

Health and Safety Policy

Students and Visitors

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

The purpose of this policy is to ensure the safety, health, and well-being of all students and visitors at Cresconova Labs. This policy outlines safety standards, procedures, and responsibilities to maintain a safe and effective learning environment.

2. Scope

2.1. This policy applies to:

- 2.1.1. All students and visitors; and
- 2.1.2. All tools, equipment, materials, and activities conducted within Cresconova Labs.

3. Policy Statement

3.1 Cresconova Labs is committed to:

- 3.1.1. Providing a safe and inclusive environment for all users;
- 3.1.2. Ensuring proper training on the use of tools and equipment;
- 3.1.3. Maintaining clean, organized, and hazard-free spaces; and
- 3.1.4. Promoting a culture of safety through awareness, accountability, and preparedness.

4. Key Safety Guidelines

4.1 General Safety Rules

- 4.1.1 Always wear appropriate personal protective equipment ("PPE") such as safety goggles, gloves, or ear protection when required.
- 4.1.2 No food or drinks are allowed in the workshop and classrooms.
- 4.1.3 Keep walkways and workspaces clear of clutter.
- 4.1.4 Never operate tools or equipment without proper training and authorisation.
- 4.1.5 Report all injuries, no matter how minor, to a staff member immediately.
- 4.1.6 Be aware of emergency exits, fire extinguishers, and first aid kits.

4.2 Equipment Use

- 4.2.1 Follow operating instructions for all tools and machinery.
- 4.2.2 Inspect tools and equipment for damage or defects before use.
- 4.2.3 Turn off and unplug equipment when not in use.
- 4.2.4 Use the right tool for the job; never improvise or misuse equipment.
- 4.2.5 Notify and report any fault with, or damage to, or concern about any equipment including health and safety equipment, or its use to a member of staff.
- 4.2.6 Do not attempt to repair any equipment unless suitably trained and authorised.

4.3 Hazardous Materials

- 4.3.1 Store hazardous materials, such as chemicals or flammable items, in designated areas.
- 4.3.2 Follow proper disposal protocols for waste and scrap materials.
- 4.3.3 Ensure ventilation is adequate when using materials that emit fumes or dust.

5. Training and Supervision

- 5.1 All users must complete safety training specific to the tools and equipment they plan to use.
- 5.2 Students must be supervised at all times.

6. Emergency Procedures

6.1 Injury or Medical Emergency

- 6.1.1 Stop work immediately and notify a staff member.
- 6.1.2 Apply first aid if trained to do so.
- 6.1.3 Call emergency services if necessary.

6.2 Fire or Evacuation

- 6.2.1 Familiarise yourself with evacuation procedures and fire assembly points.
- 6.2.2 Activate the fire alarm if fire is detected.
- 6.2.3 Follow the posted evacuation plan and exit calmly.
- 6.2.4 Assemble at the designated meeting point.
- 6.2.5 Do not tamper with fire safety equipment.
- 6.2.6 Report any damage or faults to fire safety equipment to a member of staff.

7. Responsibilities of Students and Users

- 7.1. Adhere to all safety rules and guidelines.
- 7.2. Report any unsafe conditions or incidents.
- 7.3. Use tools and equipment responsibly.

8. First Aid

- 8.1 All accidents, injuries and near misses must be reported to a senior staff member immediately, who will complete an accident report form as required.

9. Review and Compliance

- 9.1 This policy will be reviewed annually to ensure it remains up to date and effective. Noncompliance with this policy will result in restricted access to courses at Cresconova Labs.

10. Breaches of Policy

- 10.1 Any breach of this policy may result in restriction of access to the site for users.
10.2 By following this policy, we can create a safer and healthier workplace for everyone. Thank you for your cooperation and support.

11. Acknowledgment and Consent

By signing below, the student and their parent/guardian acknowledge that they have read, understood, and agree to abide by the Makerspace Health and Safety Policy.

Student Information:

Name: _____

Signature: _____

Date: _____

Parent/Guardian Information:

Name: _____

Signature: _____

Date: _____