



Safe Activities Advisory Document

This document must be read and understood in conjunction with the overall IWG Health and Safety Policy/Statement.

1. Introduction

- 1.1. The IWG provide opportunities for woodturning skills development and activities to a wide variety of people on the island of Ireland. There is not only a duty of care and responsibility but also an expectation that the IWG and Chapter Officials, in particular the Chairperson of the IWG Executive Committee and Chapter Chairperson, will oversee organise, conduct and manage activities in a safe and healthy manner.

2. Objectives

- 2.1. To ensure IWG activities are organised and take place safely.
- 2.2. To establish awareness that the health and the safety of members is the responsibility of all IWG members.
- 2.3. To establish the need for members to be proactive regarding the health and the safety of each other.
- 2.4. To establish the desirability, and the advantage of assessing risk.
- 2.5. To establish the role of qualifications and practical experience.
- 2.6. To establish the requirement to provide safety information.

3. Statement

- 3.1. It is the Policy of the IWG to encourage safety within the craft of woodturning, and to ask all members and committees to ensure and contribute to healthy and safe activities.

4. Roles and Responsibilities

- 4.1. The IWG has a responsibility regarding Health and Safety to all Chapters and members operating as part of its organisational structure. Due to the structure and dispersion of the organisation this role is one of setting policy and providing advice.
- 4.2. When organising National Events the IWG Executive Committee and its officers will assume the role of a Chapter Committee in ensuring the health and the safety of those attending or participating.
- 4.3. The health and the safety of members and members of the public, who may be affected by any activity or undertaking, is the responsibility of the organising Chapter. Although the final and overall responsibility may ultimately rest with the Executive Committee, the operational responsibility sits firmly with the organising Chapter, its elected officials and its members. While individual areas of safety management may be assigned to appropriate individuals within Chapters, overall responsibility and oversight cannot be delegated and remains with the Chapter Chairperson.
- 4.4. Chapter Chairmen and Secretaries
 - 4.4.1. When using hired or borrowed facilities and/or equipment the Chapter assumes responsibility for its use and must assure its appropriateness and worthiness by checking the facilities or equipment and assessing potential risks. Chapter Chairperson and Secretaries must be satisfied that the facilities and/or equipment are safe and fit for the proposed activity.

- 4.4.2. Chapter Chairmen and Secretaries must ensure that hired or borrowed transport is roadworthy and legal including:
- That the vehicle is properly taxed and insured.
 - Covered by a current NCT, MOT or PSV certificate.
 - That the driver has the correct license to drive the transport to be used and that it is valid.
 - That the driver is competent with a responsible attitude to driving others.
- 4.4.3. Chapter Chairmen and Secretaries should ensure that IWG insurance directives are adhered to and that adequate insurance arrangements are in place for every activity provided by the Chapter. A list of signatures of those attending activities should be kept for insurance purposes. The Hon Secretary should also be informed, well in advance, of the type, dates and times of Chapter activities other than the usual monthly meetings as detailed in the Journal.
- 4.4.4. Ensure recording and immediate reporting of all incidents/accidents to the IWG Executive Committee takes place (the accident/report form Appendix 1) and that duplicate records are retained by the Chapter.

4.5. Chapter Committees

- 4.5.1. Chapter Committees should ensure that they have systematic methods of assessing risk and managing safety in place and the means to implement the requirement to reduce identified risk(s) to a minimum.**
- 4.5.2. Chapter Committees should ensure that members have access to a suitably stocked First Aid box, and that the location of the First Aid box is known and accessible. In addition a basic First Aid kit should be carried when activities are conducted out of reasonable reach of the Chapter's regular meeting place.
- 4.5.3. Chapter Committees should ensure that an emergency plan is in place and designate people to take charge (usually Chapter Officers) in the event of an emergency. All members of the Chapter should be aware of this plan, including the location of the nearest A&E Department to the activity taking place and emergency contact numbers.
- 4.5.4. Chapter Committees should ensure proper fire safety awareness and arrange appropriate fire drills. Members should be aware of what to do in the event of a fire; for example the fire exit(s) to use and the location of an assembly point to go to. The sign-in sheets should be used to check that everyone is out safely.**
- 4.5.5. Chapter Committees should ensure proper safeguarding measures are in place for members under 18 and that the IWG Safeguarding Policy is followed. Any requirement for Garda or Access NI checks must be adhered to. IWG advises against one on one tutoring of young people without suitable safeguards such as the young person being accompanied by an adult with parental responsibility.
- 4.5.6. When Chapters engage trainers/tutors or demonstrators or delegate activities to members the Chapter Committee and office bearers must be confident that those delegated to are able to accept the responsibility and that the person delegated to has sufficient knowledge, training and competence to undertake the activity.
- 4.5.7. Chapter Committees must ensure that safe practice is followed when organising Chapter events.
- 4.5.8. Chapter Committees must nominate a responsible member to visually check and try equipment before activities/demonstrations begin and inform the most senior Chapter official present of the outcome (see section 9 Equipment).

4.5.9. Chapter Committees must ensure all waste materials are disposed of carefully and in such a way that they do not constitute a hazard.

4.6. Chapter Members

4.6.1. While Chapter officers and committee members are expected do all that is within their ability to ensure the health and safety of members, it is recognised that health and safety is the responsibility of each and every individual member associated with the Chapter. It is the duty of each individual member to take **reasonable care of their own safety and that of other people who may be affected by their activities, and to report to the Chapter Chairperson or Secretary any situation which may pose a threat to the well being of any person. Or, in the absence of Chapter Officers, to the person deemed to be in charge of the meeting.**

4.6.2. All injuries must be reported immediately to the Chapter Chairperson. If the Chapter Chairperson is not present at the meeting any injury must be reported to the person deemed to be in charge of the meeting who will complete an accident report and subsequently inform the Chapter Chairperson.

5. Managing Safety

- 5.1. Each Chapter should have an ethos of safety which should include the following:
 - A ethos of safety awareness and implementing safe activity.
 - Methods to turn this ethos into practice.
 - Regular reviews of safety issues at committee meetings.
- 5.2. Safety arrangements should be appropriate to the undertakings of the Chapter and the extent of the activity and should include measures to manage risk.
- 5.3. There should be a clearly defined chain of responsibility through the membership to officials and the Chapter Chairperson for the management of any activity and the implementation of measures needed to ensure or enhance safety.
- 5.4. In the event of the Chapter Chairperson or Secretary not being present at a Chapter meeting the person deemed to be in charge of the meeting will also be responsible for ensuring safety.

6. Risk Assessment

- 6.1. Assessing risk provides the primary means to identify and reduce any hazard (anything with the potential to cause harm) that may impinge upon people and may include activities, equipment and location or property.
- 6.2. The risk assessment should provide the means to identify who might be harmed and how. It will also provide a method of evaluating the risk and deciding whether existing measures are adequate or more should be done.
- 6.3. It is essential that risk assessments are subject to a review process by Chapter Committees whereby the assessment is revised at appropriate times.
- 6.4. The significant findings should be set out in an appropriate form along with the measures and arrangements relating to it.
- 6.5. The scope of risk assessment should be sufficient to identify the significant risk (not trivial) arising from the activity. It should be suitable to enable the activity provider to identify and prioritise the measures that need to be taken to ensure the safety of members or others who may be affected by the Chapter's or individual member's activity.

7. Qualifications and Experience in tutoring/mentoring

- 7.1. The purpose of qualifications and experience is to provide the means whereby individuals can demonstrate competence.
- 7.2. Qualifications may not be available or compulsory for IWG activities, nor is there a definitive list of qualifications that individuals should hold in the IWG. If, however, qualifications for a particular activity are compulsory, for example work with schools or groups of young people, a list of suitably qualified members should be kept and updated as required by relevant re-accreditation.
- 7.3. The IWG recognises that in pursuing the craft of woodturning that experience is also important; a person who holds relevant qualifications but has little practical experience may be less able than someone with extensive relevant experience who does not hold a recognised qualification.
- 7.4. Where in-house training, rather than an externally assessed qualification is used in order to provide the evidence of competence required by the IWG, the syllabus/programme should be specified by someone identified by the IWG Executive Committee on the basis of experience or qualification; furthermore, trainers and assessors should be approved by the IWG Executive Committee. The people who trained participants should not carry out their assessments.

8. Safety Information

- 8.1. Chapter Committees must ensure that everyone participating at a Chapter event or activity should be briefed on all relevant safety issues at the beginning of the activity. This should be done by Chapter Chairperson, Secretary or the person deemed to be in charge of the activity. This is especially important for activities where machinery or other equipment is involved. Additional special arrangements may be needed for members with special needs. A member's ability to use equipment or keep himself or herself safe should not be assumed.

9. Equipment

- 9.1. All equipment held by a Chapter for use at meetings should be kept in a safe manner and regularly maintained. Committee Minutes should note when maintenance checks are carried out.
- 9.2. The use of any equipment, for example items such as abortechs, circular saws and bandsaws, that the Chapter Committee feels pose a significant risk to the well-being of persons at Chapter activities or venues, must be restricted to authorised persons only.
- 9.3. Any member who uses Chapter held equipment must judge himself or herself competent to use that equipment. Chapter members should not use borrowed equipment unless they are sure it is appropriately maintained, safe and that permission has been given by the owner.
- 9.4. Any member who witnesses the unsafe use of equipment should request the activity be halted, with a view to pointing out unsafe practice. Consideration should be given to the value or importance of the activity, what control measures could be put in place to reduce the risk or negate its impact, or whether the activity should proceed at all.
- 9.5. All personnel will be provided with or be asked to provide personal protection as is adequate to protect them from dangers occasioned by the use of Chapter or borrowed equipment.
- 9.6. All Chapter equipment in permanent locations should be accompanied with appropriate health and safety warnings and signs.
- 9.7. All personnel are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

10. Personal Protective Equipment

- 10.1. It is the policy of the IWG to provide or ask members to take responsibility for their own personal protection and to provide suitable Personal Protective Equipment according to their own personal needs in order to comply with best practice when following the craft of woodturning.

11. Manual Handling Operations

- 11.1. It is the policy of the IWG that manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. However, the IWG recognises that the manual handling of equipment is often necessary.
- 11.2. Extreme care should be taken when unavoidable handling of heavy loads such as woodturning lathes or large pieces of wood is undertaken and steps should be taken to eliminate or reduce risk to a manageable level.

12. Control of Hazardous Substances

- 12.1. The IWG recognises that those participating in the craft of woodturning may be exposed to a range hazardous substances during activities; for example, dust or chemicals used in a finish. Chapters should take steps to reduce the exposure to dust and to ensure members, demonstrators and tutors follow manufacturers' recommendations when using stains and/or finishes.
- 12.2. Any assessment of risks must include all activities involving exposure to hazardous substances.
- 12.3. Any spillage must be cleaned up immediately.
- 12.4. Waste materials and rags must be removed routinely or stored in appropriate containers.
- 12.5. Any flammable waste materials must be disposed of in accordance with the manufacturers' instructions.
- 12.6. Smoking at any IWG activity is prohibited in line with national legislation.

13. General

- 13.1. Any person under the influence of alcohol, or any drug that might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed to undertake any task or activity.
- 13.2. Any person whose levels of alertness and/or ability are reduced, for example, due to a personal condition, illness or fatigue must not be allowed to undertake any task or activity if this jeopardises the health and safety of that person or any other person. However, special measures/supervision should be considered and risk assessed to allow a level of participation in these situations if at all practically possible.
- 13.3. Members shall not adjust, move or otherwise tamper with any electrical equipment or machinery unless they are suitably qualified and asked to do so by the Chapter Chairperson.
- 13.4. The IWG Executive Chairperson or appointed representative reserves the right to attend any meetings within the Guild or its Chapters where safety is a matter for consideration.

14. Summary

- 14.1. As a membership organisation the IWG places great importance on the safety and well being of all its members and the numerous demonstrators/individuals who help to provide the programme of activities. The duty of care placed on all levels of the

organisation provides a platform from which a proactive and positive attitude to health and safety can be promoted. The continued safety of individual members is a realistic objective, which the IWG sees as an integral part of the philosophy of the organisation.

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