

ASG - Safety Information Notice

Abingdon Silver Group

General

The first impression of silversmithing and jewellery making is that they are simple pastimes with little or no risk. This is far from the truth, as in our small way we encompass the majority of hazards that are present in engineering and manufacturing environments, naturally in a smaller way than large industrial complexes but no less valid. The main hazards are summarised with a few safety notes.

In the event of a problem, act quickly and diligently but never panic or rush which could exacerbate the problem. Always inform the other members of the Group that are present.

FIRE EVACUATION PROCEDURE

This section details the fire and emergency evacuation procedures for the premises. **All members should ensure that they are familiar with these procedures and the location of the Fire Alarms and the Assembly Area and act upon these requirements.**

1. ACTION WHEN THE FIRE ALARM SOUNDS

- ***Leave by the nearest fire exit. Do not delay your exit to collect belongings or put away equipment.***
- ***Close doors behind you as you leave.***
- ***Go immediately to the assembly area at the front of the school and ensure that you are accounted for by one of the Fire Marshalls who will be taking a roll call.***
- ***Do not under any circumstances re-enter the building until the all-clear is given.***

2. ACTION ON DISCOVERING A FIRE

- ***Raise the alarm without delay by shouting Fire and then activate the nearest fire alarm. These are positioned in the entrance lobby. Activating the fire alarm will automatically summon the fire brigade.***
- ***Leave by the nearest fire exit. Do not delay your exit to collect belongings or put away equipment.***
- ***Close doors behind you as you leave.***
- ***Go immediately to the assembly area at the front of the school and ensure that you are accounted for by one of the Fire Marshalls who will be taking a roll call.***
- ***Ensure Mr Jon West - site manager (07964 979234) is contacted. Do not under any circumstances re-enter the building until the all-clear is given.***

ASG - Safety Information Notice

3. ROLL CALL

On arriving each evening ensure your name is entered on the register. The register is held by the Treasurer or whichever committee member is in attendance that night. This is essential so that, in the event of a fire, you can be accounted for at the assembly point.

4. FIRE MARSHALLS

The Fire Marshalls are: - Mike Waite, John Huddleston & Grant Audley-Miller.

Pandemic, including COVID-19

ASG will modify their operations and work in accordance with government guidelines and requirements of the lessor in the event of an outbreak of COVID -19, or in any other pandemic situation.

Hazards

Electricity

Used to power drills, polishers, extract fans and the air compressor for the large gas torches. All items are insulated and earthed. The supply of electricity to the workshop is via a key-switched contactor.

If it is found that there is no power from the 13A sockets then check the various emergency stops around the room to ensure that they are in the "out" position.

Once all the buttons are re-set then the key switch on the wall will need to be activated, the indicator light doesn't work so check one of the sockets is live using a piece of electrical equipment.

In the event of a problem both the electricity and gas supplies can be instantly cut off by pressing any one of the red emergency stop buttons situated around the perimeter of the workshop.

Members who bring in mains electrical equipment on a regular basis will need to have them PAT tested to comply with the schools Health & Safety conditions.

Gas

Mains gas is used for the large gas torches at the brazing hearth and Butane/Propane canister gas for the small self-contained appliances.

- When lighting gas appliances ensure that the nozzle is pointing towards a generally non-flammable area and **never** pointing towards another person.
- Ensure that the gas ignites quickly to avoid any large-scale emissions of gas.
- At the end of the evenings sessions, all gas canisters must be unscrewed from the torch heads and stored away in the designated COSHH cupboard (COSHH, control of substances hazardous to health)
- Avoid leaving gas cartridges in the brazing hearth area where they can become overheated.
- The portable gas torches have piezo-electric igniters built-in

ASG - Safety Information Notice

- Remember gas and air in the correct proportion is an explosive mixture.

Machinery

The polishers and drills have rotating spindles, do not let hair, clothing or other loose items come into contact with the equipment. At any sign of trouble "**Hit the red emergency stop button.**"

Switch off any machines you are using if you find you need to move away from it or to pick up something you dropped. Never walk away leaving a machine running.

Acid

The pickling bath, a temperature controlled slow cooker, contains a solution of Sodium Hydrogen Sulphate equivalent to a 10% solution of sulphuric acid. At the start of the evening the controller is turned up to "full" then can be turned down to "half" after about half an hour, or "keep warm" to avoid boiling. Avoid splashes to clothing at all times, as it will make holes in the material but if splashes get in the eye, wash immediately with copious quantities of clean water. In the event of any larger spills of the pickle, apply a layer of sodium carbonate crystals from the COSHH cupboard in order to neutralise the acidic effects of the spill.

An Emergency Eye-Wash Station is located above the sink.

With large items of silver it is better to cool them before placing in the acid; not so spectacular but far safer. Use tongs at all times.

Heavy items

There is one item that can be classed as "heavy" and should be treated as requiring assistance

The rolling mill is situated in the bottom of the cupboard. It should be lifted either by the top handle or top part of the frame, ensure that the handle is removed to reduce the weight & prevent it falling off during lifting. Site the mill at the edge of the bench so the handle is not obstructed during turning, secure the mill to the bench with 2 "G" clamps making sure it is secure before use.

If in any doubt, please ask for assistance.

Noise

By and large, noise is not a major hazard; unless several people are doing a lot of heavy raising.

First Aid

A first aid box is situated in the tall cupboard for cuts, bruises & burns of a minor nature.

When using hammers try and avoid hitting your fingers. Only pick up hot items with either hand protection or using tongs.

ASG - Safety Information Notice

Personal Protection Equipment (PPE)

To reduce the effect of the above hazards, you are recommended to use PPE such as:-

1. Lab coats, aprons etc. To protect normal clothing from acid splashes, polishing detritus or entanglement with machinery.
2. Eye protection, either safety glasses or goggles. To protect eyes from splashes of acid, molten metal and "throw off" from the polishing mops.
3. Gloves. Leather faced gloves are very useful when polishing, especially when trying to hold small items. Also helps combat heat transfer from silver articles to fingers.

Entry to the school site

Entry to the site is from Wootton Road and is one-way, so please follow the direction signs.

Security gates.

Please note that, as from January 2017, steel security gates have been installed at the LH & RH entrances to the rear of the school site, these are normally closed during the school day then will be open from 6:45 until 8.00 pm, so should be open when you arrive. If for any reason you find the gates closed when you arrive or come in after 8pm then please call the caretaker on the site team for assistance (see above).

When you exit the site at 9pm, the gates will open automatically, so approach them slowly to the white line on the road, an amber light on the LH wall will come on & the gates will open for you.

Do not attempt to enter or exit the site by any other route.

Parking.

Please be aware when parking at the back of the Tech block in term time, it does get busy approaching 7pm with parents collecting children from after school activities. We are not permitted to park up under any of the building canopies, only in the marked up spaces. There are some additional spaces in the first RH turning as you approach the usual places where we normally park.

The earlier you arrive, the better chance of a space.

Insurance

This section has been prepared to inform every member and prospective member on the degree of insurance carried by the Group.

ASG - Safety Information Notice

Public Liability Insurance - *Third Party Insurance*

The Abingdon Silver Group has a policy with Ian W. Wallace, brokers, providing an indemnity of £5,000,000 for any one event. This provides cover for third parties only.

Personal Accident Insurance

The Abingdon Silver Group **DOES NOT** carry a group personal accident policy. The Committee has looked into the desirability of doing so but has not proceeded for two main reasons.

- To take out a comprehensive policy giving compensation for injury plus loss of earnings would be cost prohibitive seeing the wide range of salaries/wages/pensions among the membership.
- To take out a fixed liability policy with set sum payouts for specific injuries (similar to most motor insurance policies) would be a possibility. The set payouts for loss of limb, finger, eye etc. are very small; plus the insurance company would only pay out if all prudent safety precautions were being taken at the time of the accident.

Conclusion

The Group accepts no responsibility for the safety of the members. Members must ensure that their actions do not endanger themselves or their colleagues.

It is incumbent on each member to take out a personal accident insurance if they so desire and are not covered by an existing policy.

You will be asked to confirm you have read and accept this document.