

Site manager safety brief

| **Site**: Makespace | **Activity**: Repair Café | **Date**: 2 November 2024 |
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| **Site lead:**  Ros Uren | **First aid lead:** | **Project Coordinator:**  Ros Uren  07969 295793 |

This is a quick reminder of on-site health & safety for those leading SHARE activities.

## Policy and inductions

All staff & volunteers must be aware of the Health & Safety policy, the risk assessments for the activity they are volunteering on, and have signed the relevant induction form. Confirm this on the training log or via the Project Coordinator. All paperwork can be found on our website here: <https://greenappleton.org.uk/repairCafe/index.php>

## Hazard & incident reporting

Everyone on-site has a responsibility to report any dangerous or potentially dangerous things, so we can improve and keep SHARE a safe place to work. This includes:

* **Hazards**: anything that has the potential to be dangerous
* **Near misses**: situations that could have caused injury but didn’t this time
* **Accidents**: anything which caused any injury, even minor. This includes anything which needs us to use the first aid box.

See the form below to record and report any of the above.

## First aid

The first aid box is in the kitchen of the Village Hall.

If further emergency support is required, call 999 first. The project coordinator will help if possible if you also call them.

## Fire

There are water and CO2 fire extinguishers by both the north and south entrances to Makespace.

There are also call points by both doors. The alarm at Makespace is not automatic so will only sound if these are activated. It also does not call the fire brigade automatically.

The evacuation meeting point is by the bike rack at the north end of the building.

## Electrical

There are two fuse boards at Makespace, one under the north stairs and one in Sabali pots; both need keys access. Maurice has access to the keys.

## Project-specific - irreparable items

If we aren’t able to repair an item so that it’s safe, either:

* Quarantine it: attach a quarantine note and return to the SHARE office for disposal
* Ensure the guest understands and signs a dangerous item return form, to be returned with the paperwork to the SHARE office.

Incident / hazard report

Email a photo of the completed form to [greenappleton2021@gmail.com](mailto:greenappleton2021@gmail.com)

**Date**:

**Type:** hazard near-miss accident

**Reported by (name, contact details, signature):**

**Details of incident/hazard:**

**Who was affected? (name, contact details)**

**Was any follow-up action and investigation taken? (details)**

Dangerous item return

We are sorry that we have been unable to repair this item to a safe condition.

It must not be used until fully repaired and confirmed as safe to use by a suitably qualified or competent person.

You have chosen to take the item home rather than quarantine it here at SHARE for safe disposal.

Please sign to confirm that you understand the safety risks and will not use it until it has been fully repaired to a safe condition.

**Item description:**

**Owner (name, signature, date) Repairer (name, signature, date)**

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**Item description:**

**Owner (name, signature, date) Repairer (name, signature, date)**

Quarantined dangerous item

This item is not safe to use and has been quarantined by the SHARE team, for safe disposal.

**Item description**

**Owner**

**Repairer (name, signature, date)**

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