



Workshop Familiarisation Talk

No.	Specific Item	Show
1.	Members should only work in the workshop if a member of the committee is also on site. Lone working is not permitted.	
2.	Entry is always through L/H front door, light switch is immediately on your left just inside the door.	
3.	There are 4 x emergency Push buttons, 2 on the left side of the workshop and 2 on the right hand side. When these buttons are pressed the power to ALL machines and sockets will be turned off.	
4.	Fire Extinguishers are located close to all exit doors.	
5.	Fire Alarms are fitted as follows: 1. Adjacent front entrance doors. 2. Adj to kitchen door. 3. Adj to kitchen fire exit. 4. Adj to rear clean room fire exit.	
6.	To activate a fire alarm – Lift the clear plastic flap, push the centre of call point. The alarm will sound. Exit the building and head to the muster point. See the Fire plan on the notice board at the front of the workshop.	
7.	Avoid any trailing leads, trip hazards – Use the pull-down leads suspended from the ceiling or if outside use the appropriate exterior sockets.	
8.	To turn on the external sockets – first turn on the Fuse Spur sited internally adj the light switches at the main entrance.	
9.	Kitchen and Clean room fire exit doors to be unlocked when the building is occupied. Keys are hanging on the doors. Ensure these doors are secured before leaving.	
10.	Kitchen area to be always kept clean and tidy for the benefit of everyone. Dirty mugs should be placed in the dishwasher. Before leaving put on the dishwasher, tablets can be found under the sink. This is to ensure hygiene.	
11.	Workshop areas to be left as found. All racks, bins/toolboxes and tools to be replaced in correct location and tidy when tasks are completed and before leaving the workshop.	
12.	First aid boxes are located at the front and rear of the main workshop adj to each rear fire and front door.	
13.	Work areas must always be kept clean and tidy. If equipment/tools are not being used, then tidy them away.	
14.	Please use the 'Dirty' sink at the front of the workshop for all things Non catering. Use the sink for cleaning of paint brushes etc. Under No circumstances should the sink in the kitchen be used for anything other than washing up etc.	

Once the talk has been undertaken: Make sure you send all new members the 'Workshop Familiarisation' form so that they can fill in the details and undertake the small quiz. This forms some of our indemnity, so it is imperative that each member undertakes this form.