

SAFETY GUIDELINES

- The workshop seating arrangements are for your benefit with extra lighting, heat guns and tools, reducing where possible the shared handling of tools. Please ask for clear instructions from the tutor if you do not know how to use the equipment.
- There is a hand sanitising station near to the exit door.
- If you wish to attend a workshop and wear face masks you may bring your own.
- There are instructions on what to expect at each workshop, how to behave and what people need to bring. You can view these on the **Bookwhen** website under each class.
- If you come across any risk or hazard it is your duty to inform the tutor as soon as practicable.
- There are toilet and kitchen facilities for you to use whilst attending a workshop and a cleaning regime in place.
- The fire exit points are through each door situated at each end of the room, clearly marked. A practise fire alarm is activated each Thursday morning. A fire extinguisher (for small fires) is situated on the back wall of the workshop area. Larger extinguishers are situated near to the entrance doors to the building.
- Each seating area has been cleaned in-between workshops.
- Lunch will not be provided on any event unless otherwise stated.