



2. Minimum Numbers in Shed and Visitors

It is recommended that a minimum of two people be in attendance while the Shed is open, this is particularly important if power tools are to be used.

The reason is to ensure that if a member is in need of help, another person is there to provide assistance.

Members must sign into the **Attendance Book** when they enter the Shed.

Safety of Visitors

Visitors must be asked to sign in the **Attendance Book** when they enter the Shed and sign out when they leave.

People at the workplace have a duty of care to ensure that visitors are safe.

The visitors also have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

In practical terms, visitors should be advised about any known dangers / risks they could encounter in the Shed.

Additionally, the normal safety practices that apply to members also apply to visitors and include:-

- Wearing shoes that cover the toes;
- Long hair covered by a net if near to machines;
- Wearing safety glasses;
- Wearing all other appropriate PPE;
- Observe all safety signage.