

# **BECKENHAM & WEST WICKHAM MODEL RAILWAY CLUB.**

## **Policy Statement on Membership Welfare**

**11/04/2023 Updated**

### ***INTRODUCTION.***

This document sets out a series of common-sense procedures for the membership of the Club to follow whilst in the Club Rooms or elsewhere on Club business. It includes the Club's policy on matters of Health and Safety issues. Copies will be issued to all members at the time of its adoption and given to all new members on their joining the Club. A copy will be placed on the main notice board in the Club Rooms.

### ***CONSTITUTION.***

The Club is a self-governing un-incorporated association. Its day-to-day affairs are controlled by the Officers supported by a committee elected under the terms of the Constitution. Copies of the Constitution can be obtained on request to the Secretary.

### ***CLUB ROOMS.***

The Club meets at St. Georges Church Hall, Beckenham referred to as "Club Rooms" in the following. All members entering the venue are required to sign the attendance book on arrival and departure. No smoking is permitted in St. Georges Church Hall.

### ***CLUB NIGHTS/WORKSHOP DAY***

Regular Club Night is Thursday each week from 18:30 to 21:30, Workshop days as advised by email, WhatsApp group or Ground disc newsletter.

### ***RESPONSIBILITIES OF MEMBERS.***

Each member of the Club has a responsibility to himself or herself and other members of the Club and must consider all potential hazards before commencing any work or undertaking any actions. The notes in this document are intended to give general advice on dealing with potential hazards.

All persons holding keys to the Club Room shall be over 18 years of age and have a general responsibility for the control of the Club Rooms when they have opened whether it be for a Club night or another purpose. They retain this responsibility until they have locked up unless they have passed it over to another Key Holder present who has agreed to lock up. When signing-in the Key Holder should add the letters "**KH**" in the signing in book after their name so that those present are aware who is acting as the responsible person on that occasion. On arrival the Key Holder who opens the Club Rooms should check them for security and other irregularities including any signs of water ingress. Before locking up the Key Holder responsible must check that all doors are closed and, where appropriate, locked, all lights and other electrical appliances are switched off and left in a safe condition and all potential hazardous substances are properly stored and left in a safe position .

### ***ACCIDENT and HAZARDOUS SITUATION REPORTING.***

*The Accident Book if not with the tea & coffee should be noted in the Signing In / Out Book . Any accident occurring in, or in the vicinity of the Club Rooms, should be entered in the Accident Book as soon as practicable after the event, and the Key Holder who opened the Club Rooms advised. Likewise, any potentially hazardous situation observed in, or in the vicinity of, the Club Rooms should be reported without delay. Any incident in the vicinity of the Club Rooms should also be reported to the Key Holder. Any Club member who is involved in an incident or observes a potentially hazardous situation when on Club business at a site remote from the Club Rooms should report the matter to the authority responsible for the site in question.*

*The Committee is required to check the Accident Book at each meeting as a matter of routine and deal with any outstanding situations.*

### ***LAYOUT SAFETY.***

Carelessness in working on, erecting, dismantling or operating layouts can lead to injury to individuals as well as causing damage to the layout and stock on it. Always follow the instructions of the person in charge of the layout and be especially careful in dealing with mains electricity.

### ***HAZARDOUS SUBSTANCES.***

Always follow the manufacturer's instructions before using any potentially hazardous substance. Always use any protective measures recommended. No such potentially hazardous substance shall be kept in any container other than that in which it was originally supplied by the manufacturer. Several chemicals are prohibited, including petrol or other highly inflammable spirit or substance, Carbon Tetrachloride, Benzene, Ether, all concentrated acids, anhydrous caustic soda. Beware of materials such as "MDF" board considered safe in a quiescent state, but which give off an irritant fine dust when cut with a high-speed tool.

Inflammable substances EG: enamel paint and white spirit shall be kept in their as purchased container. Only appropriate amounts of these substances should be present for the work that is foreseeable. A container/s will be supplied to hold these items. At the end of each session these will be locked in a designated metal cabinet. A young member under 18 years of age should not use a potentially hazardous substance.

The Club will maintain a file of all instruction sheets issued by manufactures of any potentially hazardous substance introduced into the Club Rooms. Any member therefore bringing such a substance into the Club Rooms should report the matter to the Key Holder and together check this file and place a copy of the instruction leaflet in the file if one is not already present therein. The Key Holder when lock up ensure have been locked away.

### ***ELECTRICITY.***

Always check the condition of any electrical appliance or power tool (including a soldering iron) and the mains lead before use and discard if it is damaged in any way. The electrical lead of any appliance or power tool should be correctly terminated in the "cord grip" feature of the plug and appliance. Any discarded appliance or power tool should be so labelled and place in the workshop area for attention and an appropriate entry made in the accident book. Do not route a power lead where it may cause a hazard to any person walking along a walkway. Always protect any power lead when it crosses any walkway.

### ***TOOLS.***

Before using any tool, hand or power operated, make sure it is the appropriate tool for the job, and it is in good condition. Any cutting edge should be sharp, any blunt edge sharpened before use. Any tool found to be defective should not be used further but placed in the workshop area with a suitable note so its condition can be checked, any necessary remedial action carried out.

Make sure that any tool containing a heat source is properly stacked in a safe manner and is not put away until it has cooled down. Always place a soldering iron in a safe place when it is in use.

Do not leave tools or any extraneous material lying around in the workshop area or on layouts. Put it back safely where it belongs.

### ***ELECTRICAL APPLIANCES & POWER TOOLS.***

Always use any electrical appliance or power tool in accordance with the manufacturer's instructions. Make sure the work piece is firmly fixed. Do not overload any Power tool. Do not allow the power lead to any electrical appliance or power tool in use to become a potential hazard to others, or in be such a position that it might become entangled with the work. Always ensure that the power tool has come to a stop before putting it down for another occasion.

The Club maintains a regular check on all Club-owned electrically operated appliances and power tools. Adult members may use Club tools provided that an 'appointed Club member' is satisfied that he understands how to use it safely. An adult member may bring their own power tool into the Club Rooms and use it but does so at his own responsibility and must ensure that no other member uses it. A soldering iron is to be treated as a power tool for the purposes of this rule. All power tools must be unplugged at the end of a working session.

### ***EYES.***

Always protect eyes with safety goggles when undertaking the following actions:-

Using a power operated drill or abrasive disk.

Using potentially hazardous chemicals involving solvents and liquid fluxes.

When your head is underneath the work – particularly when stray, material is likely to drop on your face e.g. when soldering or drilling etc.

### ***DAMAGE to CLUB ROOMS.***

Any defects in the Club Rooms should be reported to the key holder who opened the Rooms on the occasion the defect was found. The Key Holder should take any action necessary to correct the defect or make the situation safe. He should also at the first opportunity report the situation the Chairman or in his absence to another officer of the Club.

### ***WASTE.***

Always clear up after undertaking any work, regularly clear the waste bins. Do not leave wood chips, sawdust and other combustible waste on the floor. Do not leave food or used food wrappings in the Club Room. Key Holders should ensure that the waste bins are cleared regularly and that all combustible waste has been placed in a metal container.

Make sure that any items held in store are properly stacked in a stable situation. Do not store junk – throw away any item not obviously of possible future value.

### ***LOCAL ENVIRONMENT.***

Please be considerate to the local residents at Club rooms, Exhibitions and Storage units (Garage, Shed & Van).

### ***LIFTING and HANDLING HEAVY/CUMBERSOME ITEMS.***

When moving layout boards and other heavy/cumbersome items members should remember “to bend the **Knee** rather than bend the **Back!**” when lifting. The use of a pair of gloves will provide protection to the hands while the use of a stout well-fitting pair of shoes will reduce the risk of injury while handling heavy and/or cumbersome items. Special industrial shoes with reinforced toe-caps provide additional protection against injury should a heavy load being dropped while in transit. Seek assistance if you have any doubt about your ability to handle the task. Always ensure that a loose load is securely stacked before lifting.

### ***EMERGENCY PROCEDURES.***

The entrance to the Club Rooms is the main entrance to St. Georges Church Hall. This is also the main exit. There is an emergency exit door in the kitchen and double doors in the main meeting hall. New members should check out the position of the Emergency Exits when first joining the Club.

Should any emergency situation arise when the Club Rooms are occupied the safety of persons is the prime importance and, if appropriate, the building should be evacuated in an orderly manner. Avoid causing a panic situation. Should any person suffer injury then that person should only be moved if the location presents danger to the injured person. Otherwise administer first aid to stem any loss of blood, make the casualty comfortable and if necessary call for the Ambulance service. Seek help from anyone present who has first aid training. If the Club Rooms have to be evacuated, move well clear of any area of possible danger. A roll call will be taken on the public pavement outside the front entrance of St. Georges Church Hall.

There is no telephone connection to the Club so a member with a mobile telephone should make the emergency phone call.

### ***FIRE.***

If you discover a fire in the Club Rooms raise the alarm. Only tackle a fire if by so doing you do not place yourself or any other person at any additional risk of injury or impede the safe and orderly evacuation of the premises. If the fire involves any connected electrical apparatus or circuit seek to isolate, it from the supply provided this can be achieved quickly and without additional risk to any person. The safety of persons is of prime importance. Always call the Fire Brigade if a fire has occurred.

There are three elements necessary for a fire to start. They are (i) a supply of combustible material, (ii) a source of sufficient heat to start combustion and (iii) a sufficient supply of air (oxygen) to support that combustion. Remove any one element and the fire is extinguished. All portable fire extinguishers work by seeking to remove one of the last two elements i.e., the source of heat or the supply of air (oxygen) but the extinguishing substance may only remain in sufficient concentration around the fire position for a short time after use. The fire will then re-ignite if after being put out the three elements come together again.

A number of portable fire extinguishers are installed close to the Club Rooms in pairs of WATER and CARBON DIOXIDE (CO<sub>2</sub>) type. All members should make themselves aware of the locations and of the manner of operating each type.

Always aim the extinguisher at the base of the fire. The water type extinguisher should not be used on an

electrical or liquid fire. The CO2 extinguisher is suitable for use on an electrical or liquid fire. Fire extinguishers should not be moved from their position and used for such extraneous purposes as propping a door open.

#### **USE OF EMERGENCY SERVICES.**

The address of the Club Rooms is 25 - 27 Albemarle Road, Beckenham, Kent, BR3 5HZ. What.Three.Words – blame.complains.steep.

#### **FIRST AID BOX.**

A First Aid Box is kept in the kitchen, in white door on the shelf. If any item is withdrawn for use, please ensure the key holder present on site is aware of the situation. He is responsible for seeing that a replacement is obtained at the first opportunity.

#### **GUESTS.**

Guests are welcome to attend. Guest under the age of 18 are welcome to attend in the present of a parent or guardian who is a fully paid-up member.

#### **USE of TRANSPORT.**

Travel by private transport to the Club Rooms or any Club activity remote from the Club Rooms is the responsibility of the members concerned. Members offering lifts to other members do so on their own responsibility and should hold the necessary insurance to cover the situation.

Members hiring a van or other vehicle to transport a layout to a site remote from the Club Rooms or other location do so as private individuals and should check that the insurance offered by the hire company is appropriate for their needs and provides cover for other Club members travelling as passengers. This requirement does not affect the possibility of claiming reimbursement of the hire fee.

#### **SAFEGUARDING POLICY FOR YOUNG PERSONS UNDER THE AGE OF 18 OR VULNERABLE ADULTS<sup>1</sup>.**

The following guidelines applicable to events where Club member must be observed.

1. *No member of the Club shall engage in conversation with any member of the public who appears to be under 18 except in public areas.*
2. *If any member of the Club becomes aware of any Safeguarding issues relating to Club they must inform the Society's Safeguarding Officer who is in the first instance the Honorary Secretary or failing that another member of the Committee / Key Holder.*

<sup>1</sup> A working guideline suitable for Beckenham & WW MRC activities is: A vulnerable adult is any person aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

The full definition of a 'vulnerable adult' is wide in its scope. It is defined in the Safeguarding Vulnerable Groups Act 2006 whose contents can be viewed at URL:

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

#### **PRIVACY STATEMENT.**

The Club's Privacy Statement can be found on the club's website or for a printed copy ask the Club Officer.

#### **WEB SITE, SOCIAL MEDIA PLATFORMS & COMMUTATIONS PLATFORMS.**

Details of current Club activities and contact addresses can be found on the Clubs web site – "http://www.bwwmrc.co.uk". And other social media platforms and commutations platforms. (Facebook, Instagram)

#### **CONCLUSION.**

It is hoped that the members will see this document as a set of sensible procedures and practices to control the use of the Club Rooms. Further updated issues will be circulated to all members from time to time as the occasion arises. If any difficulties result from the implementation of these procedures or practices, then the matter should be brought to the attention of an Officer of the Club or a member of the committee.

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END. 11/04/2023