

# Code of Conduct For Workshops and Studios

Appropriate clothing and safety footwear worn in workshops at all times.

No food/drink in teaching areas (except bottled water).

Please avoid personal calls/messaging/social media use on phones whilst on machines/ with tools.

Understand what to do/where to go in case of emergency.

Only use equipment that you have been trained to use. If in doubt, ask a Shed Lead.

All power tools to be (dust) extracted at source.

Notify the Shed Lead of any medical conditions that could affect safety standards.

Portable powered equipment must be compliant with current safety standards and be PAT tested.

Remove plugs from sockets when power tools are not in use.

Only use substances for which COSHH records exist e.g. adhesives, finishes etc.

Any flammable substances must be stored in the yellow flammable liquids cabinet.

Ear\* and eye protection to be used when using power tools and wood machines.  
Ear\* phones are not an acceptable substitute.

Dust masks to be worn when appropriate.

Report any incidents/accidents or damage to equipment to a member of staff immediately.

Maintain a tidy work area at all times.

Keep walkways and doorways clear at all times.

Use correct bins for offcuts, wood waste, recycling and general waste.

Help to maintain a tidy environment by returning equipment promptly after use.

Avoid waste by taking only what you need for each job and returning any unused screws, biscuits etc.

**Name:**

**Signature:**

**Date:**