



HEALTH AND SAFETY POLICY

Policy owner	Board of Directors
Policy lead	Andrew Ferguson, Founder and Director
Version	1.0
Effective date	4 September 2026
Review date	4 September 2027, or sooner following a significant change, incident or new activity
Applies to	Directors, workers, volunteers, contractors, participants and visitors

1. Policy Statement

The Joinery Hub Glasgow CIC is committed to providing and maintaining, so far as reasonably practicable, a safe and healthy environment for everyone who works in, learns in, volunteers in or visits the workshop. Health and safety is integral to our training, workshop management and decision-making.

2. Responsibilities

The Board of Directors has overall responsibility for health and safety governance. Andrew Ferguson, Founder and Director, coordinates day-to-day workshop health and safety arrangements. Everyone using the workshop has a responsibility to follow instructions, use equipment safely, report hazards and stop work where conditions are unsafe.

3. Risk Assessment

The Hub will maintain a General Workshop Risk Assessment and additional machine-, activity-, fire- or COSHH-specific assessments where required. Assessments will be reviewed after significant incidents, changes to equipment or layout, new processes or materials, changes in participant needs, or at the scheduled review date.

4. Machinery and Tools

- Only trained, competent or appropriately supervised people may use machinery and tools
- Guards, extraction, emergency stops and other safety devices must not be bypassed
- Equipment will be checked, maintained and removed from use if defective
- Isolation procedures will be followed before adjustments, cleaning, maintenance or tool changes where required

- Participants will receive instruction and supervision appropriate to the task and their competence

5. Workshop Environment

- Keep floors, walkways, exits and work areas clear
- Control wood dust using local extraction, ventilation and suitable cleaning methods
- Manage noise exposure and provide hearing protection where required
- Store timber, sheet materials and equipment securely
- Control combustible waste and ignition sources
- Maintain suitable lighting, ventilation and access to emergency arrangements

6. PPE

Appropriate personal protective equipment will be selected according to the task, including eye, hearing, respiratory, hand and foot protection where required. PPE does not replace machine guards, extraction or safe systems of work.

7. Manual Handling

Loads will be assessed before lifting. Safe lifting techniques, team lifting or mechanical assistance will be used for bulky or heavy materials. Lone handling of awkward sheet materials will be avoided where reasonably practicable.

8. Fire, First Aid and Emergencies

- Keep escape routes and exits clear
- Maintain appropriate fire detection and fire-fighting equipment
- Brief users on evacuation arrangements
- Maintain accessible first-aid supplies
- Record and review accidents, incidents and near misses
- Contact emergency services when required

9. COSHH and Hazardous Substances

Hazardous substances such as adhesives, paints, finishes, cleaning products and wood dust will be managed using product information, Safety Data Sheets and COSHH assessments where required. Quantities will be kept proportionate, containers closed and stored appropriately, and suitable ventilation and PPE used.

10. Participants, Visitors and Safeguarding

Visitors and participants will receive an appropriate induction before practical activities. Access to machinery will be controlled and supervised according to competence and individual needs. Unsafe behaviour, horseplay, impairment or misuse of equipment will result in the activity being stopped.

11. Fatigue, Medication and Impairment

Anyone undertaking practical work must be fit to do the task and able to follow safety instructions. Work will be adapted, postponed or stopped where fatigue, medication effects, alcohol or drugs, distress or distraction make safe participation doubtful.

12. Reporting Hazards and Incidents

Hazards, defects, accidents, near misses and unsafe conditions must be reported promptly. Work must stop where an immediate or uncontrolled risk is identified.

13. Review

This policy will be reviewed at least annually and sooner after a significant incident, material organisational change or relevant change in law or guidance.

Approval

This policy is approved on behalf of The Joinery Hub Glasgow CIC.

Name	Andrew Ferguson
Position	Founder and Director
Approval	Approved electronically for publication
Date	4 September 2026