

Worcester Society of Artists

Health And Safety Guidance For Members 2024

This summary addresses potential risks and their safe navigation in the context of members meetings and participation at the Bromwich Road, Mission Free Church Hall. Members were given a talk on this subject at a meeting in 2023.

Fire Safety

Members are required to sign in on arrival so that a complete list of attendees is available in case of evacuation. Members are also required to sign out if they leave before the end of a meeting.

Members were given a fire drill *on 7th August 2023*. All fire exits were identified before leaving the building in a safe and orderly way via the available fire exits and meeting at the fire assembly point. All members names were checked against the attendance list.

Trip Hazards

Our policy is to identify and flag for members all trip hazards for each meeting as required, including electric cables and easel legs. Members are advised to avoid areas with hazards and choose alternative routes.

Manual Handling

Members were advised in safe practices of lifting and manual handling *on 11th September 2023*.

Assessing the task- working in teams, identifying hazards.

Correct posture- bending at the knee to lift. Not to overstretch the back.

These recommendations apply particularly to the assembly and storage of tables and chairs at the beginning and end of each meeting.

When stacking chairs members must not lift more than 2 chairs at a time. When using the large tables 2 members are required to put up and take down the tables.

Workshop Practice

Members are required to pay attention to possible irritants used during practical workshops.

The use of solvents is discouraged where possible. Members are encouraged to use alternatives such as Zest-IT. Any artist using solvents **MUST** take them home for disposal not dispose of them at the premises.

Similarly the dust and airborne particles from charcoal and like materials can cause irritation to members. If any members are sensitive or allergic to any materials being used by other members and cannot find a seat away from the irritant please approach a member of the committee so we can arrange alternative seating for you if possible.

Fixatives in aerosol format may only be used outside the building.

All cleaning up must be done in the 'Messy Kitchen' not the catering kitchen.

Refreshments

Only 2 people are allowed in the kitchen when refreshments are being prepared for the meeting.

Hot water must be served in the thermal jugs to avoid scalding. Under no circumstances can the kettles be used for members to make drinks at break time.

If more hot water is required a member of the committee, or the people on 'tea duty', will boil the kettles and refill the thermal jugs.