



Northumbrian Woodturners Association

Safe Working Practice (SWP)

Safety is everyone's responsibility, whether you are a member, guest or visiting demonstrator.

1. Fire Safety: Briardale Community Centre (BCC), the premises used by NWA has a fire alarm system and fire extinguishers are already in place.
 - 1.1. Signing-in. At every meeting or demonstration, a sign-in paper shall be placed at the entrance to the meeting room. Every member must put a tick against their name and guests must add their name to the list. At the start of each meeting the Chairman shall ask all present if they have signed in and point out the fire exits.
 - 1.2. Emergency collection point: Car Park in front of BCC building. In case of emergencies the Chairman shall take the sign-in paper (if it is safe to do so) to the car park to carry out a head count.

2. Setting up and stripping down for demonstration or members' hands-on training using Lathes, in the meeting room at the Briardale Community Centre (BCC):

Appropriate manual handling procedures must always be used.

- 2.1. Room Layout: The lathe shall normally be set up at the open end of a U-shaped lay-out of tables, set off from the back wall, with adequate

- room behind the lathe for the demonstrator to work safely, and access space to be left at one end of the lathe between the lathe and the table.
- 2.2. Setting up lathes: When not in use the three lathes are stored in the meeting room inside one of the two locked walk-in cupboards allocated for exclusive use of NWA. The two smaller lathes are kept when not in use on a purpose made low level trolley, which can easily be rolled out of the cupboard in to the place where they are to be set up. They must be lifted by two members (from a standing position) just enough to clear the trolley, while a third member pulls the trolley from under the lathe to allow it to be set down. The third lathe (which is the lathe that is normally used for demonstrations) is on heavy duty castors which are engaged or disengaged by a simple lever and sliding sleeve mechanism, allowing the lathe to be rolled in to place and set down by one member. All the lathes are fixed to proprietary lathe stands and are very stable. The main demonstration lathe has a transparent rigid plastic fold away screen, which must be mounted on the front of the lathe between the lathe and those viewing the demonstration.
- 2.3. Electrical power and cabling: Electric power to the lathes is via drum cable extensions from 240v power points on the back wall to the floor under the lathe. The extensions have multi outlets to allow the demonstrator to use other power tools or equipment if and as required. All power cables for lathes and all other equipment must be encased within proprietary floor trunking. No trailing cables are allowed.
- 2.3.1. PAT testing: All electrical equipment, tools, extension cables, etc. shall be Portable Appliance Testing (PAT) tested annually by a competent person.
- 2.4. TV Screens: Three television screens for viewing the demonstrations are also stored with the lathes and other relevant equipment in the previously mentioned walk-in cupboards. The screens shall be positioned at either end of the U-shaped table lay-out on two proprietary heavy-duty floor standing telescopic tripods. The screens must be mounted on the tripods via proprietary brackets; the tripods must be secured to the tables with purpose made brackets and G clamps. The screens must be lifted on and off the tripods by two members.

- 2.5. Camera Gantry: A top rail attached between the TV tripods carries 2 small cameras that relay the demonstration to the screens via a table-top box. The top rail must be set over and to the front of the lathe above head height (but must be reachable by standing on the floor without use of steps etc. or over-stretching) the cameras must be connected to the TVs via cables, which are held in place on the rails with toggles and/or Velcro ties.
- 2.6. Audio System: A speaker shall be set up on a heavy-duty floor-standing telescopic tripod against the side wall, with a table alongside for the control box. The system is wireless with the speaker/demonstrator having a clip-on microphone.
- 2.7. Clearing away: Upon completion of a demonstration or training session all the lathes and other equipment must be stripped down and returned to locked cupboards in an analogous manner to setting up. The shavings etc. made during the demonstration or training session must be picked up and bagged, shavings that cannot be picked up shall be vacuumed up using the NWA's 'Henry' type vacuum; Note: sweeping up of shavings is discouraged, but if necessary sweeping is to be kept to a minimum. The bagged shavings are disposed of by the centre.

3. Operating Woodturning Lathes either by visiting Demonstrators or by Members at club meeting or "members training events".

At a minimum the following Safety Procedures must be followed when using a woodturning lathe at all club meetings.

- 3.1. Public safety: A clear rigid plastic fold away screen must be mounted on the front of the lathe between the lathe and those viewing the demonstration to protect them from flying chips etc.
- 3.2. Operator safety: The lathe operator must wear safety glasses, goggles or face shield to protect operator from flying chips. (Spectacles without safety lenses shall not be treated as adequate for eye protection). Appropriate comfortable clothing shall be worn, but not so loose fitting that they could catch on moving parts or get entangled with

rotating parts or the work piece being turned. Neckties, lanyards, jewellery, etc shall be removed and hair tied back before starting to turn. Adequate footwear must be worn; sandals are not permitted.

3.3. Safety while turning:

- 3.3.1. Work-piece: Work pieces shall be checked for splits, loose knots, cracks or any other defects that could fly off or make them insecure. The operator must inform the audience about the nature of the material about to be used to avoid possible allergic or other reactions.
- 3.3.2. Chucking: The work piece shall be securely held either between centres, on a faceplate or in a four-jaw chuck. If held by a chuck the tenon or mortice recess shall be of the optimum size to suit the jaws being used. The operator shall consider tail stock support for face plate/chuck held blanks. The chuck key must never be left in the chuck when the lathe is unattended.
- 3.3.3. Tool rest: The tool rest shall be clamped securely in place and adjusted so that it is parallel and close as possible to the work piece. It shall be set high enough so that the tools will cut the wood slightly above the centre. Before starting the lathe, the work piece shall be rotated to check that it is free to fully rotate. As wood is removed and the gap increases the tool rest shall be moved closer. **Note:** The lathe must be turned off before any adjustments are made and the tool rest must be moved away from the work piece prior to sanding, polishing, etc.
- 3.3.4. Lathe speed: The operator must select the appropriate speed for the diameter, length, the nature of work to be carried out and the tools to be used. If in doubt he/she shall start at a low speed and increase as necessary to work safely. Low speed shall be used for any work piece that is irregular in shape and or out of balance. The lathe must not be left running when unattended
- 3.3.5. Turning tools: Only appropriate, sharp and well-maintained gouges, chisels, etc. shall be used. The use of tools made from files or other non standard materials is not allowed. Tools and other equipment not in use shall not be left on lathe bed, but must be put on one of the adjacent table to avoid falling off and causing injury.

3.3.6. Sanding: No dust extraction system is available and therefore sanding is not encouraged during club demonstrations or training events. But if it is essential to the demonstration it must be kept to minimum. Wherever possible appropriate tools shall be used to hold sandpaper and only paper or non-woven safety cloths used to apply finishes.

4. Woodturning Demonstrations by members on premises other than our regular meeting room.

As a minimum the following Safety Procedures must be followed when using a woodturning lathe at all club meetings.

Appropriate manual handling procedures must always be used.

- 4.1. Transportation: The Jet lathe is used for external demonstrations. This lathe is smaller and lighter than the lathe normally used for internal demonstrations therefore it can easily and safely be handled by two members. The lathe, boxed turned items for sale and other equipment are loaded in to members' vehicles for transporting to the venue.
- 4.2. Setting up: The lathe shall be set up in a location allocated to NWA. This lathe also has a transparent rigid plastic screen which must be set up between the lathe and the public. The allocated location normally has tables or displays either side of the lathe that restrict access to the rear of the lathe. If this is not the case the members attending must ensure that something is put in place to restrict access. Note: Items 2.3, 2.4 and 2.7 are also relevant to external demonstrations.
- 4.3. Operating lathe. All items in section 3 are relevant to external demonstrations.

5. Operating Grinder either by visiting Demonstrators or by Members at club meeting or “members training events”.

As a minimum the following Safety Procedures must be followed when using a woodturning lathe at all club meetings.

- 5.1. Setting up Grinder: A Creusen grinder is available to re-sharpen tools by demonstrators or by club members during a training event. The grinder is stored on a shelf in one of the locked walk-in cupboards, it is bolted to a small section of worktop and is easily carried by one member. It must be placed on one of the tables behind and to the side of the lathe and clamped to the table. **Note:** Items 2.3 and 2.4 are also relevant to the use of grinder. The grinder shall be returned to the cupboard on completion of the demonstration or training event. Other sharpening systems may be used by visiting demonstrators, these must be secured to a table when in use.
- 5.2. Operator safety: The Operator must wear safety glasses, goggles or face shield to protect the operator from sparks and small pieces of metal. (Spectacles without safety lenses shall not be treated as adequate for eye protection). Appropriate comfortable clothing shall be worn, but not so loose fitting that they could catch on moving parts or get entangled with rotating parts. Neckties, lanyards, jewellery, etc shall be removed and hair tied back before starting to grind. Adequate footwear must be worn.
- 5.3. Safety while sharpening: Tool rest and/or sharpening jigs must be clamped securely in place and set to the correct position before starting the grinder. The grinder must be turned off and allowed to stop before any adjustments are made. The grinder must not be left unattended when running. Tools and other equipment not in use shall be put well away from the edge of the table to avoid falling off and causing injury.

6. Access to high-level storage.

Under no circumstances is this activity to be carried out by one person alone.

- 6.1. NWA has the use of a small mezzanine storage area which is open to the eaves above one of the cupboards, approximately 3M above floor level and only accessible via a ladder. This extra storage area is currently only used for storage of items for sale at craft fairs and/or public demonstrations, so access is only required a few times each year. If frequency of use increases these guidelines must be reviewed.
- 6.2. The double doors below the high-level storage area leading from the hallway to the meeting room must be closed and blocked off. Members and guests must use the other set of double doors, whilst the ladder is in place and or in use.
- 6.3. The turned items must be stored in boxes that can easily be handled by one person. The loaded boxes must be wrapped with Clingfilm to keep the items free from dust etc. and to prevent any item falling out whilst being carried either up or down from the storage area.
- 6.4. NWA has a 4M telescopic ladder which is stored within one of the lockable cupboards. (Note only NWA committee members have keys for these cupboards)
- 6.5. Use of ladder: Use of this ladder must preferably be undertaken by three members, but may be done by two if necessary. When the ladder is taken out of storage and extended it must be checked visually for any damage. Pressure must be applied with one foot onto the first extended rung of the ladder to assure that the ladder has been correctly extended and is safe to use. If any damage or malfunction is detected the ladder must not be used, it must be taken out of service and a notice applied to the ladder, to prevent any further use. The damage or malfunction shall be reported immediately to both the Chairman and the secretary, who shall be responsible for ensuring that the ladder is not used until it has been repaired or replaced.
- 6.6. When the ladder has been placed at the correct angle up to the high-level storage, one member must stand at the bottom of the ladder with their feet against the stiles of the ladder, to prevent the ladder moving.

This must be done at all times that someone is on the ladder. The third member shall pass a box to the member who is still near the bottom of the ladder, the box must be placed across their forearms with both hands holding on to the stiles of the ladder. As they climb the ladder they must slide their hand up the stiles, while keeping hold at all times. Then the box shall be placed securely onto the floor of the high-level area. If only two members are available, the member climbing the ladder shall have the box placed upon their forearms whilst standing on the floor at the bottom of the ladder. The second member must then stand and secure the ladder at the bottom as the first member ascends. All the above will be carried out in reverse when taking down boxes from the high-level area.

- 6.7. On completion the ladder is collapsed and checked to ensure that no damage has occurred and then returned to the lockable cupboard.