

MAKE Gosport Membership Agreement, Code of Conduct, Membership Rules and Terms & Conditions

Revision 1.0, 26/07/2021 – Due for Review June 2022

MEMBERSHIP AGREEMENT:

All MAKE Gosport members are required to sign the Membership Agreement including Terms and Conditions.

MAKE Gosport is a social enterprise and run as a not-for-profit business. This means that any profit after running costs is invested back into the business, i.e. does not go to the owner(s) and/or shareholders as bonuses, dividends etc.

MAKE Gosport aims to provide a range of workshops and classrooms containing various pieces of equipment which are available for use by registered members (“Members”) and, as appropriate, other visitors from time to time, for their own benefit. MAKE Gosport also envisages that Members will be able to share their own knowledge and expertise with other members by way of assistance within the workshops or classroom, or by posting information on the MAKE Gosport wiki site.

All Members and non-members using the facilities or MAKE Gosport’s website are bound by these membership terms and conditions and must also abide by the Membership Rules as appropriate.

Please read these terms carefully. If you do not wish to be bound by these terms and conditions then you should not continue to use any of the facilities offered by MAKE Gosport, including but not limited to the workshops, classrooms or equipment. Any continued use of the facilities or the Website shall be deemed to be acceptance of these terms and conditions, together with any other documents referred to in them.

1. Joining as a Member

Membership entitles an individual to enter and use certain facilities provided by MAKE Gosport subject to the conditions of their chosen membership category, tariff rates and availability. Please note prices are liable to change from time to time.

Members must be at least 16-years-old.

Children and other non-members are welcome to accompany Members as guests (“Guests”) or attend events as a public visitor (“Visitor”) and are bound by the appropriate parts of these terms and conditions.

MAKE Gosport reserves the right to reject any application or renewal of membership without ascribing any reason for doing so.

MAKE Gosport reserves the right to terminate membership for breach of these terms or the Membership Rules, or for conduct which, in MAKE Gosport’s sole opinion, is damaging to the character or interests of MAKE Gosport or the workshops, or is offensive to other Members or staff.

Full Membership is subject to a minimum membership period of three (3) months. Upon expiry of this minimum period, you will be issued with keyholder access which means you can access the space 24/7. Your membership will then automatically continue for further one month periods at the appropriate rate until you cancel or amend your membership.

After registration, new Members must attend the office at a specified time, where they will be required to undergo a short induction conducted by a Supervisor, or other individual authorised by the Supervisors, prior to use of the facilities and prior to receiving their access token for the door entry system.

2. Members

Full Membership will only be available to Members who have successfully completed the appropriate inductions and/or training course delivered by an authorised person.

New Members & Basic Members will have access to the basic facilities plus those identified in their membership package.

Members may conduct and attend public events.

All members receive an access token to open the front door.

3. Guests and Visitors

Members are welcome to introduce Guests to the facilities. Each Guest must be accompanied by a Member. The relevant Member must ensure that their Guest is fully aware of these terms and conditions and the Membership Rules. Members are responsible for the behaviour of all Guests they introduce to the facilities.

If required to do so by posted notice in the space, Members must ensure that their Guest signs in on arrival and signs out on leaving the facilities or must accompany their Guest at all times.

Guests may be restricted in what areas of the facilities they can access or what equipment they can use. Guests may be required to sign a disclaimer form to enter or use some parts of the facilities.

MAKE Gosport reserves the right to deny entry to the facilities to any potential Guest without ascribing any reason for doing so.

Guests who frequently visit MAKE Gosport may be asked to consider becoming a Member.

Visitors may wish to enter and use the facilities including the classrooms, whilst events are held. Visitors may be restricted to entering the facilities reserved for the specific event together with the certain supplemental facilities (such as toilets).

MAKE Gosport reserves the right to limit attendance at such classes or events as required from time to time.

Members who are organising events must ensure that all Visitors to their events are fully aware of these terms and conditions and the Membership Rules. Members are responsible for the behaviour of all Visitors they introduce to the facilities.

If required to do so by posted notice in the space, Members must ensure that their Visitors sign in on arrival and sign out on leaving the facilities or must accompany Visitors at all times.

Visitors may be restricted in what areas of the facilities they can access or what equipment they can use. Visitors may be required to sign a disclaimer form to enter or use some parts of the facilities.

MAKE Gosport reserves the right to deny entry to the facilities to any potential Visitor without ascribing any reason for doing so.

4. Member's Access

Every Member will receive an access token which must be used on every visit to gain access to the facilities.

Members will be provided access to the appropriate workshop areas in accordance with their membership type.

Members must have their access token on them at all times whilst within the facilities. Members must not let anyone else use their access token. Loss or theft of an access token must be notified to admin@makegosport.co.uk as soon as possible.

Members applying for a replacement access token may be subject to an administration fee.

Access to the appropriate facilities for the Membership type will be available during the opening hours posted on the website. Opening hours are subject to change. MAKE Gosport will use reasonable endeavours to provide Members with notice of any changes to the opening hours.

MAKE Gosport may at any time withdraw all or any part of the facilities for any period or periods where and when it may be deemed necessary for repair, maintenance, alteration or for safety reasons or alternative use. For the avoidance of doubt, MAKE Gosport reserves the right to restrict access to facilities in connection with classes and other events. MAKE Gosport will provide Members with notice of any planned events or pre-arranged classes.

5. Equipment

All Members and supervised Guests and Visitors will be permitted to use the equipment within the main workshops and the other classrooms, studios etc. workshop although some pieces of equipment may only be used after a specified training or induction programme has been completed satisfactorily.

Members will also have access to materials including solder or other items as determined by MAKE Gosport (the "Stock") within the workshops. Before using any Stock, Members must pay the relevant amount to the workshop manager or as directed from time to time. MAKE Gosport will endeavour to provide a regular supply of Stock, but cannot guarantee the availability of any item of Stock at any time.

Members must wear appropriate safety wear when using the equipment. Specific requirements for each piece of equipment are listed at the equipment or in other posted documentation in the space and/or online and must be followed at all times.

At peak times MAKE Gosport reserves the right to limit use of particular equipment or the workshop facilities at their sole discretion

6. Fees

Membership fees are paid by Members by way of monthly instalments due each month on the specified date. When you sign up you will receive a pro-rate invoice for the day(s) before the next scheduled payment.

Membership fees may be varied at MAKE Gosport's discretion and Members will be given at least one (1) month's notice of any fee change.

Membership payments must be made via direct debit

Visitors, Guests and Members may be required to pay an entrance fee in order to attend certain classes or events.

Certain things carry a cost on the honour system, i.e Tea & Coffee, Nails, & Screws, Glue, Wire etc. We stock these things as they are low value and want people to have access to things immediately. This system only works however if people contribute towards the cost accordingly so we can keep restocking (examples below).

An example would be making a quick repair with a glue gun, no charge, however using 10 glue sticks on a craft project maybe put £1 in the loyalty box if that's what they would of cost you in a shop. Or if you only pop in on the odd Saturday and have a cup of tea, not to worry, but if your in daily drinking 3 or 4 barista style coffee maybe put £10 in the Kitchen Kitty – much cheaper than Costa!

7. Storage, lockers and personal belongings

Storage bins are provided for Full Members, there are Day Lockers around the space these can be used by anyone on a day by day basis – these are not to be used as long term storage.

Full Members will be issues a Parking Ticket that they can leave on works in progress.

Any personal property placed in lockers or storage or brought into the facilities is done so at the Member's, Visitor's or Guest's risk. MAKE Gosport will not be liable for any damage or loss to property. We do have CCTV covering the majority of the space for safety and security.

ANY materials, projects or property left on a workbench or shared space that is not clearly identifiable may be treated as scrap materials or rubbish – the space MUST be kept clean and clear for other members so ensure you clean up after yourselves AND clearly mark things you want to come back to.

8. Website and Wiki

Members and Guests and Visitors using MAKE Gosport Website facilities and/or the Wiki must abide by the Website and Wiki Terms and Conditions (Appendix 1)

9. Liability

- 9.1 Nothing in these Terms and Conditions shall limit or exclude the liability of MAKE Gosport (including their employees), for death or personal injury resulting from negligence, fraud, or fraudulent misrepresentation.
- 9.2 Subject to clause 9.1, MAKE Gosport shall not, in any circumstances, be liable to Members or Visitors or Guests for any loss of income; loss of business; business interruption, loss of information; loss of opportunity, goodwill or reputation; loss of, damage to or corruption of data; or any indirect or consequential loss or damage of any kind howsoever arising.
- 9.3 Subject to clauses 9.1 and 9.2, MAKE Gosport's maximum aggregate liability for damages under or in connection with use of the facilities, whether in contract, tort (including negligence) or otherwise, shall, in all circumstances, be limited to the equivalent of one monthly membership payment paid by the relevant Member to MAKE Gosport.
- 9.4 MAKE Gosport's liability for damage or loss to Members' or Guests' or Visitors' property is strictly limited to any damage or loss suffered as a direct result of the negligence of MAKE Gosport or their staff.

10. Changing Membership Category and Cancellation

Subject to the minimum membership period, if at any point Members wish to change or cancel their membership, they must contact admin@makegosport.co.uk in writing giving the appropriate length of notice.

Members may change their membership type by contacting admin@makegosport.co.uk. Changes in membership type will become effective when processed by the office and subject to payment of any adjusted membership fee

11. Changes to these terms and conditions

MAKE Gosport reserves the right to revise and amend these terms and conditions from time to time.

Members will be subject to the terms and conditions in force at the time of their Membership renewal or registration unless any change to these terms and conditions is required to be made by law or governmental authority (in which case it will apply to current Members).

Members should retain a copy of the terms and conditions for future reference

12. Membership Rules

In order to maintain a high standard of facilities within a safe environment and to ensure everyone's enjoyment, you must read and observe the membership rules.

I confirm I have read and understand the MAKE Gosport membership agreement and accept its contents.

Name:

Signature:

Date:

CODE OF CONDUCT:

MAKE Gosport is an inclusive community where all our members and visitors should feel welcome. This code applies to everyone's conduct on all public communication channels (such as the website, wiki, discord etc.), as well as at the space itself.

This code of conduct is in addition to the Rules which cover safety and the ethos of the space.

1. It is unacceptable to harass or discriminate against others for any reason.
2. Keep all communication civil and keep swearing to a minimum; if you can't make a comment politely and persuasively, don't make it at all. Your conduct reflects on the image of the Hackspace as seen by outsiders.
3. Public trolling is never appropriate.
4. Personal attacks will not be tolerated.

If you ignore these guidelines you will initially be warned or moderated. Subsequent offences may result in you being banned from the any/all media platforms. Additionally, we may start proceedings under the Grievance Procedure (Appendix 5).

If you witness any persistent breaches of this code, or have any other concerns, please contact the admin team at admin@makegosport.co.uk. MAKE Gosport is powerless to fix problems it isn't aware of.

I confirm I have read and understand the MAKE Gosport Code of Conduct and accept its contents.

Name:

Signature:

Date:

MEMBERSHIP RULES:

1. General

- 1.1 Please use the equipment safely and ensure that your behaviour in the workshops does not constitute a security or safety hazard to yourself or others in the workshop.
- 1.2 Please report any issues with equipment on the appropriate discord channel as soon as possible, and if there are any safety or security concerns to admin@makegosport.co.uk as well.
- 1.3 Entry to MAKE Gosport is permitted only through the main entrance door - the shutter door and gate is only for getting allowing deliveries/collections/waste removal etc – it should be left locked when not needed for these uses for everyone's security and safety.
- 1.4 Keep your personal belongings with you at all times or use the day lockers provided and keep the key with you.
- 1.5 If any personal property is found, please place it on the Shelf marked "lost and found". If it looks valuable, maybe post a note on discord so everyone can see something has been found and the owner quickly identified. Any property that is not claimed within 28 days may be donated to a charitable cause.
- 1.6 If you are the last Member to leave a room, please ensure that you turn off the lights and any equipment that should be turned off.

2. Member Expectations

MAKE Gosport is a shared space, the founder has done his best to provide a vast amount of machinery, tools and resources in a safe and social environment. In order to keep the space pleasant for everybody using it, in addition to the general rules, we ask each member to try and invest at least 20 minutes per month into the space. This could be anything from cleaning, periodic maintenance, organisation etc.

3. Workshops

- 3.1 In the interest of safety, no person under 16 years is admitted to the workshops, classes or events without supervision of a Member or responsible adult Guest.
- 3.2 All equipment has been designed and tested to be safe with correct use. Please ensure for your own safety that you receive full instruction before commencing your use.
- 3.3 Equipment should be returned to its storage location or left ready for the next Member or Guest's use and turned off at the power, unless otherwise directed.
- 3.4 At peak times, MAKE Gosport reserves the right to limit use of particular equipment or the facilities, at their sole discretion.
- 3.5 Members must clear away all personal belongings, property and waste materials after use of equipment and bench or desk space.
- 3.6 Supervisors will be available for assistance with problems connected with the equipment, supplies of Stock and membership enquiries. They will not always be available to assist Members with their individual projects but always ask either in person on discord – someone should be willing to help you.

4. Food & Drink / Kitchen

A fully equipped kitchen is at the disposal of members, we encourage the use of this but please think of the next person entering the space. Washing up, cleaning the coffee machine, putting things away etc are key to keeping the place nice. We ask that food only be consumed in the kitchen, lounge area or outside – not in the workshops, this includes snacks. Drinks may be taken into workshops be mindful of expensive equipment and other peoples projects.

5. Smoking and Alcohol

- 5.1 Smoking is not permitted within the facilities with the exception of the far-side of the roof terrace and on the driveway adjacent to or beyond the gates. Please however respect those that do not smoke if these areas are occupied.
- 5.2 Alcohol is not permitted to be consumed in the space with the exception of social events and occasions. We ask that people please drink responsibly and respect other members.

5.3 Members are strictly prohibited from operating any equipment whilst under the influence of alcohol or a controlled substance.

6. Changes to these Membership Rules

6.1 MAKE Gosport reserves the right to revise and amend these Membership Rules from time to time.

7. Internet access

MAKE Gosport has internet access. Users of the internet, via Wifi or Ethernet provided in the space, must abide by the Wifi Policy (Appendix 2)

8. Safety

MAKE Gosport is at times being improved with new equipment and facilities. The environment and facilities may change day to day as new areas are developed and new equipment brought in. This means that the risks in the space may change.

You must read the Member's Health and Safety Briefing (Appendix 3) and abide by the instructions in it (and in any linked documents, such as the risk assessments), and if there is anything you do not fully understand about the Briefing, please contact admin@makegosport.co.uk. Updates to the briefing will be posted online and notified on Discord.

9. Office

The Office is off-limits except for personally authorised Trusted Members of MAKE Gosport. This is because it potentially contains sensitive information (such as membership records), important paperwork, the access control computer, and hazardous, broken or untested equipment.

10. Access tokens and getting in and out of MAKE Gosport

Your access token lets you enter MAKE Gosport. Do not lend it to anyone or give it away – it is not transferrable to other people. If you lose your token email admin@makegosport.co.uk as soon as possible. Do not let others follow you in if you've opened the door with your token – they need to swipe in too if they are a Member, and if they are not a Member, they are not allowed in (except to public events arranged with the knowledge of the Supervisors, or if you are personally escorting them as your Guest).

Generally, you need to swipe out at the internal front door of MAKE Gosport – this helps us understand how many people are using the space and when. Only use the push button in case of emergency.

11. Telephone

The telephone is for admin and emergency use only. Don't use it for your personal calls.

If the phone rings and you answer it, please take a message and (if it's not spam!) email admin@makegosport.co.uk with the info.

I confirm I have read and understand the rules of MAKE Gosport and accept its contents.

Name:

Signature:

Date:

Appendix 1.

Website & Wiki Acceptable Use Policy:

This Acceptable Use Policy (this “Policy”) describes prohibited uses of the services offered by MAKE GOSPORT (the “Services”) and the websites located at makegosport.co.uk (“Website”). This Policy applies to you the end user of the Services and its SaaS Subscribers.

By using the Services, you agree to abide by this Policy and to remain in compliance at all times while using the Services. MAKE GOSPORT may modify this Policy at any time by posting a revised version on the Website.

By using the Services or accessing the Website, you agree to the latest version of this Policy. If at any time You disagree with this Policy, you must stop using the Services.

If you violate the Policy or authorize or help others to do so, MAKE GOSPORT may suspend or terminate your use of the Services immediately and without notice.

This Acceptable Use Policy is intended to protect MAKE GOSPORT and You as well as the Services and the Internet community as a whole from improper, inappropriate, abusive, or illegal activity. When using the Services, you are required to comply with this Policy and is expected to adhere to commonly accepted practices of the Internet community. The prohibited uses described below are intended as guidelines regarding improper and inappropriate conduct, and should not be interpreted as an exhaustive list.

MAKE GOSPORT assumes no liability for Your Content or Your use of the Services.

ILLEGAL, HARMFUL, OR OFFENSIVE USE OR CONTENT

The Services may only be used for lawful purposes. You may not use, or encourage, promote, facilitate or instruct others to use, the Services or Website for any illegal, harmful, fraudulent, infringing or offensive use, or to transmit, store, display, distribute or otherwise make available content that is illegal, harmful, fraudulent, infringing or offensive. Prohibited activities or content include:

- Illegal, Harmful or Fraudulent Activities. Any activities that are illegal, that violate the rights of others, or that may be harmful to others, our operations or reputation, including disseminating, promoting or facilitating child pornography, offering or disseminating fraudulent goods, services, schemes, or promotions, make-money-fast schemes, pyramid schemes, phishing, or pharming or engaging in other deceptive practices.
- Infringing Content. Content that infringes or misappropriates the intellectual property or proprietary rights of MAKE GOSPORT or others. (IPR, copyright, patent, trademark, trade secret or confidential information etc)
- Offensive Content. Content that is defamatory, obscene, abusive, invasive of privacy, or otherwise objectionable, including content that constitutes child pornography, relates to bestiality, or depicts non-consensual sex acts.
- Harmful Content. Content or other computer technology that may damage, interfere with, surreptitiously intercept, or expropriate any system, program, or data, including viruses, Trojan horses, worms, time bombs, or cancelbots

SECURITY VIOLATIONS

You may not use the Services to violate the security or integrity of any network, computer or communications system, software application, or network or computing device (each, a “System”). Such behaviour may result in criminal or civil liability. You may not engage, without limitation, in the following activities:

- Gaining unauthorized access to, or attempting to compromise or test the normal functioning, operation or security of any network, system, computing facility, equipment, data or information.
- Engaging in any activities that may interfere with the ability of others to access or use the Services, their system, or the Internet (i.e., denial attacks).

- Monitoring or crawling any data, information or communications on any network or system not owned by You without authorization.
- Gaining unauthorized access to the user accounts or passwords of other users of any system.
- Attempting to intercept, redirect or otherwise interfere with communications intended for others.
- Intentionally transmitting files or messages containing computer viruses or propagating worms, Trojan horses, or "spyware" programs.
- Using manual or electronic means to avoid the use limitations related to the Services, such as access and storage restrictions.
- Operating network services like open proxies, open mail relays, or open recursive domain name servers.
- Forging TCP-IP packet headers, e-mail headers, or any part of a message describing its origin or route. The legitimate use of aliases and anonymous remailers is not prohibited by this provision.

E-MAIL OR OTHER MESSAGE ABUSE

You will not distribute, publish, send, or facilitate the sending of unsolicited mass e-mail or other messages, promotions, advertising, or solicitations (like "spam"), including commercial advertising and informational announcements. You will not alter or obscure mail headers or assume a sender's identity without the sender's explicit permission. You will not collect replies to messages sent from another internet service provider if those messages violate this Policy or the acceptable use policy of that provider.

FORGERY

The Services may not be used in a manner which purposely alters or forges Your identity. You may not engage, without limitation, in the following activities:

- Sending any message or transmitting any electronic communication using a name or address other than Your own for purposes of deception.
- Impersonating someone else by altering Your source IP address or by using forged headers or other identity information.
- Fraudulently concealing, forging or otherwise falsifying Your identity in connection with any use of the Services.

MONITORING AND ENFORCEMENT

MAKE GOSPORT may investigate violations of this Policy or misuse of the Services or the Website or remove, disable access to, or modify any content or resource that violates this Policy or any other agreement MAKE GOSPORT has with you for use of the Services or the Website.

MAKE GOSPORT may report any activity that MAKE GOSPORT suspect violates any law or regulation to appropriate law enforcement officials, regulators, or other appropriate third parties. Our reporting may include disclosing appropriate customer information.

MAKE GOSPORT may also cooperate with appropriate law enforcement agencies, regulators, or other appropriate third parties to help with the investigation and prosecution of illegal conduct by providing network and systems information related to alleged violations of this Policy.

REPORTING OF VIOLATIONS OF THIS POLICY

If you become aware of any violation of this Policy, you will immediately notify us at admin@makegosport.co.uk

Appendix 2.

Internet Acceptable Use Policy:

The MAKE Gosport wi-fi and ethernet networks are a resource which are available to members at MAKE Gosport. Henceforth the services of both wired and wireless network access is described as "Wifi". Our objectives for operating and managing the wi-fi network are to provide high quality, reliable service to our members; respect the privacy of our members; protect the security and integrity of our network and related systems; encourage responsible use of our network comply with applicable laws. Because the wi-fi is shared by many members, achievement of our objectives requires appropriate use by each member.

Examples of prohibited uses of the Wifi are described below. The examples are guidelines and are not intended to be exhaustive.

Illegal/ Criminal Activity

The Wifi may not be used in connection with criminal or civil violations of laws, regulations, or other government requirements of any jurisdiction. Such violations include theft or infringement of copyrights, patents, trademarks, trade secrets, or other intellectual property, export control violations, fraud, forgery, pyramid or other prohibited business schemes; and theft, misappropriation, or unauthorised transmission or storage of funds, credit card information, personal information, or online services.

Security Violations

The Wifi may not be used to violate the security of a network, service or other system. Examples of security include hacking, cracking into, monitoring, or using systems without authorisation; scanning ports; conducting denial of service attacks; distributing viruses or other harmful software; smurf attacks; and unauthorised alteration or destruction of websites or other information.

Threats

The Wifi may not be used to transmit or store material of a threatening nature, including threats of death or physical harm, harassment, libel, and defamation.

Offensive materials

The Wifi may not be used to transmit or receive material of an offensive nature, including obscene, pornographic, indecent, abusive and harmful materials, or to transmit to recipients material which is inappropriate for them, including obscene or offensive materials to children.

Spam

The Wifi may not be used to spam. Spam includes any of the following activities:

- Sending any unsolicited email that could be expected, in our judgement, to provoke complaints.
- Sending email that does not accurately identify the sender, the sender's return address, and the email address of origin.
- Sending unsolicited email without identifying in the email a clear and easy means to be excluded from receiving additional email from the originator of the email.
- Collecting the responses of unsolicited email.
- Posting messages to an online forum or newsgroup that violate the rules of the forum or newsgroup.

Other

The Wifi may not be used in a manner that damages MAKE Gosport's reputation or goodwill or interferes with another's use of the Wifi or other appropriate use of MAKE Gosport.

Resale

The resale of the Wifi network service is not permitted.

What happens if you break this policy

If you break this policy we may ask you to stop or terminate your access to the Wifi. We prefer to notify you so you can take action.

In some cases, breaking the Wifi acceptable use policy may be grounds for your MAKE Gosport membership to be terminated at the discretion of MAKE Gosport as per the Membership Agreement.

What to do if you think someone is breaking this policy

If you observe someone breaking this policy you should notify admin@makegosport.co.uk

Appendix 3.

Health and Safety Briefing:

This document is so that everyone can use and enjoy MAKE Gosport, so Members can plan and take part in activities knowing that risks have been thought about and protected against, and that they can feel safe in the space. If you don't understand anything in this document please email admin@makegosport.co.uk, before signing up as a member.

Introduction

MAKE Gosport is a workshop, and this should help you understand the nature of the space and the risks within it. The space is always being improved which means that some areas of the space may be under development or incomplete or may have unusual or new equipment in them. Things may have changed since you last visited the space.

It is the responsibility of all Members to provide a safe environment for each other and visitors. If you see anything that looks unsafe or in any way doesn't look right please notify a Supervisor or email admin@makegosport.co.uk and if possible tell others in the space to stop/avoid the hazard as appropriate. Also put a note in the appropriate channel on Discord.

Access to the space

Members with access tokens can use the space whenever it is open, Full Members will be able to open up the building and essentially have 24/7 access.

- MAKE Gosport is not your home. Please note that things you might do at home might not be permitted here!
- You must not attempt to use any machine that requires an induction or training without completing this and obtaining a sign-off sheet.
- Think about others as well as yourself – you may feel safe doing something but it may be less safe for others in the space with you.
- Remember that Members know how MAKE Gosport and the equipment works – members of the public might not and they might not know what the hazards of an activity are.
- Think about the potential consequences before you start an activity – not just for you, but those around you.
- Check your workspace and environment before you start any activity – ensure it's tidy/ organised, that you have the right equipment and it's fit for purpose, that the area is suitably clean, that others around you are aware of what you are about to do if they need to be (for instance if you might generate dust or noise).
- Please follow the instructions of the Supervisors and/or other competent people.
- Use all equipment and materials sensibly and with consideration of others as well as yourself.
- Smoking is not permitted in MAKE Gosport.
- Please alert others if you see anything which looks unsafe. If you are concerned by anything you observe in MAKE Gosport, email admin@makegosport.co.uk – you don't have to give names, but reporting problems is critical so MAKE Gosport can thrive.
- Keep fire escape routes and exit doors clear at all times. If you find an escape route obstructed, please get it cleared as quickly as possible and feel free to recruit any other members to help you. Ensure the path down the central workshop to the doors at either end is kept clear.

In case of emergency please dial 999. There is a landline telephone in the kitchen and by the Woodwork Door.

In case of fire

Actions of detecting a fire

- Operate the alarm system by using any of the ~~alarm points~~ manual fire bells.
- Shout "Fire!" to emphasize that it is not a false alarm

- If the fire is a small one, and a fire extinguisher suitable for that kind of fire is available, you may attempt to extinguish the fire, following the instructions printed on the fire extinguisher. However, take care not to endanger yourself or others in doing so.
- Exit the building by the nearest available exit and go to the assembly point (Across the road opposite our driveway).
- At the first opportunity, report details of the fire to the Supervisors.

Actions on hearing the fire alarm

The fire alarm is a continuous ringing. You have heard "Fire!" and/or one of the manually operate bells.

- Alert anyone who may not have heard the alarm (for example, anyone who is deaf).
- Leave the building by one of the fire exits. This will normally be the nearest exit, unless there are signs of a fire along that route (for example smoke, visible flames, or a door being hot to the touch).
- . – If not prevented from doing so by an actual fire or indications of fire in that direction, , two people in the main space should attempt to leave via the kitchen and social area (which lead to a fire exit) ensuring that they are evacuated (thus taking on the role of fire marshalls).
- . – If not prevented from doing so by an actual fire or indications of fire in that direction, people (working in pairs if possible) should check the other downstairs rooms as they leave, for people who have not heard the alarm. This should normally be done by person nearest that room at the time of hearing the alarm.
- . – Assist anyone who has difficulty in leaving (for example, because of disability or incapacitation).
- Gather at the rendezvous point outside the main front door.

Those gathered outside should check that people they have recently seen in the premises are accounted for.

Fire exits

The correct fire exit routes are:

- The front door accessed via the kitchen
- The shutter door, if open, leading to the driveway. The door control and gate key is located to the left of the shutter door.
- From the mezzanines, walk to the front stairs and exit through the ground floor kitchen/main door.
- If the main door/kitchen or front stairs is blocked and it is safe to do so, use the back stairs to get to ground floor and exit via the shutter door. If not suitable and exit is required from first floor go out onto the terrace to exit the building.

Please familiarise yourself with all fire exits and routes.

The assembly point is Across the road opposite our driveway.

First Aid

First Aid boxes are available throughout the space (You will be shown these on your inductions) Please report all incidents to any Supervisor and/or email admin@makegosport.co.uk or First-aider in the space (if present).

If a person is injured or ill and requires emergency medical attention, call 999. If required, notify a Supervisor so they can arrange for the persons emergency contact to be contacted.

Electrical safety

Please visually inspect all equipment including cables and power supplies before use, and do not use anything that looks unsafe (exposed wires, scorch marks, etc). If something is defective or you believe it may be defective, label it clearly and inform others. Ideally, get it moved into the Repair Bay where it will not be used inadvertently.

If in doubt get someone else to check the equipment.

Check cables are not trip hazards and are not at risk from specific activities such as hot work (soldering) or cutting.

Electrical equipment must always be operated in accordance with manufacturers' instructions.

Turn off and unplug all tools when you finish using them and especially before leaving.

If you are building equipment which will connect to the mains, only use off-the-shelf power supplies according to the manufacturers instructions. If you wish to connect your own projects direct to the mains, please consult a Supervisor member first for advice; this may not always be allowed.

Hazardous Materials

If you are thinking of bringing a material into MAKE Gosport, either to use or to store, you should follow these instructions.

A range of materials may be hazardous to health including possibly 3D printer filaments, cleaning substances, adhesives, etc. These may present a risk to anyone in the space if materials not stored and used appropriately.

If the material container is marked with any substance warnings such as an orange symbol, or contains any safety label implying that a hazard is present, then an MSDS is required. If in doubt about whether a material needs an MSDS sheet see MSDS.com or other appropriate reference information before bringing the material into the space.

For each material brought into the space for which such a sheet is required, the relevant MSDS must be found, printed out, and stored in the MSDS sheets storage location outside the Office. All instructions on material usage and storage on the sheet must be followed. Talk to a Supervisor Member if you are not sure what to do.

Don't bring a material which you are unsure about into MAKE Gosport without checking first. If unusual safety or storage requirements are needed you should check with MAKE Gosport in advance whether or not the material can be safely handled on the premises, and if not, don't bring it in.

What to do if you have a material you aren't sure about?

- Eg if you buy consumer paint stripper, it might seem safe, but it's now in a workplace, so you need to print the MSDS datasheet and store it in the Office with the other files. If there's a symbol on the back (such as an orange symbol) or you don't want to drink it – then that means worry about it and get the MSDS and do what it says.
- if you make a new chemical for instance by mixing two substances – don't store it or use it or make it without checking for an MSDS and following what it tells you to do.

Bringing things into MAKE Gosport

It is great to bring things to MAKE Gosport but think first:

- Think about the Personal Storage Policy and Storage guidelines if you are going to leave it here. If it doesn't fit in your members box, leave your parking ticket on it. If it's a large ongoing project, say a go cart talk to a supervisor we can arrange temporary pallet rack storage or something suitable.
- Check the Hazardous Materials rules first – if unsure, don't bring something in
- Check the Donations Policy if you don't plan on taking it away again
- Follow the Electrical Safety checklist and don't use the equipment if it doesn't pass the checks

Loading/unloading/setting up/taking down

- Some items which may need to be loaded, unloaded, set up or taken down are heavy, awkward, and/or require specialist knowledge to assemble correctly. If in any doubt, ask!
- When lifting any heavy item, use sensible manual handling practice. If you are in any doubt, leave it to someone else or ask for help. What is a "heavy item" for you will depend on who you are.
- Never attempt to lift or carry any object with which you are not entirely comfortable. Ask for help, use a trolley, or take it apart and move it in sections.
- All equipment must be properly erected and fixings double checked to prevent collapse.

Lone working

It is Ok for Members to work alone in the space but they must avoid activities which are more risky such as using power tools (unless an appropriate risk assessment has been done and lone working is acceptable in that assessment), or working at height. If you aren't sure about an activity, don't undertake it when alone.

Being safe

- Before starting any activity or using some kit, you must read the relevant risk assessment(s) which are made available to you (Appendix 4). If there is anything you don't understand you must ask a supervisor to help.

Some activities are riskier than just being in the space, such as using certain bits of kit or working at height on a ladder. Don't attempt to do any of these without checking the appropriate health and safety briefing and following any directions posted in the space or given by a supervisor or other member. If in doubt, or if you don't understand any instructions or guidance, or you do not feel confident, do not attempt the activity.

Remember that risks may apply to others in the space and not just yourself.

Also note that activities which may be OK when it's just Members in the space may not be OK if members of the public are also present.

Trip hazards, rubbish collection, recycling

- In a busy environment it is particularly important to keep trip hazards to a minimum.
- It is important to keep space and activity areas tidy.
- Please keep an eye out for rubbish. If you see rubbish on the floor please pick it up and dispose of it.
- Separate regular rubbish from card, glass bottles, drinks cans, plastic bottles (actual recyclables list is shown on bins). Put rubbish out in appropriate bins. If the bins are full don't pile rubbish outside, leave it neatly in the space (General Waste is emptied weekly (Thursdays) and Dry Mixed Recycling every 2 weeks (Thursdays)).
- There bins throughout the space, if it looks fully – empty it and replace the bag if needed.

If you are the last out...

If you are the last person leaving MAKE Gosport, first of all check that you really are! There might be someone in another room.

Then:

- Back Door Locked, Terrace Door Locked, Driveway Gates Locked, shutter Door Down Fully
- Turn all lights off that are not on sensors (Member Bays, Woodworking, Media Suite, Main Workshop, Outdoors)
- Make sure machines and appliances are turned off, laser, compressor, soldering irons etc. Things that don't need to be on.
- Put dishwasher on if needed
- Set Alarm, Ensure Front Door Closed, Lock Front Gate

Miscellaneous

- Respect the shared spaces which are shared with others i.e don't start sanding in the main workshop or outside if others are in that area.
- Don't touch, affix or attempt to clean the main roof in the building, this is asbestos.
- No work on the mains electricity supplies and no activity in the distribution boards (except by authorised persons)
- Don't reuse or fiddle with cabling and piping which passes through the space.
- Don't turn on heaters or fans if you are not in that area, turn them off if area unoccupied.

Guests

You may bring people who are not Members to the space as your Guests, but note that all events open to the public must be arranged in advance with the agreement of a Supervisor. Please ensure your guests read the posted Visitor's information at the entrance to MAKE Gosport. You should escort them at all times. You are responsible for the behaviour of your guests in and around MAKE Gosport – think how many people, and who, you feel able to be responsible for.

Remember that guests may not be as familiar with the activities, equipment and risks of MAKE Gosport as other Members.

We permit no more than one guest per Member at any one time unless approved by a supervisor.

Capacity of the space

If you are at an event where many people are expected or attending, it may be necessary to limit the number of people in the space. Excessive crowding around any area, activity or exhibit should be discouraged by suggesting people they look at or do other things.

No more than 120 people should be in the space at any one time.

Members of the public in MAKE Gosport

- Ensure visitors are aware that all children under 16 should be accompanied by an adult at all times, and that they follow this policy
- Follow the MAKE Gosport community guidelines around respecting other individuals – this applies to both adults and children.
- No bullying, aggressive behaviour, racism, sectarianism, or sexism

Child protection

MAKE Gosport takes its responsibility to protect children and vulnerable adults very seriously.

The following precautions are important to protect children and vulnerable adults from harm and to protect you from any accusations arising from misunderstanding or malice.

- Physical contact with children and vulnerable adults should be avoided
- Never take a child or vulnerable adult to the toilet or any other place where you cannot clearly be observed by others
- Do not engage in a personal relationship with any child or vulnerable adult
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted
- If you are approached by any individual alleging any kind of abuse or inappropriate behaviour against a MAKE Gosport member or volunteer or contractor or anyone else:
 - It is important to listen without making or implying any judgement as to the truth of what is being said
 - Do not attempt to investigate allegations or other suspicions yourself. Report to a supervisor immediately.

Appendix 4.

Risk Assessment Template:

Assessment of What is being assessed ?

Hazard identification

- item 1
- item 2
- item 3
- item 4

Persons at risk Consider who might be put at risk by the hazards listed above

- The user is subject to item 1, item 2, item 3, and item 4
- Nearby spectators, closely observing the work, are subject to item 1.

Initial assessment of risk Hazard identified Severity Probability Risk Factor

- Hazard 1: Severity 3 Probability 2 = Severity x probability 6
- Hazard 2: Severity 2 Probability 2 = Severity x probability 4
- Hazard 3: Severity 2 Probability 2 = Severity x probability 4
- Hazard 4: Severity 1 Probability 2 = Severity x probability 2

Categorizing the risk level as 1-5 (Low), 6-11 (Moderate) and 12-25 (High) shows that the potential level of risk in this activity is moderate. Further measures are needed to reduce the risk to an acceptable level.

Control measures Necessary control measures arising from the hazards identified are:

- Hazard 1: users and nearby spectators must wear eye protection, whenever the drill is running.
- Hazard 2: users should wear a face mark when polishing.
- Hazard 3: users must take due care, as with other powered small machine tools.
- Hazard 4: users must take due care, as with other powered small machine tools.

These will be ensured by appropriate training at induction time.

Final assessment of risk The assessed risk taking into account the implementation of the control measures listed, and adherence to the SSOW (Safe System of Work) if applicable is as follows:

Hazard identified Severity Probability Risk

- Hazard 1: Severity 3 Probability 1 = Severity x Probability 3
- Hazard 2: Severity 2 Probability 1 = Severity x Probability 2
- Hazard 3: Severity 2 Probability 1 = Severity x Probability 2
- Hazard 4: Severity 2 Probability 1 = Severity x Probability 2

When completing Risk Assessment please consider the if First Aid assistance might be appropriate if the calculated Risk level (Severity x Probability) is greater than 5

The risk now falls into the category low and is considered to be acceptable.

Authorised by: **Sign:**

Print:

Date:

Appendix 5.

Grievance Procedure:

Intention

The owner, plus a committee of supervisors “The Team”, has the authority to ban anyone from entering the space, and to strip anyone of their membership, but must only do so in circumstances where this is best for MAKE Gosport as a whole.

We will only ban repeat offenders who persistently demonstrate unwillingness to cooperate. Throughout the process every effort will be made to keep clear and constructive communication between the team, the offending party, and any other affected parties.

1. Introduction

1. This policy applies to both members and non-members who use the MAKE Gosport.
2. A person may be banned from the space if they are in violation of the Membership Agreement, Terms & Conditions, Rules or Code of Conduct, if they are causing persistent annoyance, or if they have the potential to harm other users of the space.
3. Before the formal banning procedure is entered into, the team must make every attempt to resolve the issue informally.
4. However, in the case of direct physical violence towards any person in the space, any member has the authority to immediately ban the offender for one month and refer the case to The Team.

2. Process

1. The offending party must be given at least two official warnings before being banned. At every stage, it must be made clear to the party where they are in this process.
2. At every stage, the team must be in agreement that allowing the user to continue to use the space would not be in the best interest of the organisation.
3. At every stage, the team must make their reasoning available to the offending party. They must also make as much detail as is appropriate available to all members.
4. By default, a ban will be for a year. At their discretion, the team can issue a reduced ban period.
5. Bans of more than one year may only be issued in extreme circumstances. The team must review these bans yearly.
6. If the offending party is a member, the ban will trigger the process to remove the member and any associate privileges or services.
7. When a person is banned, their right to access the space is revoked. Any entry to the space without the prior, express permission of the team will be considered trespass.
8. The team must seek feedback from the community to ensure this process remains fair and balanced.