



Do not be on fire - what does this mean?

Health and safety at the Hackspace.

As a member of Norwich Hackspace you are responsible for your own and other people's safety.

Be Safe. You are obliged not cause harm to other people or equipment.

This guidance is intended to help keep people safe but in the end you are responsible so please be considerate and don't take risks or be careless in the way you work.

Each area of work has a 'Lead Maintainer' (see below) a person with above average knowledge who has offered to help keep that area running smoothly and to make decisions. If there is an issue they have final say. These people should be referred to either in person or via Slack for questions or decisions about use - if in doubt ask a member or on Slack.

Guidelines: Please bring your common sense when you come to the Hackspace.

- The **laser cutter and 3D printers require an induction** before you use them - ask a Lead Member on Slack or on a member night. You will get a quick answer from someone on Slack if you have a general query - eg can I cut cardboard/plastic/pva/felt etc.
- The **wood workshop or Metalspace equipment** is most likely to cause physical harm - **you need an induction for these areas** - please ask **Leads** below. Please be careful and ask to be shown before using any tool for the first time - there are no stupid questions.
- **Lone working** - at your own risk but be aware no-one wants to come in to see you have nailed your hand to the wall and your calls for help went unanswered. No doubt they will help (after taking a photo for Facebook) but they probably don't like the sight of blood. Try not to work in the workshop when no-one is around and keep a mobile phone within reach. **Always log into the #whoisinthespace channel on Slack**
- **Things get broken.** If you break or notice something report it to the Lead Maintainer (use Slack to do this). If you can fix it and are competent go ahead, if not leave a notice on it.
- **Do not remove safety features** on equipment. (If you do put them back!)
- If you bring in equipment that is **faulty** but working. e.g. frayed cable, cracked plug, defective guard... Take the fuse out and clearly label as defective.
- If you see someone doing something that you consider is dangerous ask them politely to stop and explain your reasoning. If it is you - stop and listen - the other person may save injury or damage - **all members must respect each other** (Golden Rule).
- **There is a first aid kit**, eyewash and cold compresses in the office plus dust masks - nearest hospital is Norfolk and Norwich - or call 111 (non-urgent) or 999.
- **Leave a clean, clear space when you finish** - unless you have brought your butler/spouse to clear up after you. Label things you don't want people to use otherwise it is fair game for hacking. There are labels in the space
- **Important:** If you are the last to leave make sure you switch everything off and doors and windows are locked with shutters down.

The Lead Maintainers are:

- Main room, general issues, money, signage & notices, shop, PR - **Marion** - @mario
- Laser cutter, vinylcutter, broadband & network - **Ben Norcutt** @plexer
- 3d Printers - **Dan Robertson** **Tim Parnell** @tim_gomi
- Wood workshop, membership, accounts, general issues - **Alan Scrase** @alan_scrase
- Metalspace (separate building) **Toby Catlin** @tobyc
- Electronics bench - **Tom Goff (Goffy)** @goffy
- There is a full list in the shared Dropbox folder <https://bit.ly/2ZYvqgy>