

Nailsea Sheddars Risk Policy and Procedures NSP003

Nailsea Sheddars uses a risk management process to identify potential problems before they might occur so that risk-handling activities can be devised and invoked as needed. By doing so, Sheddars aims to protect its members and likewise the public by mitigating adverse impacts on the achievement of the objectives set out in our Constitution.

Each Shedder must have an awareness of the possible risks to themselves and members of the public when at Sheddars or acting on Shedder's business elsewhere. It is every Shedder's responsibility to ensure that all necessary steps are taken to mitigate known risks and flag up new risks to the Trustees should they crop up.

Previous individual Risk Assessments, covered the following:

1. Risks specifically associated when Sheddars are running the Community Living Room in the winter period (**RA020**)
2. Risks associated with members carrying out "Sheddars" activities whilst at Wraxall (**RA021**)
3. Risks associated with UKeBox (the musical wing of Sheddars) playing at an Open-Air Event (Woodspring Wings) in 2023 and 2024 (**RA022**)

The recommended actions to mitigate these Risks were originally included in Risk Assessments contained in our Dropbox.

RA020

During cold months when Sheddars are operating a Community Living Room, RA020 will come into operation. All visitors should be made aware of this document's contents.

RA021

This is still "live" and contains the actions we all need to take to safeguard our personal safety, that of fellow Sheddars and to the public.

We must be compliant with those actions to be in line with the prerequisites of our Insurance Policy.

RA023

When UkeBox are playing gigs away from WVC this Risk assessment is applicable.

To better understand these actions, the key points from RA021 are listed herewith and should be cross referenced in the Members Guide. Please look at these and follow them accordingly.

Key extracts from RA021: -

1. We pay rent to Wraxall Village Club to use their facilities. All new members from October 2024 will be taken through the New Members Induction process which highlights all essential aspects at the club.

Familiarise yourself with the basic layout of the Club and remember we don't own it. Be aware of the contents of the Members Handbook which is available at WVC.

2. Be aware of the signage (e.g. Fire Exits, etc) in place and follow what they say.

3. Do not walk up or down the slope alongside the front main steps. Take care when using those steps and those by the pigeon shed. Use the handrails alongside.

4. No pets are allowed at Shedders

5. Use the Attendance Book to record members and visitors "in" and "out" when attending WVC

6. Make sure you get a Health and Safety Brief from a Trustee including Fire Drill details, First Aid box location, First Aid Training (if appropriate), etc

7. Always wear your Shedders name badge.

8. If you can, wear safety shoes when carrying out DIY work. Ensure you don't have loose sleeving or clothing when operating drills, etc.

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Ensure your name badge/lanyard is removed when using machinery.
Wear gloves when using cleaning products, oils, paints, etc

9. Use ladders, steps, work benches and table protection.

10. Do not try and lift heavy loads without consulting the Trustees

11. If you are not familiar with using a particular tool or machine, consult a Trustee or experienced member before using it.

12. Separate waste and recycling as much as possible and take it away if you can.

13. Until Shedders gets a dedicated paint brush cleaner facility, minimise the use of solvent-based paints.

14. A minimum of two people must be present to open and close WVC

15. Lone working at WVC is not allowed. If it is not possible to do otherwise, then the intended lone worker must agree with a Trustee prior to commencement of work, a telephone call check schedule to ensure safety.

16. Whenever possible, do dusty/noisy work outside and wear the appropriate safety kit (safety glasses, ear plugs, mask, etc). Use a vacuum cleaner in conjunction with the machinery to limit the amount of dust.

17. If working inside, protect all WVC furniture with cardboard, dust sheet, etc. Only water-based paints to be used inside.

18. Clean up after working and ensure that work in progress is clearly marked with Job Number and an update of the work status can be put in the Dropbox file.

19. All Hazardous materials must be stored in the lockable yellow cabinet in the Storeroom

20. Before Shedders finishes, help to replace all chairs, wipe tables, reposition beer mats and vacuum the carpets.

21. Pulling out of the front carpark onto the main road can be hazardous so proceed cautiously, use the mirror on the telegraph pole

opposite the WVC entrance to check for traffic notably coming from the Bristol direction, i.e. from your right as you pull out.

RA022

Originally drawn up for a one-off performance, this risk assessment has been closed but its content has been used as the basis for a master Checklist to mitigate risks at all UKeBox gigs. This new assessment is therefore assigned RA023.

RA023

To cover possible risks and mitigation actions for UKeBox when playing at events away from WVC.

Should you believe a new Risk is identified, please notify one of the Trustees immediately.

Risks will be regularly reviewed (annually) by the Trustees and status/progress reported to the members.

NOTE:-

In the past, Risk Assessments and mitigating actions arising from them, have only been visible to Shedd's via reference to the relevant Dropbox file. With the advent of the "Members Handbook", a greater awareness of these documents and recommendations should be achieved in future.