



## Norwich Hackspace Rules of Engagement and Code of Conduct – updated August 2020

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Norwich Hackspace is a community of people. It is run by a core team of members who have put some effort in to get the Hackspace started. As things change, we will adapt rules but these are basic principles which do not alter. The intention of the rules is not to limit people but to try and make sure we can all get the best out of Norwich Hackspace.

We have tried to keep written rules to a minimum so we rely on members to keep to the spirit and ethos behind the rules rather than the letter of the law in terms of safety, respect for others and enjoyable use of the space.

We have our own rented premises in Lion House, Muspole Street, Norwich and there are some basic rules which include no smoking, alcohol or drugs on the premises.

With a lot of flammable materials and powerful machinery, there are obvious hazards from fire and injury. We ask members to use common sense at all times and not to take unnecessary risks, to wear protective clothing and to keep the work area as clean and tidy as possible. **We are all responsible for our own safety.**

New members are inducted gradually, attending as new members with restricted access to the Hackspace before they are given full-membership and anytime access when the group is ready to accept them. People who have been members for a while will greet new members, show them round and explain how the hackspace works. We have members with areas of responsibility who are normally at meetings and there will be a list of names available in the space and on the website. We are currently working on a Wiki to make documentation easier to access.

If you are new and wish to use materials or have access to the building outside core Hackspace time please speak to one of the Lead members or contact them via Slack.

Please don't be afraid to ask questions – anyone will help you, or will point you towards someone who can if they can't.

The group makes extensive use of Slack (an instant messaging app which enables teams to work together) as a way of communicating, asking questions, sharing projects and making decisions. Once you are a paid up member you will be invited to Slack and will be in touch with all members whilst retaining privacy.

## Metalspace

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Recently, we have been lucky enough to be able to rent some extra premises for metalworking including welding, forge-work, casting and more. It is across Duke Street in St Mary's Works. The Hackspace rents part of a larger Metalshed so there are non-members using the rest of the workshop. The key is kept in the main Norwich Hackspace lobby. If you wish to use the metalspace facilities, it is included in your membership but please speak to Lead member Toby Catlin before entering as you will need an induction.

## Access and parking

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1. There are two main points of entry: from the car-park – there is a lobby door with two keys and then through double doors is a door with a keypad entry. You will be given the code when you become a full member. There is also a front door on Muspole Street which has a single key and is the entrance we use most.
2. When new members are accepted as full members and offered anytime access, appropriate keys will be issued on payment £5 for a front door key or fob
3. Parking is limited during the day. There are two spaces outside Lion House for unloading – the rest is permit-parking only, although in the evening it is usually available. Please display a Hackspace sticker in your window

## Safety

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1. Don't use tools and machinery unless you have been through an induction and shown that you are competent. **This is very important, in fact vital**
2. If you see someone working in an unsafe way, it's your duty to stop them and let them know. We have to look after each other as well as ourselves.
3. Don't disable or hack safety features/equipment. This is for other people's safety as much as your own.
4. There will be instructions for use near all of the machines. Read the instructions. If in doubt, please ask someone.
5. Please do not work on potentially dangerous tasks if you are alone in the building
6. There is a First Aid kit in the Hackspace Office and an Accident/Incident Book
7. On the noticeboard is the full address and emergency numbers

## Making Decisions

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1. If something simple is broken and you know how to fix it, please do. If you don't know how to fix it, or it is a major piece of equipment please tell the Lead maintainer or one of the core team asap. You can use Slack to communicate with others, or wait until the member meeting on Mondays
2. If you want to run a project or doing something major in the space, please check with other members via Slack or the Google Group first.
3. On Slack, there is a decision-making channel which is used to discuss decisions such as new purchases, equipment moves or anything else that affects the whole membership. Proposals are made and all members can have an opinion within a time-frame. For this reason it is important to check Slack at least weekly if you want a say in the running of Norwich Hackspace.
4. We are currently reviewing the proposal and decision-making procedures (August 2020)
5. Norwich Hackspace Core Team will have the final decision

## Etiquette

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1. Please treat the Hackspace like your home (or better!), it is a shared space and needs looking after. Take care of tools and equipment and keep it tidy and clean- we don't have a cleaner and all need to take a turn
2. Be respectful of other people's projects and ask before moving or using things
3. Be helpful to other members – it is a community of sharing
4. Keep your own things clearly labelled – see below

## Personal Items

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1. Members are allowed to store personal items in the space, but they must be kept in one of the plastic boxes provided, labelled with your name. One box per member. Empty boxes may be recycled for other members if needed.
2. Larger/more items may be allowed, but please note that space is limited. You **must** talk to one of the core team before bringing to the space.
3. When your request is approved items should be clearly labelled as yours with a Name/Do Not Hack sticker

4. You must keep anything you want to keep in the space labelled and boxed or they are at risk of being used or thrown out. We all have to keep the space workable so it is common sense really
5. If you want to use something that is in the common space it is normally available for use but please ask if in doubt as it may not have been labelled

## Donating, Loaning, or Borrowing Items

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1. [Carefully consider](#) the true usefulness of an item before bringing it to the space. Disposal requires effort and space is limited. Seek permission for large items. Just because you don't want to keep something at home isn't a good enough reason to bring it to the space – ask on Slack if it is useful
2. Don't remove tools from the space without asking. It is sometimes possible to borrow items but we need to know where they are.

## Tidiness

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1. Workbenches should be kept clean and clear so that anyone can use them - be considerate for the next user. Please put tools back where you found them.
2. Any items left on a workbench become fair game. Put your stuff back in your box!
3. There is a kitchen, a microwave, a kettle and fridge. There is an honesty system for tea and coffee so please add a few bob to the tin if you make tea or coffee. Wash up dirty cups and plates before leaving the space and wipe up any mess you make. Please don't just leave them in the sink for someone else.
4. There is a Tuck and Tech shop with items to buy such as chocolate, plywood, electronic components. Payment is via an Izettle on the wall. Please act honestly and pay for items used for the benefit of the space
5. Keep food and drink away from work tables and dispose of rubbish – there is a recycling bin and a general rubbish bin. Bin bags can be taken out to the commercial rubbish skips in the carpark.
6. We have a collective responsibility to keep the space clean and tidy – please do your bit – vacuum cleaners, mops and brushes are provided
7. If you have engaged in any waste generating activity (e.g. peeling wires), Hoover the spot, but also when it is not your mess you can clean for the general good.
8. Please do not bring bikes into the space - they take up too much room.

## Disposal of items

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1. If you think something should be thrown out, please message on Slack
2. If something is too big to fit in the trash box, you should post to Slack
3. If you want to throw something away which looks as though it might be useful, please bring it up on Slack.

## Young People

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1. Hackspace members are 18 and above. Younger members over 16 may be admitted at the discretion of the core members but will not have individual access at any time. We will speak to the parents of that young person who will accept that their son/daughter attends at their own risk - we are not responsible for their safety as is the case with all members
2. Anyone under 16 must be accompanied by an adult at all times, preferably a member, who will be responsible for the young person
3. Norwich Hackspace is primarily an adult group so this policy will be continually reviewed. Although we do want to encourage young people and we will be looking to develop Junior Hackspace sessions, we need to keep a balance so that adult members can get on with their own projects without feeling responsible for juniors

## Penalties

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If you continually annoy or endanger others by ignoring these rules, the Core Team have the right to impose sanctions or remove membership after discussions and warnings – it is a last resort and not something we want to do. So far, the Hackspace group has grown through consideration and goodwill which works well for us!

**Please remember that Norwich Hackspace is not responsible or accepting liability for your safety. Please acquaint yourself with the rules and practices of the space, work safely and responsibly and encourage others to do the same.**

**Make sure that you know where the fire extinguishers and fire blanket are and the first aid kit, and what to do in an emergency.**

**Welcome to Norwich Hackspace!**

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