

Leicester Hackspace induction of new members.

- Information about Leicester Hackspace can be found in the Wiki tab at the top of the LHS webpage (<http://wiki4.leicesterhackspace.org.uk>) under *Members Page / Members Guide*.
- A personal tour of the hackspace including how to access restricted machines can be arranged by contacting the membership secretary. (<http://wiki4.leicesterhackspace.org.uk/?title=Roles>).
- Health and safety is your own responsibility, please be aware of others nearby and do not present a hazard to them.
- Some of the larger machines are restricted to trained members, to arrange training contact the membership secretary. (<http://wiki4.leicesterhackspace.org.uk/?title=Roles>).
- All accidents, incidents and near misses must be reported on the form provided.
- Use of Personal protective equipment – some machines require the use of PPE which is provided, please use it to prevent injury.
- First aid – there may not always be a first aider on site, for minor incidents the first aid kit is provided near the kitchen, For serious incidents call an ambulance stating the address: **Unit 40FF Faircharm Trading estate, Evelyn Drive, Leicester LE3 2BU .**
- Items of equipment which cannot be hacked are marked as such.
- If members bring their own tools or equipment into the hackspace they must be in a safe and serviceable condition.
- Keep work areas clean – cleaning equipment is provided for this purpose.
- Replace all tools and test equipment after use.
- Waste recycling is provided: bins are provided for this purpose, when full please take the liner home for disposal (if possible) as no refuse collection is provided. Recycle discharged batteries separately .
- LHS kit (test equipment, tools etc.) is not available for loan.
- No smoking in the building.
- If members bring a guest they are responsible for them while they are in the hackspace, (access, conduct, safety etc.).
- Donations of equipment or tool's to the Hackspace are strictly controlled due to lack of space, a director must be consulted before items are left in the space.