



Notts & District Guild of Handspinners, Weavers & Dyers

Phoenix Farm Methodist Church, Wollaton Avenue, Gedling, NG4 4HX

www.wsdnotts.co.uk

Health and Safety Policy Statement

1. It is the policy of Notts and District Guild of Handspinners, Weavers, and Dyers to maintain safe and healthy conditions for members, visiting speakers and other guests at any Guild meeting or workshop.
2. The Notts and District Guild will:
 - Provide adequate control of health and safety risks arising from our Guild activities
 - Consult with members on matters affecting health and safety
 - Provide and maintain safe equipment
 - Ensure safe handling of Guild equipment
 - Provide information to ensure members can behave safely at Guild meetings and events.
3. The Notts and District Guild will review and revise this policy as necessary at regular intervals.
4. The Notts and District Guild will:
 - Ensure that it regularly identifies and records risk
 - Ensure that action is taken to reduce risk where appropriate
5. The Guild will ensure that members know who is responsible for managing health and safety at Guild gatherings and who has first aid knowledge.

The person with overall responsibility for Health & Safety within the Guild is:

Rachel Bajek, Chair.

Date: 26th February 2020



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Risk Assessment

Description of Risk	Possible Consequences of Risk	Recommended Action with Costs
Crowding in the main hall when members sit with spinning equipment and tables are used around the sides of hall	<ul style="list-style-type: none">i. Slips, trips and falls due to inadequate walkways and/or space for seating	<ul style="list-style-type: none">i. Ensure booking of tables is coordinated through a single person so that there is sufficient space for chairs and spinning wheels.ii. Committee members to support and guide members to keep adequate walkways around spinning wheels and chairsiii. Members to be briefed regularly about observing safe practice in the hall
Equipment e.g. Spinning wheels, looms, gazebo, catering supplies etc. are stored in the lockable cupboards necessitating lifting.	<ul style="list-style-type: none">i. Back injury through lifting equipment.ii. Slips, trips and falls due to inadequate walkways and/or space.	<ul style="list-style-type: none">i. Ensure enough people allocated to move equipmentii. Ensure there is adequate space in hall to manoeuvre equipment monitored by hall co-ordinator



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Risk Assessment Continued

Description of Risk	Possible Consequences of Risk	Recommended Action with Costs
Dyeing workshops where members use chemical dyes and transport hot fabrics to rinse. Electric equipment used to heat dye liquid.	<ul style="list-style-type: none">i. Breathing in dye dust.ii. Slips, trips and falls with hot fibre.iii. Slips, trips and falls with hot liquids.iv. Electrical accidents.	<ul style="list-style-type: none">i. Minimise amount of chemical dye at workshop and wherever possible use made up liquid.ii. Ensure adequate ventilation. Wear protective clothing– aprons, gloves, masks and eye protection. Ensure all dye stations are fully supervised with qualified supervision.iii. Maintain clear walkways to washing facility and use containers to prevent drips. Reduce distance between dye pans and sink.iv. Ensure all equipment is certified and checked annually