Policy

1. Safe working practices are the duty of every Associate and Member
2. There will be a Duty Manager when Mates is open with authority to halt any activity that is representing a danger of injury to a person or damage to the premises or equipment therein. The Duty Manager's name shall be on the notice board.
3. Each Mate should sign in and sign out using the session sheets on the notice board.
4. Every Mate should be familiar with fire procedures, including the alarm system and the evacuation procedure. Fire drills shall be carried out without prior warning.
5. Every Mate should be familiar with the first aid box, its contents and the completion of the Accident Book. Emergency calls must be logged there as soon as possible by the Duty Manager.
6. Mates' premises may only be occupied if there are at least three people present. This is so that in the case of a significant injury, one person can support the injured person whilst another can obtain the emergency services. If no power equipment is in use, this number may be reduced to two.
7. Nominated Mates should attend and keep up to date their first aid training. This will be facilitated by Mates.
8. All Mates are jointly and severally responsible for remaining alert to risks relating to machines, tools, materials and their use in Mates activities. Any Mate identifying or suspecting the safety of any tool or equipment will halt it and report it to the Duty Manager.
9. Health and Safety is the responsibility of all Mates. Every Mate has the duty to challenge unsafe practices, either directly or through the Duty Manager who shall be named on the notice board.
10. The premises should be kept well ventilated. This is particularly important during the Covid 19 risk period.
11. Mates should be aware of Covid 19 regulations and maintain safe practices. These should include frequent hand washing and sanitising as well as wearing face coverings as directed.
12. Mates should either wash their hands or use sanitising hand rub on entry.
13. It is vital that rooms are only occupied to the level permitted by the fire regulations. This is important not only for safety near power machinery, it is also important for Covid 19 security.
14. When working in a dusty environment Mates should wear an appropriate dust mask. The dust extraction equipment should be used. Dusty work should only be carried in rooms designated for the purpose.
15. Where there is a risk of eye damage, protective goggles should be worn.
16. Electrical equipment will be checked for safety (e.g. condition of plugs, wiring and mechanical damage to casings etc.) by a competent person appointed by Mates and independently PAT tested at least every two years and sooner if necessary because of age and high usage.



17. Any mains powered equipment brought in by Mates should be checked by the Duty Manager to ensure that the plug or flex is not damaged.
18. It is a condition of Mates that Members / Associates accept the inherent risk in using sharp tools, power equipment and substances.
19. Mates' power equipment may only be used by Members / Associates after receiving instruction from an authorised person who can assess competence.
20. It is vital that visitors are not permitted to undermine our safe working practices or cause distress to our Associates or Members through difficult or inappropriate behaviour. Such behaviour must be brought to the attention of the Duty Manager. The Duty Manager, supported by a Trustee or Officer present should explain calmly to the visitor that their behaviour is unacceptable and they must leave the premises. If the visitor refuses and the behaviour is placing Mates at risk or causing distress, the Police should be contacted.
21. It is the duty of any Mate using equipment to ensure that it is left clean and in a safe state. This is important at all times but whilst there is still a Covid 19 risk and equipment should be cleaned with antiseptic wipes or spray.
22. The floors should be left clean at the end of each session. This is the duty of all Mates and should be acceptable to the Duty Manager.
23. The Kitchen / Relaxation Room and the Toilets should be kept clean. This is the duty of all Mates and the standard should be acceptable to the Duty Manager.
24. All mugs and utensils should be cleaned using the dish washer. This is also a Covid 19 precaution.
25. The Duty Manager should ensure that all power is turned off at the end of the session and that the premises are left locked and secure.