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AWGB Handbook

(Updated Feb 2018.)

www.awgb.co.uk

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# The AWGB: A Company limited by Guarantee and a Charity.

## Background:

The AWGB is a Registered Charity, number 1150255 and a Company Limited by Guarantee, Company Number 8135399. The Articles of Association are available under ‘Documents’ on the website.

The AWGB comprises Affiliated Branches in which all members are members of the AWGB, Associated Clubs in which some of the members are members of the AWGB and Individual members of the AWGB who belong to neither Affiliated Branches nor Associated Clubs. The AWGB is managed by nine General Trustees and five Regional Representative Trustees. The Trustees are elected on a rotational basis at the Annual General Meeting. Every three years the Trustees elect an Executive President who is also a Trustee. The ‘Officers’ of the AWGB, namely the Chairman, Vice-Chairman, Secretary and Treasurer, are elected by the Trustees. The Trustees are supported by a number of Volunteers.

|  |  |
| --- | --- |
| **Executive President**  Ray Key: The Firs, 53 Weston Road, Bretforton, Near Evesham, WR11 7HW Tel:01386 830142 | |
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|  |  |  |
| --- | --- | --- |
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| **Workshop Training Coordinator**  Presently vacant. | |  |

# **The Objects of the AWGB**

* To promote the craft of woodturning for the public benefit and in doing so raise appreciation of the creativity, skill and heritage of woodturning.
* To advance the education of the public in the craft and skill of woodturning.

# **The Aims of the AWGB**

* To foster a greater awareness, Nationally and Internationally, of woodturners’ (turners’) art and craft.
* To provide a forum to encourage communication and an exchange of views amongst woodturners of all nations.
* To make collectors, galleries, architects, suppliers and manufacturers of turners’ equipment and other interested parties aware of the works and needs of woodturners.
* To encourage and participate in the development of training standards and educational facilities for turning.
* To act as the body representative for the interest of turners nationally and internationally.
* To provide a members’ newsletter at regular intervals on relevant news.
* To arrange national and international seminars and exhibitions that encourage all to aim for, and achieve, high quality turnery.
* To act as the National body to advise and communicate with publications and other parts of the media to foster a greater public awareness of the turner’s art and craft.
* To communicate with government and similar bodies relevant to the arts and crafts movements.
* To encourage the formation of local area woodturning branches by providing advice, practical assistance and financial help.

# General Information

## Introduction

This Handbook provides a ready reference, a ‘how to’ document, for all members of the AWGB including the Trustees, officers and committee members of Affiliated Branches and Associated Clubs containing data about the AWGB and its operation. It is in electronic format so that pages can be reprinted and changed as required.

Every effort has been made to ensure that the information contained in this handbook is correct. The Association of Woodturners of Great Britain cannot accept any legal liability or responsibility of whatever kind from any person or organisation using information from this handbook.

All information contained in this Handbook is the property of The Association of Woodturners of Great Britain. No part of it may be reproduced, stored in a retrieval system or transmitted without the express written permission of the Association © 2014 AWGB.

Any amendments or additional information should be sent to the Secretary.

## Renewal of Annual Subscriptions - Advice to Branch Treasurers

Payment of subscriptions from members of the AWGB who belong to Affiliated Branches will be the responsibility of the Branch Treasurer/Membership Secretary. The membership year runs from 1 January to 31 December – membership renewal subscriptions fall due on 1 January. To assist the Membership Secretary at what is one of the busiest times of the year we urge Branches to start collecting subscriptions in November so that membership can be renewed in time for the New Year. Where a subscription has not been renewed by 31 March the membership will be deemed lapsed and will no longer be entitled to any member benefits.

Branches will receive from the AWGB Membership Secretary a list of all known Branch Members. The Branch Treasurer/Membership Secretary will use this list when subscriptions are due and inform the Association of the members who are paying their subscription through the Branch.

Please complete the 'DATE RENEWED ON' section and send the list back to the AWGB Membership Secretary together with a cheque for the right amount made payable to the AWGB.

Current subscription rates are given in the Application for Membership Renewal Form on the AWGB web-site. The subscription year runs as follows:

Full Year - January 1st – December 31st

Half Year - July 1st - December 31st

New applications received after October 1st will last until December 31st the following year, assuming the full year rate is paid.

The database will be updated and you will receive a new list with those members’ 'YEAR' changed.

*NOTE* - Some members may have renewed directly and some may have renewed through another Branch. Those who have renewed through another Branch will not be listed.

NEW MEMBERS - Please forward AWGB Membership Application Forms for new members with the membership list and they will be included on the next list of members that you receive.

A notice of renewal of annual subscription will be sent to all AWGB members with the December issue of Revolutions. This notice will advise all members of Affiliated Branches that they may pay their subscription through their Branch Treasurer.

All enquiries regarding subscriptions should be addressed to the Membership Secretary.

## Renewal of Annual Subscriptions for Associated Clubs - Advice to Treasurers

Subscriptions will be collected by the AWGB Treasurer. He will issue the clubs with an invoice for their annual subscription which will vary depending on the level of Public Liability insurance required. Payment terms are 30 days maximum.

## AWGB Insurance Scheme

The AWGB has negotiated favourable terms with Zurich Insurance for the provision of Public Liability and All Risks insurance. This is available to all Affiliated Branches and Associated Clubs.

The public liability premium for Branches and Clubs is paid centrally. Associated Clubs taking advantage of the insurance benefit will pay an increased subscription to cover these costs.

For full details of the cover contact Zurich. Their contact details are on your policy documentation.

# The Association’s Website

The AWGB has a very comprehensive website, www.awgb.co.uk that gives members up to date information and also shows the world at large what we do. Please refer to the website for the latest information on topics such as:

Contact information for officials

News and events

Grants available.

Details of Clubs

Training activities

Corporate Members showing those who give discount

Shop

Forms and Documents (see Resources)

Lists of members who give demonstrations, tuition or accept commissions.

A forum for members to exchange views and ideas. (registration required)

The Webmaster is always pleased to hear from members who have news or events they would like listed on the website or any suggestions for added features.

# Items available to Branches, Clubs and Individual members

AWGB Lapel Badges Small rectangular metal badges in black and gold (Limited Stocks)

AWGB Cloth Badges Circular cloth badges in green and gold

AWGB Car Stickers To fix to your windscreen

AWGB Ties One size fits all (Limited Stocks)

AWGB Let’s Teach Turning DVD An e-learning course providing techniques to help you teach basic woodturning techniques. Completion of the Course is a pre-requisite of attending a tutor assessment day. (only available to download from AWGB website)

These can be purchased on the website.

Alternatively, please contact your Regional Representative for current prices.

AWGB promotional leaflets, badges, membership application forms and health and safety notices are available from your Regional Representative.

Cheques should be made payable to the AWGB Trading Ltd

# Benefits for the Individual

* Membership of a National Body dedicated to the promotion of woodturning and the interests of all woodturners
* A training programme offering a range of support to assist members improve their capabilities
* Grants to cover a range of turning activities including provision of equipment, including loan lathes – see grant scheme below
* Opportunity to join over 120 active clubs throughout the UK giving fellowship support and advice
* Quarterly newsletter full of useful and interesting information
* Discounts at a wide range of suppliers
* Free listing on the website for members offering demonstrations, tuition, commissions (NB we expect anyone using this service to have the appropriate insurance cover in place)
* Opportunity to have your website linked on the AWGB website
* The help and fellowship of both amateur and professional members
* Opportunity to attend displays of members’ work at major exhibitions and shows
* Opportunity to attend a major international seminar every two or three years
* Opportunity to attend regional demonstrations and activities run by our Branches and Clubs.
* Support for members from our regional representatives
* Access to a comprehensive and cost effective insurance scheme for Public Liability and All Risks insurance cover for all clubs

# AWGB Grant Scheme (Affiliated Branches, Associated Clubs & Individuals)

(This Grant Scheme is also shown on the AWGB website.)

## Grant Authorisation

We have established a Grant Committee consisting of Paul Hannaby (Chairman), Jeff Belcher (Treasurer), Russell Gibbs (Vice Chair) and Derek Puplett (Secretary). Three of the committee are signatories on the Charity’s Bank Account. The Grant Committee will have varying powers as detailed below within each grant area.

When a Membership Grant is requested it will be sanctioned by the Treasurer and the Membership Secretary.

Where the amount exceeds the limits below, the Grant Committee will refer to the Trustees for a decision. This will streamline the award but still provide the appropriate governance over our funds.

## Grant Structure

The current Demonstrator and Charity Grant structure is superseded by three grant structures (each explained below):

* Demonstrator Grants
* Event Grants
* Discretionary Grants
  + Membership grants
  + Discretionary Grant up to £1000 per award
  + Discretionary Grant over £1000 per award

## Demonstrator Grants

The Demonstrator Grant for 2018 is £300.00 per Branch. This may be used by the Branch, as it sees fit, across its demonstration programme.

## Event Grants

We will allocate £3000 per annum into the Grant Fund to pay for “events”. An Event should be run by an Affiliated Branch or an Associated Club. They can include a wide range of events but we would expect these to be related to an open day, mini Seminar day or weekends such as Turn East or Woodworks at Daventry, or something as simple as a Branch or Club attending a local show to promote their club and woodturning generally to the public.

As not all the members of an Associated Club are AWGB members there will be a two tier award.

* AWGB Affiliated Branches – maximum grant £300 per branch
* AWGB Associated Clubs – maximum £150 per club

This provides an extra benefit for Associated Clubs.

Branches/Clubs should complete an application form (see the website).

Branches/Clubs cannot benefit from such a grant in two successive years.

The application will be reviewed and agreed/rejected by the Grant Committee up to a maximum of £3,000 total expenditure in any calendar year.

## Discretionary Grants

There will be three levels of Discretionary Grant:

* Membership Grant: A maximum of 10 grants p.a. agreed by the Treasurer and the Membership Secretary. If more expenditure in any calendar year is required on membership grants this must be referred back to all Trustees.
* Discretionary Grant up to and including £1000 per award: For any purpose falling within our objects, supported by a suitable application and focussed on those who are disadvantaged in some way, on benefit, low earnings etc. Approval will be given by the Grant Committee.
* Discretionary Grant over £1000: For any purpose falling within our objects, supported by a suitable application and focussed on those who are disadvantaged in some way, on benefit, low earnings etc. Reviewed and approved/rejected by all Trustees following initial review by Grant Committee.

The Discretionary Grant shall be funded by the Roger Stewart Fund. The Main AWGB Fund will add £1,000 per annum into the Roger Stewart Fund as circumstances permit. The total amount of expenditure in any calendar year will be £5000.

## General Comments

Grants to individuals may be made available to those who are members of the AWGB or who would like to join it, and financial help may extend to the membership subscription.

Grants to organisations may be made available to those which are part of, or Affiliated to, or Associated to the AWGB

There are a range of projects for which we could make a grant. Some suitable activities are:

* Basic starter turning kit - lathe, turning tools, chuck & accessories; safety kit
* Additional tools/equipment for someone wishing to expand (for example if they want a chuck but have the rest)
* Travel and reasonable expenses to/from AWGB / WCT training events
* Target deprived areas with taster sessions / introductory training with a view to setting up a longer term development programme or club/support group in the area (an idea that requires more work)
* Disadvantaged youngsters. For example working with Social Services to target young people with a poor home life, in foster or local authority care with a view to setting up a longer term development programme or club/support group in the area (again an idea that needs more work)

In the event that the grant is for equipment then the AWGB will buy the equipment and retain the title.  It will be loaned (for as long as required). In the event that the recipient ceases turning, for any reason the equipment must be returned to the AWGB. We will mark equipment accordingly and maintain suitable records.

## Seminar Scholarship:

## For the 2018 Seminar there will be 6 Scholarships available

Forms for all the above grants are available under the “Resources” tab: <http://www.awgb.co.uk/documents/>

## Support Facilities – General Benefits for Associated Clubs

* Support in setting up a Club.
* Club events are given free publicity in the Association newsletter and on the AWGB website.
* An AWGB Handbook is issued to each Club with a lot of useful information. This Handbook is updated at regular intervals.
* Associated Clubs will be entitled to use the AWGB logo in their publicity.
* The AWGB will include all Associated Clubs in all of its publicity and on its web site.
* Associated Clubs will receive five copies of Revolutions at each issue and will receive other communications sent to Affiliated Branches at the discretion of the Trustees.
* Each Associated Club of the AWGB may take advantage of the AWGB insurance scheme and depending on the size of the club will pay an increased subscription to reflect the insurance benefit. All risks insurance may be purchased at preferential rates from our broker. Please contact the broker, Zurich for details.
* Access to the AWGB grant scheme (see AWGB Grant Scheme).

# Guidelines for Woodturning Demonstrations

### Hirer’s responsibilities (of particular help to new Branches or new committees)

* Book your demonstrator in good time. Many demonstrators are booked up, up to 18 months in advance.
* When making a booking ensure that you, as the hirer, and the demonstrator both fully understand:
  + The timetable for the demonstration.
  + What is to be demonstrated?
  + The cost of the demonstration plus travel and subsistence costs.
  + Who will supply the lathe
  + Who will supply the chuck and jaws – make sure that the spindle-thread is stated.
  + Whether extension leads are needed and who will supply them.
  + If an audio-visual system is available.
  + If the demonstrator is being paid for the demonstration they must have their own PL Cover.
  + In an Affiliated Branch and the demonstrator is an AWGB member who is not being paid to do the demonstration the demonstrator will be covered by the AWGB insurance scheme. (NB. Essential consumables cost etc. may be paid)
  + If a member of an Associated Club is doing a demonstration and is not being paid and the Club has taken out the PL cover arranged by the AWGB via the scheme set up with an insurance provider the demonstrator will be covered by the insurance scheme. (NB. Essential consumables cost etc. may be paid)
* If you telephone in the first instance, follow up the telephone conversation with a letter or email of confirmation. Contact the demonstrator at least a week before the event to confirm all the details.
* If you wish to advertise a major event, this can be done through Revolutions, on the website and by sending publicity leaflets to local clubs. Let the editors of Woodturning and other woodturning magazines know at least sixteen weeks before the date.~~..~~
* Make sure that you have available clear directions or a map showing the venue.
* If it is an all-day event decide on the level of catering and refreshments that you are going to provide.
* Are you going to invite traders to the event? If so decide on the following:
  + Are you going to charge them for the space they occupy?
  + Will they help out with the provision of wood and supplies? If they do, make sure that their help is acknowledged in an appropriate manner.
  + Will they be able to demonstrate their products or not bearing in mind the close proximity of the public? If they do make sure it is safe to so.

### Demonstrator’s responsibilities (of particular help to newer demonstrators)

* Ensure that you know where you are going. Ask for a map from the organisers if necessary.
* Plan to arrive in good time.
* If the lathe is provided check the lathe and any chucks you will be using and check that you understand the controls before you start your demonstration.
* Be prepared, have all tools and materials at hand at the start of the demonstration. Help is usually at hand from Branch members if you need it.
* Do not be over ambitious by trying to achieve something that is difficult on the lathe provided or for which there is not enough time to complete.
* Ascertain the experience of your audience. There may be beginners and/or professionals.
* Make sure the audience can hear you before you start. Speak clearly and do not mumble. If you need to explain a technique or process it may be advisable to stop the lathe before talking. If you have been provided with a microphone please use it.
* At the beginning of each demonstration, explain briefly what you want to accomplish, point out any wood characteristics, what to watch for, problems to avoid etc. Whatever it takes to give the audience a good clear understanding of not only what you are doing, but why you do it, and why you use different tools and techniques.
* In answering questions from the floor the demonstrator should respond in a helpful and positive manner even if the question is ambiguous or seems stupid.
* As you use different tools, identify the tool and the reason you use it. Also explain the techniques required for safe use and clean cutting, point out problems if used in the wrong way. Explain any peculiarities in the sharpening of the tool
* Use the video camera effectively if one is available. If one of the monitors is set back a bit, enabling you to see the picture, check occasionally that the audience is getting the best view of what you are doing. If you are explaining a cutting edge of a tool don’t wave it about in the air. The audience cannot see and the camera operator has difficulty in focussing on the tip of the tool. It is better to lay the tool on the lathe bed and let the camera operator zoom in and focus before you make your explanation.
* Pay particular attention to questions about safety. The audience should be in no doubt that the demonstrator sees safety as paramount. Health and Safety are big issues these days. Be an example to others by:
  + Turning the wood by hand to check for any obstructions to the revolving wood before turning the lathe on.
  + Being aware of shavings flying over your audience.
  + Being aware of the dust created by sanding. Some Branches have premises that do not allow a lot of sanding, so check first. You may wear a dust mask while sanding but your audience does not. If dust extraction is provided use it.
  + Being also aware of applying too much sanding sealer or dyes then switching on the lathe to shower your audience with these materials.
  + Being aware of smoke detectors if you are going to burn or scorch your work and finding out from the organisers if they have a problem with such techniques.
  + Not allowing anyone from the audience to come and have a go. It is highly dangerous and has led to injuries in the past.
* With demonstrations of limited duration, make sure that you cover the main stages of the project.
* The demonstrator has an obligation to review and to seek to improve his demonstration skills.
* Should you need advice on any of these matters consult your Regional Representative.

# Training and Development Programme

Full details of the Training and Development Programme are available on the AWGB website.

The following are contained within AWGB’s Training and Development Programme

* Member Training
* Youth Training
* Demonstrator Training
* Instructor Training, based on the ‘Let’s Teach Turning’ course CD designed and written by the AWGB.
* The Certificate in Woodturning.

## Member Training Programme

### Programme Aims

* To develop and offer a varied training programme that will be accessible to the membership.

**Programme Objectives**

* To arrange training days by professional woodturners at venues throughout the regions
* To develop a varied programme to include specialist subjects from foundation to advanced.

### Programme Format

* We arrange workshops throughout the UK with professional woodturners specialising in a particular area. They are held at the professional’s premises, or other suitable venue, which could be a branch or club.
* Workshops are spread as evenly as possible across the regions. However demand and venue availability may influence the programme.
* Every member may apply for training, and every effort is made to accommodate your requirements within the funding budget available.

### Frequently asked questions

* How can I find out what’s on?
  + The events are advertised on the AWGB website and in Revolutions.
* How do I apply?
  + Members are invited to apply for a place on an event using the training workshop application form.
* Can I request a workshop for a particular topic?
  + Yes. We welcome requests so that we can put together a programme our members want. You may make an application to learn a particular technique (and that could be with a nominated professional turner).
  + The application will form the basis of a ‘Member Training Workshop’ that will be advertised to enable other members to apply for places.
* Do I have to pay?
  + No. Workshops are offered on a ‘no charge’ basis, but we do encourage you to make a (small!) voluntary donation, after you have attended the workshop. This goes into our development fund and helps us to increase the benefit to other members.

## Demonstrator Training Programme

### Programme Aims

* To make available a consistent training programme that is accessible to the membership.
* To encourage competent turners to present effective demonstrations at their clubs, and local shows, with the aim of promoting the craft of woodturning.

### Programme Objective

* To develop and improve the communication and presentation skills of the participating candidates.

### Programme Format

* These events are usually run at a branch or club for up to four people. We ask you to prepare a suitable 5 minute talk and a 20 minute demonstration to deliver on the day and provide some guidance prior to the event for you to study.
* During the event we discuss key aspects of presentation and then it is your turn to demonstrate to the instructor and other participants.
* This is followed by a feedback session – what went well and what could you do differently next time.
* As these are demand led we keep a waiting list of applicants until we have enough people to run a course in a suitable location.
* Every member may apply for training.

### Frequently asked questions?

* How can I find out what’s on?
  + These are not advertised as they are organised on demand.
* How do I apply?
  + Members are invited to apply for a place on an event using the demonstrator training workshop application form.
* Do I have to pay?
  + No~~.~~ Workshops are offered on a ‘no charge’ basis, but we do encourage you to make a (small!) voluntary donation, after you have attended the workshop. This goes into our development fund and helps us to increase the benefit to other members.

**Youth Training Programme**

### Programme Aims

* To give young people who are under 22 years of age at the start of the subscription year the opportunity to experience training in woodturning.
* To arrange training events at venues throughout the country.

### Programme Objectives

* To deliver a programme to include:
* Health and safety
* Basic techniques
* Continued development.

### Programme Format

* Training workshops are held at either a professional turner’s workshop, or at a venue arranged by a club. The number of students at each event varies, but there is a maximum of two students to each trainer giving tuition.
* Youngsters attending a Youth Training event will receive free junior membership to the AWGB to those under the age of 22.

### Frequently asked questions?

* How can I find out what’s on?
  + Courses are advertised on the website and in Revolutions.
* How do I apply?
  + You are invited to apply for a place on an event using the youth training workshop application form.
  + Application forms for these programmes are on the website under ‘Resources’
* Do I have to pay?
  + Yes, but it is only a small charge - £5 for a one day event, £10 for a two day event.
  + The AWGB Development Fund and the Worshipful Company of Turners (WCT) sponsor the Youth Training Programme and cover all other costs.
  + We do encourage you to make a (small!) voluntary donation, after you have attended the workshop. This goes into our development fund and helps us to increase the benefit to other members.

**Instructor Training.**

We have designed and written the ‘Let’s Teach Turning’ course to give turners who give tuition some assistance in teaching the basics of woodturning at training workshops, club events such as hands-on evenings or the scout jamborees.

On completion of the self-paced course, AWGB members have the opportunity to attend an assessment day where their teaching abilities will be assessed and if successful they will be awarded the AWGB Approved Tutor badge. Completion of the course is a pre-requisite to attending the assessment day.

**The Certificate in Woodturning.**

The Certificate in Woodturning is designed to provide a training programme that covers all the basic skills to be competent at woodturning.

The Certificate is aimed at candidates with little experience, or the more experienced with no formal training of woodturning. Therefor the Certificate is primarily a training programme of the basic skills with assessment criteria.

The **Qualification** comprises:

Training units.

Multiple choice question unit-end tests

Practical assessment.

# Health & Safety, Safeguarding and Disability Policies

Many Branches are concerned about legislation that may affect the way in which they operate. Each Branch has its own set of problems and environments to deal with and it is impossible for the AWGB to take every situation into account.

The AWGB has put together the following guidelines to help Branches deal with this issue.

* Health and Safety Policy
* General policy statement

The AWGB and its Branches are committed to providing a safe and healthy environment as part of its wider responsibilities to its members and the general public.

The AWGB is committed to the continual development of health and safety awareness of all its members.

The AWGB, its Branches and Clubs will ensure that all reasonably practicable steps will be taken to ensure the health, safety and welfare of its members and the protection of visitors and the general public.

Branches and Clubs are encouraged at local level to promote a culture of good health and safety in the services they provide to their members and the general public.

We all have a duty to take proper precautions and care in the services we provide not only to safeguard ourselves but also to visitors and the general public that come to any of the events that are organised.

Guidance will be published periodically in the newsletter of the AWGB (Revolutions) to highlight specific areas of concern and to keep health and safety in the workshop before the membership.

It is considered essential in the interest of all members that they should observe and maintain the safety standards as laid down in this Policy.

### Tasks that need careful consideration

Manual handling

Ensure that those who move and manhandle lathes and heavy equipment are strong enough to do so. Do not let anyone strain themselves when handling heavy equipment. Provide lifting equipment and trolleys if there are potential hazards.

Portable Appliance Testing (PAT testing)

PAT testing is not mandatory but it is good practice. Some venues now insist that anyone hiring their premises and using portable equipment must prove that all of the equipment they are using has been checked. This service is provided by many electrical servicing companies and costs about £2 – 4 per item.

*As a minimum a visual check is better than no check at all.*

* Check that the flex is in good condition with no cuts or fraying.
* Check that cable clamp in the plug is clamping the outer sheathing of the flex.
* Check there is no sign of burning on the plug or cable.
* Check that the right fuse is fitted.
* Ensure that the switch on the appliance is functioning properly.

If any of the above is not right do not use the equipment.

### General Safety Considerations

While the woodturning lathe is arguably the safest of all the woodworking machines, there have been instances of serious injury caused to the operator. The reasons for this can invariably be put down to four things

* Not checking the wood can rotate freely before switching on the lathe.
* Ignorance of the correct procedure and safety measures.
* Taking unnecessary risks even when experienced.
* Lack of concentration or tiredness.

### Identification of specific hazards

The identification of potential hazards and the controls put into force to minimise the risk are covered by carrying out a risk assessment. This is described below.

Once a risk assessment has been carried out all members must be informed of their responsibilities to ensure the safety of everybody. Risk assessments have to be reviewed on a regular basis as circumstances change.

Most health and safety concerns are a matter of common sense. A list of general safety advice is given in Appendix A – Safety Advice.

# Risk Assessment

A risk assessment is no more than a written record of a careful examination of activities carried out in your branch that could harm people. If you follow the following five steps you will have carried out a risk assessment. These steps are further explained in the HSE guidance in the Health and Safety – General Guidance document on the AWGB website, along with a sample risk assessment and a template for you to use.

**Look for the hazard**

List all the hazards. Do this in an organised way e.g. what hazards are due to the venue, the meeting and the activity. Then take each activity and consider hazards that arise from both the normal activities and unexpected activities (such as evacuation of the hall due to fire). Look only for hazards which you could reasonably expect to cause significant harm.

**Decide who could be harmed (for each hazard) and how this could occur**

There is no need to list individuals by name – just think about groups of people who may be harmed. Pay particular attention to those with disabilities and younger and perhaps less experienced people.

**Evaluate the risk and decide whether the existing precautions are adequate or whether more should be done**

Think about how you could prevent harm and whether your present precautions are good enough and how they should be improved. This is referred to as the control, as it controls the risk associated with the hazard.

**Record your findings**

Record the information from the above three steps.

**Implement your recommendations and inform those affected**

Make sure that you implement the actions you have decided upon and inform those affected by any controls, what is expected of them, and, just as importantly, why the controls are necessary.

**Periodically review your assessment and revise if necessary**

Set a date for a review of the assessment. This should be done annually, or when there is a material change in circumstances, such as a change of layout, introduction of new machinery etc. On the review check that the precautions for each hazard still control the risk. If not record the action needed and note the outcome.

Try to keep it as simple as possible so that others can understand. Remember the aim is to understand and control the risks, to a reasonable level, not try and eliminate them altogether, although this is desirable. It is important that when risks have been identified and controls put into operation that those affected are informed so that they are aware of their responsibilities.

More details of Risk Assessments and templates are given in the Risk Assessment paper to be found under ‘Documents’ on the AWGB website. This also includes a template based on the HSE template which should be used following a review of the “Five Steps to Risk Assessment” ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)) and the “Principles of Sensible Risk Management” ([www.hse.gov.uk/risk/riskmanage.pdf](http://www.hse.gov.uk/risk/riskmanage.pdf)) guidelines.

Additional help and guidance can be obtained from the AWGB Safety Officer (see section 1 or [www.awgb.co.uk](http://www.awgb.co.uk) for contact details).

Once completed the risk assessment should be kept in the Club/individual’s records and reviewed at least annually, or when working practices change.

You may also wish to have a look at the “Example risk assessment for a woodworking company” ([www.hse.gov.uk/risk/casestudies/pdf/woodworking.pdf](http://www.hse.gov.uk/risk/casestudies/pdf/woodworking.pdf)). Another useful example is for a “village hall” ([www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf](http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf) )

### Some suggestions:

Here is a short list of some things that you may like to consider. It is not exhaustive but will give you a start:

* Venue: Parking, Access, condition of footway etc.
* Meeting: Evacuation, seating, gangways, tea making and distribution, power cables, etc.
* Demonstrations: insurance coverage of external demonstrators re equipment, etc.
* Hands on sessions: All areas of concern in the workshop, age of trainees, experience and awareness of ‘trainees’.
* Visits: arrangements for refreshment and comfort stops, pick up points etc.
* It is also important to consider those who may have difficulties in sight, movement, hearing etc., and to cater for those people as well.

### Fire Safety

Fire safety is another consideration for Branches and Clubs. Most of you will be renting the premises from a community centre or parish centre for example and the owners will have complied with the local fire regulations. However, the Branch or Club chairperson/committee are still responsible for making sure that all reasonable steps are taken to ensure that a fire isn’t started and in the event of a fire that all persons present are able to exit the premises. This is simply described at https: [www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments](http://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments) and the risk assessment process is the same as described for a general risk assessment.

The Branch or Club committee should make sure they are familiar with:

* The location of all fire exits, that routes to them remain clear (if there are 2 make sure that you can reach each exit by a separate route i.e. you don’t have to go past one to get to another)
* The location of any fire detection system and break glass call points
* The location of fire extinguishers and their use

# Guidance Notes for Demonstrators scorching Wood

Precautions

* Make sure that a Fire Extinguisher is nearby.
* Have a damp cloth at hand to smother any smoke that may be created.
* Before lighting the blowtorch and starting the process:
* Clear the lathe of any shavings.
* Ensure there are no inflammable materials nearby i.e. sanding sealer.
* Remove any dust from the object to be scorched.
* If you have textured the work prior to scorching remove any wood splinters from the work by lightly sanding or brushing the work. (It is often the splinters that cause the smoke or catch fire.)

Procedure

* When all of the above has been carried out light the blowtorch ensuring that it is not facing the audience and is on a low setting.
* Begin the process of scorching. If smoke should be created smother with the damp cloth.
* In the event of the work catching fire (very unlikely) smother with the damp cloth or apply the fire extinguisher.

Safety

* Do not scorch wood with the lathe running. Fragments of burnt wood could fly off.
* Wait until the wood has cooled before switching the lathe on after scorching.
* Wear safely goggles while carrying out this process.

# Guidelines for AWGB Associated Branches and Affiliated Clubs holding open days with “hands on” training sessions

### Introduction

Several AWGB Branches and Clubs have expressed a desire to establish open days where members of the public can be given the opportunity to try woodturning out for themselves. It is anticipated that this activity would involve a member of the public having a one to one session with an experienced club member for approximately 10 to 30 minutes. These guidelines are aimed at providing AWGB Branches and Clubs with the answers to basic questions on insurance, venue setup, risk assessment, eligible participants, suitable project types and of course safety.

If you require any further advice or would like to discuss your event further please contact the AWGB Safety Officer – see your Handbook or the AWGB website [www.awgb.co,uk](http://www.woodturners.co,uk) for more details.

### Insurance

The AWGB Insurance policy provide Public Liability Cover for AWGB Members and AWGB Branch and Club Members when giving demonstrations or training workshops at events organised by the Branch or Club. Please note that the event must be organised by the Branch or Club and recorded before the event in the minutes of the club meetings.

The policy allows for one to one tuition given by a Branch or Club member at such an event.

### Eligible Participants

It is very likely that the opportunity to “have a go” on a lathe will prove to be a very popular attraction at any open day or public demonstration.

To ensure that all goes well some simple guidance should be followed:

### Registration Form

All participants should complete the Registration for Hands-on Session Form available from the AWGB website prior to the session. These forms should be retained by the Branch or Club secretary, or other nominated member, for a period of three years.

### Young People

If a person under 22 years of age at the start of the subscription year wants to try then s/he must be accompanied by an adult who can give their permission. The adult must remain in the presence of the tutor and the young person at all times. It would also be useful to have a second member of the club observing to make sure that there could be no allegations of improper behaviour at a later stage. Use of the parental consent form may be appropriate in certain circumstances, for example when young people are attending a bespoke workshop. Don’t forget that photographs of young people should only be taken with their signed permission – see the consent form.

### Lower Age Limit

The insurance policy does not specify a lower age for either member or participant. However, the AWGB recommend that a lower age of 11 years be used. No upper age limit is specified.

### Accessibility

Clearly the person must be able to stand comfortably in front of the lathe. Therefore a minimum height should be established. This would largely depend on the set up of the lathe and should be agreed by the Branch or Club prior to the event.

Participants with particular needs should be encouraged to discuss their requirements with Branch or Club members with a view to attending a more structured event where facilities for people with particular needs can be provided. Again a common sense approach should be taken by the club members on the day.

### Safety

See the safety advice in Appendix A – Safety Advice. We recommend that you print a few copies of this and have another Branch or Club member brief any participants who may be waiting for a turn on these aspects. In particular make sure that all participants tie back long hair and remove, or make safe, any loose jewellery, clothing etc.

Do not allow any person to participate if they have open shoes or loose clothing.

Before starting the training ensure that the participant is provided with a full face visor which must be worn at all times whilst the training is in progress. Make sure that all demonstrators are also following the safety advice. Avoid using finishes during the training session such as cellulose, or oil which could cause an adverse reaction in the participant unless disposable latex gloves are supplied and used.

### Venue Setup

Remember that people who have not turned before will not be used to tools and moving around a lathe. Make sure that there is plenty of room behind the lathe for the demonstrator and participant. Make sure that no member of the public is allowed behind the lathe other than the participant.

Ensure all trips hazards are removed, for example secure cables with gaffer tape or similar to the floor or secure within rubber cable covers (Screwfix sell this or try your local electrical factors for shorter lengths).

**Risk Assessment**

Make sure a full risk assessment is undertaken. Further explanation can be obtained from the AWGB Safety Officer if required.

### Project Type

Choose simple projects such as weed pots, fruit etc. Have some part prepared beforehand. Key rings and light pulls would also be suitable projects. Make sure the blanks are pre-prepared.

# Safeguarding Policy

### Name of Branch.

The designated child protection officer is:

The alternative child protection officer is:

We recognise that the welfare of children is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

* Treat all children with respect and celebrate their achievements
* Carefully recruit and select all adults whether paid or voluntary
* Respond to concerns and allegations appropriately
* Adopt the Association 'Members’ Guidelines'

When there are concerns about the welfare of any child/young person all adults in our organisation are expected to share those with the designated child protection officer.

He/ she is responsible for:

* Monitoring and recording concerns
* Making referrals to social services without delay
* Liaison with other agencies

The Association of Woodturners of Great Britain, through confirming this Safeguarding Policy Document, has indicated its determination to ensure that children and young people can participate in Woodturning with their safety and welfare being of paramount importance.

Signed: Signed:

*Chairman* *Secretary*

Date Date

I agree to be bound by the above Policy.

Signed:

*Member*

AWGB Branch

# Safeguarding Policy – Members’ Guidelines

As members of the above association, you need to be aware of the concept of child abuse and have some background information to help to adopt good practice when working with young people.

Always remember ‑ it is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act upon these concerns.

Abuse is a powerful and emotive term and is used to describe ways in which children may be harmed, usually by adults and often by those they know and trust. There are five main areas of abuse of which you should be aware:

*Emotional Abuse* ‑ occurs when adults persistently fail to show children due care, love or affection. Where a child may be subjected to unrealistic pressure and constantly shouted at and given responsibility for which they are not yet ready.

*Physical Abuse* ‑ occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries.

*Bullying* ‑ occurs when repeated aggressive, verbal, psychological or physical contact by an individual or group. It can include physical, verbal, emotional, racist and sexual abuse, comments and gestures.

*Neglect* ‑ this occurs when a child's basic needs for food, warmth and care are not met, including failure to prevent a child from exposure to any kind of danger.

*Sexual abuse* ‑ both girls and boys can be sexually abused by adults, who use children to meet their own sexual needs and desires either through participation or forced observation.

*Safeguarding -* the welfare of children and young people is paramount. The Association of Woodturners of Great Britain has a moral obligation and legal responsibility to provide the highest possible standard of care when we welcome young people into our Branches and Clubs.

Guidelines for good practice for the AWGB

Everyone should be aware that as a general rule, it does not make good sense for a supervising adult to:

* Spend excessive amounts of time alone with children/young people away from others.
* Take young people alone on car journeys, however short, without parental approval.
* Take children/young people to your home, without parental approval.
* Help children with their clothing or get changed ‑ encourage parents to do this.

You should NEVER:

* Engage in inappropriate physical contact, including horseplay.
* Share a room with a child.
* Permit children to use unacceptable or explicit language unchallenged.
* Make sexually suggestive comments to a child, even in fun.
* Agree to meet a child on your own, outside the context of normal duties.
* Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Key principles of good practice for the AWGB

* Adopting these principles will help you to create an environment in which:
* Children are listened to, given a sense of belonging and kept safe.
* Volunteers who work with children and young people are supported and protected.
* Parents are supported and encouraged.

Safe environment ‑ this will be done by:

* Providing an adequate level of supervision.
* Keeping records of attendances, complaints and accidents.
* Producing procedures for dealing with suspicions.
* Identifying a person in charge if child protection.
* Protecting both workers and children.
* Understanding the child's right to self-protection.

Dealing with concerns ‑ this will be done by:

* Listening but not leading the child.
* Observing changes in behaviour.
* Believing ‑ but do not promise confidentiality.
* Reassuring ‑ be sensitive to situation.
* Acting immediately and explaining to child what you are going to do.
* Recording.
* Getting support
* Referring to right body.
* Recording allegations or suspicion of abuse

Please remember if an incident occurs ‑ the basic information needed is as follows:

* Name of Child, age, telephone number and address.
* Parents name.
* Additional Factors.
* Are you recording the report based on your concerns or passing on the concerns of someone else? Please detail as clearly as possible.
* What has prompted the concerns and include date, times of any specific incidents. Is there any physical/behavioural or indirect signs? Has the child been spoken to and if so what was said. Have the parents been contacted and if so, what was said. Has anyone been alleged to be the abuser? If so record details. Has anyone else been consulted? If so record details

Points of Contact – we suggest you obtain these numbers for your area and update the details below.

[County] Social Services ‑ Tel No (HELPLINE)

[County] Police ‑ Tel No

Childline ‑ 24 hours 0800 1111

NSPCC ‑ 24 hours 0800 800500

Children's Legal Centre ‑ 0207 3596251

# Health and Safety Poster

Would delegates to this series of demonstrations please note that the AWGB takes the matter of health and safety very seriously.

Demonstrators have been provided with dust extraction equipment and/or respirator helmets or other suitable form of dust protection.

However, in the course of the demonstrations the safety equipment may be switched off or removed by the demonstrators to allow for better communication with the audience than would be possible with the proper use of the safety facilities.

The AWGB and all AWGB Branches and Clubs would like to advise that you should protect your health by using appropriate safety equipment within your own workshop.

In addition you should advise visitors to your workshop of the safety precautions that they might require.

# Disability Policy and Further Guidance to Branches and Clubs

## Policy

Towards our members:

* The AWGB as a national body provides support to our members irrespective of their condition of health.

Towards our Branches and Clubs:

* The AWGB requirement is to encourage our Branches and Clubs to take all reasonable steps to cater for those with particular needs amongst their membership.

## Guidance notes

Venues used by our Branches and Clubs:

* AWGB Branches are advised in the Start-up Pack sent to them to ensure their venue is suitable for the number of members envisaged.
* However, the AWGB has no control over the venues used by its Branches and Clubs.
* As the Branches and Clubs hire venues by cost and availability it is up to the Branch or Club (as Events Organiser) to ensure that all members who wish to attend can do so whatever their particular needs. A fully accessible venue is preferred but if none is available, then a venue which is as fully accessible as possible is the second preference.
* The owner of the venue (the Service Provider) should have undertaken an access audit to ascertain compliance with the Disability Discrimination Act 1995. If you are in doubt as to the access levels of the venue you are using, please discuss the matter with the owner of the venue.
* Where a private venue (i.e. member’s workshop) is used, then please ensure you take reasonable steps to make the venue as accessible as possible.

Disclaimer

The information shown above is for the guidance of AWGB Branches and Clubs only and independent legal advice should be sought in the case of any specific query.

Approved by the AWGB Committee, 30th September 2006.

Further reading:

Organising Accessible Events – Disability Rights Commission, October 2004.

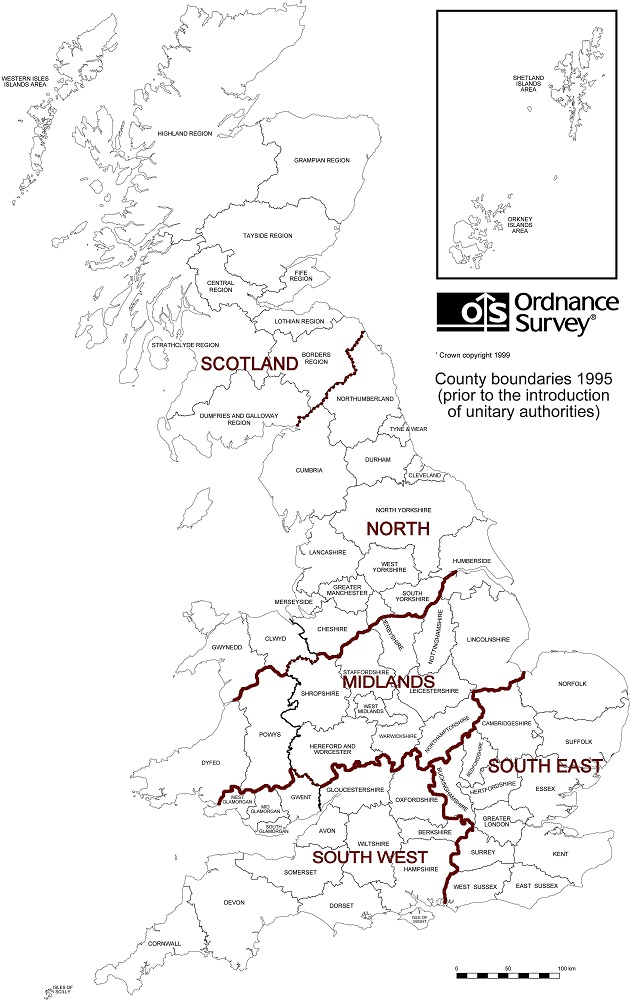
Or contact the Equality and Human Rights Commission on 0845 604 6610

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

AWGB Branches, Clubs, Corporate Members and Regional Map.

A full list of AWGB Branches, Clubs and Corporate members will be found on the AWGB website. The database and website that contains this information is updated as soon as any changes are notified to us. Please let the Secretary know if any of the information on the following pages is incorrect or has changed.

The regional map below shows the current boundaries for the Scotland, North, Midlands, South-East and South-West Regions:



# Other Member Services

## Members’ Discount Scheme

A list of companies offering discounts to AWGB members is shown on the AWGB website.

If you know of a local company dealing in woodturning products that is willing to offer our members a discount, please let your Regional Representative know.

## Demonstration List

Members who demonstrate are listed on the AWGB website.

The AWGB cannot vouch for the quality of any of the demonstrations from members who have applied to be included on this list.

## Commissions List

Members who undertake commissions are listed on the AWGB website.

The AWGB cannot vouch for the quality of work of these members who have applied to be included on this list.

A blank form for any of your members who wish to be included is available in the Commissions, Tuition and Demonstrations Register application form on the AWGB Web-site.

## Tuition List

Members who provide tuition are listed on the AWGB Website.

The AWGB cannot vouch for the teaching abilities of members who have applied to be included on this list.

A blank form for any of your members who wish to be included is available in the Commissions, Tuition and Demonstrations Register application form on the AWGB Web-site.

# Other Woodturning Organisations

Apart from the AWGB there are a number of related organisations in the UK. They are:

The Worshipful Company of Turners [www.turnersco.com](http://www.turnersco.com)

The Register of Professional Turners [www.rpturners.co.uk](http://www.rpturners.co.uk)

The Society of Ornamental Turners [www.the-sot.com](http://www.the-sot.com)

Association of Pole-Lathe Turners and Greenwood Workers [www.bodgers.org.uk](http://www.bodgers.org.uk)

Other useful links can be found on the AWGB website on the links page.

# Appendix A – Safety Advice

A woodturning lathe can be a dangerous piece of workshop equipment in unskilled hands. With attention to the following basic guidelines and careful, methodical, and tidy workshop practice, the incidence of accidents can be drastically reduced. If in doubt about the safety of any procedure, please seek experienced, or better yet, qualified advice.

Safe, effective use of a wood lathe requires study and knowledge of procedures for using this tool. Read and thoroughly understand the label warnings on the lathe and in the owner~~'s~~/operator~~'s~~ manual.

Always wear safety goggles or safety glasses that include side protectors and a full face shield when needed. Wood dust can be harmful to your respiratory system. Use a dust mask or helmet and proper ventilation (dust collection system) in dusty work conditions. Wear hearing protection during extended periods of operation.

Tie back long hair, do not wear gloves, loose clothing, jewellery or any dangling objects that may catch in rotating parts or accessories.

Check the owner/operator~~'s~~ manual for proper speed recommendations. Use slower speeds for larger diameter or rough pieces and increased speed for smaller diameters and pieces that are balanced. If the lathe is shaking or vibrating, lower the speed. If the workpiece vibrates, always stop the machine to check the reason.

Make certain that the belt guard or cover is in place. Check that all clamping devices (locks), such as on the tailstock and toolrest are tight.

Rotate your workpiece by hand to make sure it clears the toolrest and bed before turning the lathe "on". Be sure that the workpiece turns freely and is firmly mounted. It is always safest to turn the lathe "off" before adjusting the tool rest.

Exercise caution when using stock with cracks, splits, checks, bark, knots, irregular shapes or protuberances.

Hold turning tools securely on the toolrest and hold the tool in a controlled but comfortable manner. Always use a slower speed when starting until the workpiece is balanced. This helps avoid the possibility of an unbalanced piece jumping out of the lathe and striking the operator.

When running a lathe in reverse, it is possible for a chuck or faceplate to unscrew unless it is securely tightened on the lathe spindle with a locking machine screw.

Know your capabilities and limits. An experienced woodturner may be capable of techniques and procedures not recommended for beginning turners.

When using a faceplate, be certain the workpiece is solidly mounted. When turning between centres, be certain the workpiece is secure.

Always remove the toolrest before sanding or polishing operations.

Don't overreach, keep proper footing and balance at all times.

Keep lathe in good repair. Check for damaged parts, alignment, binding of moving parts and other conditions that may affect its operation.

Keep tools sharp and clean for better and safer performance. Wear eye protection when sharpening. Don't force a blunt tool. Don't use a tool for a purpose not intended. Keep tools out of reach of children. Do not be tempted to use modified tools, such as converted files.

Consider your work environment. Don't use lathe in damp or wet locations. Do not use in presence of flammable liquids or gases. Keep work area well lit.

Stay alert. Watch what you are doing, use common sense. Don't operate tools when you are tired or under the influence of drugs or alcohol.

Guard against electric shock. Inspect electric cables regularly for damage. Avoid the use of extension cables. The power outlet supplying the lathe should, for safety, be fitted with RCD protection.

Remove chuck keys and adjusting spanners. Form a habit of checking for these before switching on the lathe.

Never leave the lathe running unattended. Turn power off. Don't leave the lathe until it comes to a complete stop.