

Health and Safety Policy — Sheffield Hackspace

Health & Safety is the responsibility of each member of Sheffield Hackspace. It is the duty of each member to make sure they are safe and not endangering the people around them. Every Hackspace member has the right and responsibility to challenge unsafe behaviour.

The Hackspace is a communal workshop – please bear this mind when assessing risk to yourself and others.

Responsibilities

- The Directors are responsible for creating a safe environment by identifying the risks and maintaining tools, equipment, and spaces in good working order
- Space users (members and visitors) must:
 - follow all safety guidelines
 - not interfere with anything provided to safeguard their health and safety
 - report hazards or unsafe conditions to the Directors
 - take reasonable care of their own and others' health and safety
 - use equipment correctly in accordance with instruction manuals or training
- in addition, keyholders to the space must:
 - have read and understood the Health and Safety Policy, Risk Assessment, and Inductions and Lone Working Policy
 - not leave a non-keyholder member alone in the space
- if you see any Health and Safety issues, either speak to the person concerned or to one of the Directors.

Personal Protective Equipment

- Appropriate personal protective equipment (PPE) must be used when necessary, particularly when using machinery, tools, or handling hazardous materials.
- The Directors must ensure PPE is available and that space users understand how to use it correctly.
- A range of PPE such as goggles, gloves, facemasks, ear protection, and other such items are kept ready for use by all members. If any items are not available or damaged, please contact one of the Directors or email trustees@sheffieldhackspace.org.uk

Risk Assessment

- General risk assessments of our permanent venue will be carried out annually by the Directors.
- The current Risk Assessment is to be found printed on the noticeboard, and on the wiki.
- Responsibility for observing the decisions made in the risk assessment lies with all members.
- Risk assessments for one-off events or activities will be carried out by the member who is planning that activity. That member is responsible for liaising with the Lead Volunteer in charge (may be the same person) to ensure hazards are dealt with as outlined in the risk assessment.
- Before using a tool or process, space users should familiarise themselves with the risks by reading the risk assessment or other documentation provided.
- Before any new tool or process is introduced, a risk assessment must be completed. The assessment should:
 - Identify any risks involved in the activity
 - Evaluate the likelihood and impact of harm
 - Determine appropriate control measures to minimise the risk

First Aid and Accidents

- A First Aid Box and eye-wash solutions are available in the Common Area and in the Metalworking Room. The Directors are responsible for checking the contents every quarter.

- PPE (goggles, ear-defenders, etc) is available for use nearby to the equipment it should be used with. Equipment has signage showing which PPE should be used, for which Directors are responsible.
- All accidents are to be recorded in the Accident Book - the book is located in the Admin Box, under the main display, in the Commons. Please notify one of the Directors if you fill in an accident.
- If you use any first aid items and notice supplies are low, please notify one of the Directors.

Fire

- A CO2 fire extinguisher is located in the Laser Cutting room & foam extinguishers are in the Commons, Woodshop, & Metalworking rooms.
- Escape routes shall be well signed and should be kept clear at all times
- If you call the emergency services meet them at the main gate – a key to the gate is available within the space.

Training

- The Hackspace has many potentially dangerous tools available to for members to use. If you are not confident with a tool or machine or haven't used it before: you should ask to be shown how to use it, either in-person or online.
- Training is required for some tools. Space users must ensure they are correctly trained before undertaking work with these. See the Inductions and Lone Working Policy to see which tools this refers to.

Lone Working

- It is okay for members to work alone in the space, but they must not work at height and **must not** use any tools they deem risky. Whenever possible co-ordinate visits with other members to avoid lone working. **If you aren't sure about an activity, don't undertake it when alone.**

Reasonable level of risk

We will take steps to avoid unnecessary risk and very high levels of risk. However, some activities inherently involve some risk. Learning about, and employing, risk management is a necessary part of "making". We therefore aim to protect our members from unnecessary and high risk, and provide guidance and support to help members manage risk for themselves.

We will hold Public Liability Insurance.

Last reviewed 05/05/2026; Next review due 01/09/2026

