Welcome to Herstmonceux Men’s Shed. To ensure the Shed runs safely and because we are guests at the castle, which also runs as a student study centre, we ask you to note and comply with the following arrangements.

**Location: BISC Science & Innovation Lab. , Herstmonceux Castle BN27 1RN**

**Castle Reception: 01323 834444 / 833816**

**In case of FIRE Activate Fire Alarm adjacent exit doors**

**Call 999 or 112 ask for Fire**

**Inform Castle Reception & evacuate building ensuring research rooms told to evacuate. Do not re-enter building. Fire extinguisher is adjacent door to Science Lab. Reception – only for small fires and after raising alarm.**

The facility is only available when one of the Shed Supervisors is present.

Minimum 2 persons in Shed including Shed Supervisor – do not work alone.

Members and visitors to sign attendance register.

Tell Supervisor of illness or use of medication that may inhibit correct use of tools.

All injuries or illness in Shed to be recorded on Accident Report Form.

First Aid box is available in Shed and Science Lab Reception.

Use safety goggles with power tools.

You may bring your own project or help others. Projects must meet constraints of group use of the space and equipment available and not involve repair/service of motor vehicles

BISC students and HCE/BISC staff using Men’s Shed tools must be supervised.

Damage to BISC/Castle property to be reported.

No access permitted to Bader Hall Student Accommodation at any time.

No access to castle grounds except to access Men’s Shed or with permission.

Treat other people, tools and safety with respect and report if others fail to do so.

Unplug power tools, sweep floor and tidy up before closing for day.

Check and secure doors and windows before leaving for day.

For more information or questions please ask Shed Supervisors:

Alan McInnes 01323 833306 / 07946 6042101

Richard Lawrence 01323 831992 / 07801 945084