



Health and Safety Policy

The purpose of this policy statement is to demonstrate our commitment to our volunteers, visitors and members of the public by setting out clear roles and responsibilities for the management of health and safety and describing the arrangements that have been put in place for managing health and safety across our events.

The Fix it Group 23 recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our volunteers, visitors and members of the public who may be affected by our activities.

Responsibilities

Everyone has a responsibility to adhere to this health and safety policy, follow safe work practices, and report any hazards or concerns promptly and correctly.

Trustees

The trustees of The Fix it Group 23 are responsible for ensuring an effective health and safety policy is in place and communicated to volunteers and other relevant persons.

Designated Health and Safety Officers

The Designated Health and Safety Officers are John Fitzgerald and Paul Worth.

The Designated Health and Safety Officers are responsible for maintaining a current risk assessment of all activities undertaken by The Fix it Group 23 and communicating this to all volunteers.

The Designated Health and Safety Officers are also responsible for ensuring that the risk assessment is reviewed with input present volunteers prior to each repair cafe event.

Volunteers

All volunteers shall be responsible for conducting their activities with The Fix it Group 23 in line with the group's policy and risk assessment and taking reasonable measures to safeguard themselves and visitors from any activities they undertake.

Risk Assessment and Management

The Fix it Group 23 completes regular assessments to identify potential hazards associated with repair activities, such as electrical safety, sharp objects, lifting heavy items, and hazardous materials. The risk assessment will be reviewed with volunteers prior to each event and account taken of any new hazards identified utilising a pre-event environment check.

Each identified hazard will be evaluated for the likelihood and severity of potential harm to determine the level of risk.

We will ensure appropriate control measures are implemented to eliminate or minimise identified risks, such as providing personal protective equipment (PPE), conducting volunteer induction training, and ensuring proper equipment maintenance.

Control of Substances Hazardous to Health (CoSHH)

All chemicals and cleaning materials are stored appropriately, and in accordance with CoSHH data sheets.

Training and Awareness

All volunteers at The Fix it Group 23 will receive comprehensive training via their e-induction, including health and safety procedures, dynamic risk assessments, safe work practices, and emergency response protocols.

We will provide information, instruction and signage for volunteers, visitors and the public to inform them of arrangements for health and safety at our events.

Emergency Preparedness

There will be a clear fire evacuation plan displayed at each venue explaining what to do in the event of a fire breakout. These will be provided by the venue of the Repair cafe. The Fix it Group 23 will ensure that all volunteers are aware of the fire evaluation plan prior to the repair cafe session.

The Fix it Group 23 will ensure there is a designated first aider and first aid box at each event and a poster to make volunteers and visitors aware of such arrangements. We will provide and maintain an accident book to record any accidents that occur during the course of any repair cafe session.

Reporting and Investigation

All incidents, near misses, and hazardous situations must be reported to the management immediately using the online [incident record form](#). This form is made accessible to everyone volunteering at and/or attending our events.

The trustees will investigate all incidents promptly to identify root causes and take corrective actions to prevent similar incidents in the future.

Personal hygiene

The Fix it Group 23 maintains high standards of personal hygiene, and takes all practicable steps to prevent and control the spread of infection.

Venues

The Fix it Group 23 will ensure that all venues are suitable to host repair cafes and ensure they are a safe and healthy working condition with access to welfare facilities for volunteers.

We will always be guided by the relevant health and safety policy and procedures of each venue.

Insurance

We have appropriate insurance cover with Ansvar Insurance including combined liability insurance, policy number ACY2413189.

Guidance

Health and Health and Safety at Work etc Act 1974

Volunteering and health and safety

Control of substances hazardous to health (COSHH)

The Electrical Equipment (Safety) Regulations 2016

The Health and Safety (First-Aid) Regulations 1981

The Fire Safety (England) Regulations 2022

Version Control - Approval and Review

This policy was adopted by The Fix it Group 23, a community interest organisation.

Version Number	Approved By	Approval Date	Main Changes	Review Period
1.0	Board of Trustees	Jan 2024	Initial draft approved.	Annually
2.0	Board of Trustees	Nov 2024	<ul style="list-style-type: none"> • Responsibilities added. • Risk assessment added. • CoSHH added. • Training added. • Emergency 	Annually

			<p>preparedness added.</p> <ul style="list-style-type: none"> • Incident reporting added. • Personal hygiene added. • Mention of venues. • Event health and safety guidance moved to appendix. • WEEE guidance added to appendix. 	
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Appendix A: Health and Safety Guidance for Events

The Set-up

- Extension leads must be taped to the floor (where possible) and kept out of the flow of foot traffic.
- Check with the hosts of the event before soldering. Ventilation is an issue in some venues.
- Hosts or the designated safety volunteer will locate and draw your attention to fire extinguishers and fire exits. If you miss this announcement, please inform yourself.
- A first aider will be identified as such when present.

Risk Assessment

- For each event, a risk assessment should be made of the event setup and equipment being used.

- If any portable equipment is to be used, it should be visually inspected and PAT tested where applicable. If in doubt, TEST!

Basics

- Children must be accompanied at all times by their guardians and kept an appropriate distance from chemicals, soldering and dangerous tools.
- When using blades or sharp instruments, always cut away from your body; we recommend you use gloves.
- Be mindful when opening a device or using any force, as bits may go flying (into someone's eye). If this is a risk, ask for eye protection and/or move away from others.
- Careful with drinks! Do not consume spillable drinks at repair tables.

Electricity

- If you have any doubts or questions, find the host who will call over a designated safety volunteer.
- All mains-operated devices must be PAT tested before you start a repair and on completion.
- We do not repair a component of a device unless we are able to safety test the full device on the spot.
- Only repair mains equipment if you are competent to do so. To plug in a mains appliance, use an RCD or a dedicated mains isolating transformer. Use insulated tools.
- Beware of stored high voltage in capacitors, even a very long time after a device has been disconnected from the mains. Always test if they are charged with a voltmeter. If they are charged, and you are not experienced in discharging them, do not progress with the repair.

- Put the device back together before testing it under mains power. If you have to test the device while it is both plugged into the power network and dismantled, only do so with a second competent person present.
- If you smell burning, immediately unplug the power plug and then assess the problem with our designated safety volunteer.
- Beware of rechargeable batteries. If shorted or abused, they can be toxic and a fire risk.
- We usually do not repair power tools or high-wattage electricals. We can make exceptions, but hosts will assign them to experienced/qualified volunteers. If in doubt, ask a host.
- For any old electrical device, always check that the wiring in the mains plug is to good standards.
- If a device has been shorting out electrical circuits, connect the device only after being certain you have found and corrected the problem.

Using cans and chemicals

- Keep them away from any flame or direct sunlight.
- Do not spray flammable or volatile liquid on a live circuit or close to a soldering iron.
- Keep chemicals such as solvents far away from other people, especially children.

Appendix B: Disposing of Waste Electrical and Electronic Equipment (WEEE) Guidance

Recycling is the safest and most responsible way to dispose of an electrical or electronic item that is faulty or beyond repair.

Electrical & electronic items are a complex mix of different materials and hazardous components which could pose harm to health and the

environment if not handled and disposed of correctly. They therefore need to be dismantled and recycled at a specialist facility.

This should be relatively straightforward to arrange by one of the following methods:

- **Local Recycling Centre.** Take your WEE item to your local recycling centre; you can find details of your local facility on the 'recycle now' webpage: <https://www.recyclenow.com/recycling-locator>
- **At a Retailer.** If you are buying a replacement item then you can ask the retailer to dispose of your old item. Under UK WEE regulations, all retailers must provide a way for customers to dispose of their old household electrical and electronic equipment when they sell them a new version of the same item, either through a collection scheme or a store take back scheme.
- **Council Collection Service.** Some councils provide a household recycling collection service for small items; contact your local authority for more details.

What Can be Recycled?

Almost all items with a plug or battery can be recycled for example:

- large household appliances like fridge freezers and washing machines
- smaller household goods like kettles and toasters
- IT and communication devices
- audiovisual and entertainment equipment
- tools like drills and lawnmowers

WEEE Recycling Checklist:

If the answer to any of the following questions is yes then your item can be recycled:

- Does it have a plug
- Does it use a charger
- Does it use a battery
- Does it carry the WEEE wheelie bin logo?

This guidance has been produced using information provided by Electrical Safety First, the UK's leading charity on electrical safety. Find out more by visiting <https://www.electricalsafetyfirst.org.uk>.