



The Somerset Guild of Weavers, Spinners and Dyers

Registered Charity No: 295125

Health and Safety Policy Statement

1. It is the policy of Somerset Guild of Weavers, Spinners and Dyers to maintain safe and healthy conditions for members, visiting speakers and other guests at any Guild meeting/workshop/demonstration.
2. The Somerset 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 are able to behave safely at Guild gatherings
3. The Somerset Guild will review and revise this policy as necessary at regular intervals.
4. The Guild will:
 - Ensure that it regularly identifies and records risk
 - Where appropriate will ensure that action is taken to reduce risk
5. The Guild will ensure that members know who is responsible for managing health and safety at Guild gatherings/demonstrations and who has first aid knowledge.

The person with overall responsibility for Health & Safety within the Guild is: Janet Maher, Chairperson.

First Aiders at Guild meetings: Brenda Hamblin (paramedic)
Sophie Fovargue (nurse)

Date: 30th January 2017



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Risk Assessment

Description of Risk	Possible Consequences of Risk	Recommended Action with Costs
Dyeing workshops/demonstrations where members use chemical dyes and transport hot fabrics to rinse. Electric equipment used to heat dye liquid. All done with qualified supervision.	i. Breathing in dye dust. ii. Slips, trips and falls with hot fabric. iii. Electrical accidents.	i. Minimise amount of chemical dye at workshop and wherever possible use made up liquid. Ensure adequate ventilation. Wear protective clothing – aprons and gloves. Ensure all dye stations are fully supervised ii. Maintain clear walkways to washing facility and use containers to prevent drips. Reduce distance between dye pans and sink. iii. Ensure all equipment is certified and checked annually



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Risk Assessment (continued)

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	i. Slips, trips and falls due to inadequate walkways and/or space for seating.	i. Ensure booking of tables is co-ordinated 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 chairs iii. Members to be briefed regularly about observing safe practice in the hall
Library books have to be moved from lock-up to hall every month. Books are stored on trolleys in lock up necessitating trolleys being pushed. Walkways in hall can be blocked with chairs, tables and wheels.	i. Back injury through pushing trolleys.	i. Ensure enough people allocated to move trolleys. ii. Ensure there is adequate space in hall to manoeuvre trolley(s) monitored by hall co-ordinator.