

BODMIN & DISTRICT WOODTURNERS

SAFETY & RULE BOOK



FOR ONE AND ALL

In accordance with Clause 26 of the 'Constitution'

Charity No.

This Safety & Rule Book must be read in conjunction with the 'Constitution'. The 'Constitution' shall always take precedence.

<u>Issue Date</u>	<u>Pages revised</u>	<u>Revision</u>
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Contents

- 1. Executive Committee - Trustees**
- 2. Health & Safety**
 - 2.1 General Safety*
 - 2.2 Lathe Safety*
 - 2.3 Bandsaw Safety*
 - 2.4 Storage of Materials*
 - 2.5 Dust Hazard*
- 3. Child Protection Policy**
- 4. Meeting Location**
- 5. Membership Numbers**
- 6. Subscriptions**
- 7. Club Equipment**
 - 7.1 Purchasing for Club*
 - 7.2 Disposal*
 - 7.3 Dissolution of Club*
 - 7.4 Loan to Members*
 - 7.5 Club Library*
- 8. Shows**
 - 8.1 Show Rules*
- 9. Competition Rules**

1.0 Executive Committee

The Trustees of the Charity shall act as the Committee.

- **Chairman**
 - John Brooks
- **Secretary**
 - Dave Strickland
- **Treasurer**
 - Mike Mansfield
- **Health & Safety Officer**
 - John Brooks
- **Demonstration Organiser**
 - John Brooks
- **Committee Members**
 - Peter Flynn
 - John Linton
 - Tom Bevan

Support Activities

- **Members Development**
 - John Brooks-Turning
- **Competition Coordinator**
 - Peter Flynn
 - Dave Strickland
- **WEB Master & Visual Coordinator**
 - Steve Davis
- **Library**
 - Peter Flynn

2.0 Health & Safety

The Club is committed to providing a safe and healthy environment as part of its wider responsibilities to its members and the general public.

The Committee has appointed a Health & Safety Officer (see section 1.0).

2.1 General Safety

It is strongly advised that you have a phone in your workshop - especially if you work alone or isolated from the rest of the family. It should be mounted low enough that you could reach it from the floor.

Accidents do happen and you might have to get to that phone while on the floor. You can't call 999 for yourself if you suddenly find the phone to be 2 feet higher than you can reach

Manual Handling

It is all members' responsibility to ensure that those who move and manhandle lathes and heavy equipment are strong enough to do so. Do not let anyone strain themselves when handling heavy equipment.

THINK SAFE BE SAFE.

2.2 Basic Lathe safety

S for Speed - is it compatible with the size of wood to be turned?

A for Aside - stand out of the 'firing line'.

F for Fastened - are all locking handles secured?

E for Eye Protection

R for Revolve the wood 'freehand' to ensure it spins freely.

THINK SAFE BE SAFE.

2.3 Bandsaw Safety

Operating

- Thumbs - keep to side never behind the blade
- Always use a Push stick/wedge
- Stance/balance is essential
- Support work never saw overhangs

Never: adjust Guides when saw running
Open doors or remove guards when saw running

Maintenance

Dust - keep the internals clean.
Bed cleaning and lubrication with Silicon.
Sharpening blades - dull/blunt blades are dangerous.
Blade stowage/folding for equal tension.

2.4 Storage of Materials

It is essential to safely store material in the workshop environment. Here are a few items that initially come to mind.

Inflammable material

Inflammable materials should be in a **closed storage** and **suitable marked**. Care must be taken to ensure that chemicals cannot mix by leakage as the resultant mix could cause major problems.

Used cloths and rags

These can be dangerous items if left in the workshop after work has finished. Either dispose of the items immediately or store them in a suitable container, preferably metal, for reuse.

Wire wool

Wire wool needs to be treated as an inflammable commodity. When it comes in contact with even a small electrical current (battery) it can burst into flames. It has also been known that certain radio frequencies can have the same effect.

The storage of wire wool should be in a sealed container, for new as well as used.

THINK SAFE BE SAFE.

2.5 Dust Hazard

Wood dust

- Wood dust causes asthma; Wood workers are 4 times more likely to get asthma compared with the UK working population.
- Hardwood dust can cause cancer - particularly of the nose.

Extract from H S & E web site

Fine wood dust is a serious hazard, especially if you have any respiratory problems. Even if you feel that dust does not bother you it can have a cumulative effect eventually resulting in permanent damage to your health.

The problem for Woodturners is that conventional dust extractors do not work too well for taking dust away from the lathe. It is easy to construct a casing around a Bandsaw, for example, and connect the hose of a dust extractor so all the dust is whisked away. Unfortunately, you cannot put an enclosure around the lathe because that would get in the way of you and your turning tools. You can try putting the air intake of the extractor as close behind the revolving wood as possible and if you have a really good airflow this

will remove some of the dust. However, a lot of dust will inevitably escape

Buy a respirator like the Trend Airshield. They are quiet, take up little space and give you better lung protection than any dust extractor machine. The polycarbonate face shield will also give vital **impact protection**.

Buy a small dust extractor. Because you have the respirator to give primary protection you do not need a huge powerful machine. It will help to keep your workshop clean and you can use it with its flexible hose to vacuum up the shavings and remove dust, which has settled on surfaces. Because you have a woodturning lathe you can quickly turn up a wooden adaptor to accept the hose from your domestic vacuum cleaner to give you a handy extension hose. If you have other woodworking machines such as a table saw you can hook up the extractor to them when you need to use them.

To eliminate the problem with the fine dust hanging around in the air you could consider an air cleaner. These consist of a fairly quiet motor and fan with a fine filter, which continuously removes fine suspended dust. They can be left on with a timer after you have finished work and they will eventually leave you with a workshop full of nice clean air. They will not protect

you while you are working because they take a while to filter out the dust but they will considerably reduce the amount of fine stuff settling on surfaces.

Other precautions you can take to help.

Minimize the sanding. (Power sanding is particularly good at filling the air with dust). Use sharp tools and develop your skill to the point where very little sanding has to be done. Try using the wet sanding method, which does not produce dust.

Try roughing out your bowls from green unseasoned wood. You can save money on material and turning wet wood does not produce dust.

Wear a hat to keep dust out of your hair.

When you leave the workshop leave your overall and your hat behind to save taking the dust into the house.

THINK SAFE BE SAFE.

3.0 Child Protection Policy

The Club recognise that the welfare of children and young people is paramount and that we have a duty of care when they are in our charge. We will do everything we can to promote a safe and caring environment whilst they attend our activities.

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

We will:

- Treat all with respect and celebrate their achievements.
- Carefully recruit and select all adults whether paid or voluntary.
- Respond to concerns and all allegations appropriately.

When there are concerns about the welfare of any child or young person ALL adults in our Club are expected to share those with a Committee Member.

He/she is responsible for:

- Monitoring and recording concerns copying the Club Secretary.
- Make referral to Social Services with out delay
- Liaison with other agencies.

4.0 Location of Meetings

4.1 The Club shall meet St. Mabyn Memorial Hall unless due to unforeseen circumstances when the Committee shall give as much notice as possible of the revised temporary venue.

5.0 Membership Numbers

5.1 The total active members of the Club shall be decided by the Committee taking into account the Health & Safety, Fire and Insurance issues.

6.0 Subscriptions

Membership fees shall be paid within the month of December of the previous year. A Member whose subscription remains unpaid after the end of February shall be considered as having ceased to be a Member.

The Committee reserve the right to refuse, cancel or suspend a Member's membership with immediate effect without giving a reason.

All Members that are under the age of 18 years on the 1st January of the year shall have their subscription waved.

7.0 Club Equipment

7.1 Purchasing for Club

Three Committee Members in writing must approve purchases for the club. The Secretary shall keep the record of the approval.

7.2 Disposal

Any equipment deemed redundant by the Committee shall have a value placed upon it by the Committee and offered to the Members in the first instance. If no

Members respond within one month then the Secretary shall dispose of the item in the most appropriate method, following approval by the Committee, and publish the results.

7.3 Dissolution of Club

Following the Club dissolution vote at the AGM/EGM all equipment shall have a value placed upon it by the Committee and offered to the Members in the first instance. If no Members respond within one month, then the Secretary shall dispose of the item in the most appropriate method and publish the results to all active Members. The proceeds shall be added to the Club fund to be disposed of as voted at the AGM/EGM.

7.4 Loan to Members

7.4.1 The Club will loan equipment to Members on the approval of two Committee members. This approval shall be in writing and held by the Secretary.

7.4.2 The Member shall sign a receipt for the equipment and take full responsibility for the safe keeping and replace any item damaged whilst in their possession.

7.5 Club Library

The Club Library is established to loan Members books, DVDs and videos on a monthly basis. The borrowing members shall pay £5 per item of which £4 is held as a deposit and will be returned upon the return of the item to the Library. The £1 fee shall be transferred to club funds. Members can request items to be purchased for the Library to the Committee for their consideration.

8.0 Shows

To ensure that the Club supports Members in attending shows the rules are as follows:

The 'Club' shall not instigate, administer or financially support 'Shows'.

If any Member(s) wish to attend a show and want to use the 'Clubs' name and Insurance they shall apply in writing to the 'Committee' for approval which will not be unreasonably withheld. This shall be known as a Club Insured Event (CIE).

The requirement of this approval is:

- 10% of sales, after costs, shall be allocated to the 'Club'.
- All Members shall be permitted to attend.

- Accounts reconciliation shall be submitted to the 'Treasurer'.

The Club shall provide the Following:

- Card facilities shall be made available by the 'Club'.
- Club shall also provide, if requested, Lathe for demonstration, Safety screen, extension lead(s) and Dust filter.

If a Member(s) attending a 'Show' do not use the 'Clubs' Insurance but request the use of the Club's card facilities the Member(s) shall apply in writing to the 'Committee'. This shall be known as a Members Insured Event (MIE).

The requirement of this approval is:

- 2.5% of Card sales, in addition to Card administrative costs, shall be allocated to the 'Club'.
- Accounts reconciliation of the Card sales shall be submitted to the 'Treasurer'.
- Club shall provide, if requested, Lathe for demonstration, Safety screen, extension lead(s) and Dust filter for 5% of net sales.

Note: Priority shall be given to a CIE if held on the same day when reviewing this request.

It may be that at one show both types of events attend. If this is the case, and it is practical, then both can use the Card facility.

9.0 Competition Rules

Judging of the monthly Competition shall be by all at that meeting and shall be by secret ballot carried out by the Competition Coordinator.

Monthly points shall be awarded as follows:

4 points for First place

3 points for Second place

2 points for Third place.

All other entries shall be awarded 1 point.

These points shall be tallied and an annual trophy given for the Adult Turner and Junior Turner. The Junior Turner also receives a Gift Voucher as determined by the Committee.

If there is a tie in points at the end of the year then a count back in the number of First places shall be made.

Notes

Notes

Bodmin & District Woodturners
Receipt for Equipment Loan

The following equipment is on loan to
.....(Print name) for
one month from

Equipment -
.....
.....
.....
.....

Approved:

..... Committee Member

..... Committee Member

I take full responsibility for the safe keeping and to
replace any item damaged whilst in my possession.

Signed for by Member:

..... Date

