

## HIGHLAND WOODTURNING CLUB, Club Premises, Munloch Village Hall

Minutes of COMMITTEE MEETING held Thursday 17<sup>th</sup> October 2019 at 6pm in the Club Premises. This meeting had no Agenda.

1. **WELCOME** Present :- Alec Mutch, John Cheadle, David Hobson, Jim Kelman, Geoff Potter, Cliff Sim, Douglas Stewart, Colin MacRae, John Ruickbie, Errol Levings

2. **APOLOGIES:** Peter Lawrence

### 3. APPROVAL OF MINUTES OF LAST MEETING

3<sup>rd</sup> October 2019. Approved as being correct. Proposed by CS, seconded JK.

### 4. HEALTH AND SAFETY

a) AM explained the reasons for this extra Committee meeting which were – following the last meeting on 3<sup>rd</sup> October 2019, no documents could be found giving any details of Safety Rules or Risk Assessments or PAT testing records. These were urgently needed and John Ruickbie had been appointed as Safety Officer at the last meeting and had been tasked to carry out an inspection and put forward proposals.

b) JR explained that he had the relevant safety qualifications.

c) JR handed over two copies of a printed loose leaf document and an electronic copy which was divided into 6 sections:- 1 Workshop Rules, 2 Visitors, 3 Band Saw Rules, 4 Workshop Risk Assessment, 5 Machine Risk Assessments and 6 PAT Test Records.

d) JR went through in detail the sections 1, 2, 4, 5 (one example MRA for the Proedge Sharpening System together with a proposed Trainer/ member record sheet) and 6. (Item 3 had already been approved at the last meeting on 3<sup>rd</sup> October).

e) It was massively appreciated by the whole Committee that John Ruickbie had completed his inspection and produced the documentation. It was further much appreciated that he - assisted by David Hobson - had already completed PAT testing of all the equipment belonging to the Club. All electrical equipment was now certified, labelled and recorded. (One item of recently acquired work lamp had failed and would be returned to the supplier).

f) JR was given a vote of thanks.

g) It was appreciated that the documentation was a good first draft which would need to have minor alterations once it had been studied by the Committee and Members.

h) The documents were unanimously approved for immediate adoption and for upload to the Club's website along with an e-mail advising all Members.

i) Several items were discussed in some more detail:- appropriate footwear, provision of extraction hose for the bandsaw, sharps disposal, PPE, evacuation information, the responsibility of each member for any of their visitors, the occupancy capacity of the premises (compared with the Club membership of 65 maximum, currently 63), the entrance door ramp and door headroom, emergency lighting and Emergency Stops.

j) JR proposed that he carry out the recommended emergency lighting and Emergency Stops. He had costed the materials at £285. This and a budget of £400 was approved.

k) Provision of First Aiders was postponed until the next Committee meeting, to be put on the Agenda.

### 5. MEETING FINISHED AT 6.45pm

Following the meeting AM and JR addressed all the Members present, introducing the documentation which had been adopted and requesting that everyone familiarise themselves with them.

### NEXT MEETING

28<sup>th</sup> November 2019 starting at 5.30pm.