



MARKET DEEPING MODEL RAILWAY CLUB CIO

Registered Charity No. 1187779

CLUB PROCEDURES & CODES OF PRACTICE

1. Cars are parked entirely at the owner's risk. It is a business park with large lorries and coaches!
2. The Club Premises and the immediate environs (staircase and paths) are **No Smoking or Vaping areas**.
3. When using the LIFT, *once fitted*, the security gate must be in place at the top of the metal staircase.
4. Visitors to the club must sign in and out in the **Visitors' Book**.
5. **The Attendance Register** must be completed by every member when attending any main session.
6. On solo, very small group sessions or for attending parents/carers of junior/youth members, the **Attendance Book** must be completed.
7. Members, when by themselves on Club Premises, must advise someone when they will be there.
8. When a soldering iron is in use it must be properly protected, cables must not be stretched or likely to cause any trip hazard and the irons are allowed to cool before the club session finishes.
9. Ensure that any chemicals, glues or paints considered dangerous are used in accordance with manufacturers' instructions, with special regard to personal protection, storage and ventilation. **At all times, when not in use, they must be stored in the specialist cabinet provided (in the disabled toilet).**
10. When using extension leads, cables must not constitute a trip hazard. (**Also see 16g below.**)
11. All tools must be used in accordance with the manufacturer's instructions (N.B. be aware of both noise and potential dust nuisance to others).
12. If tools are used from the tool racks, they must be returned after use and before the end of the session.
13. If your modelling work has made a mess, please clear it up. 'Henry' hoovers are provided by the main and toilet doors. Dust pans and brushes are also available behind the sign in desk.
14. All items related to a specific layout must be stored **UNDER** that layout when not in use.
15. If in the Club Room **alone**:
 - a. Power saws or attachments **MUST NOT BE USED**;
 - b. The **LIFT** must **NOT** be used.
16. **On leaving the premises**, please ensure that:
 - a. The two water heaters (sinks & toilet handbasins and water boiler) are turned **OFF** (switches with LEDs to the left of the main washing up sink).
 - b. The sink plugs are **OUT** and the sinks are **NOT** blocked;
 - c. **ALL** sink taps are turned **OFF** (including in the toilets);
 - d. The fridge door is left closed, the fridge is plugged in and turned **ON**;
 - e. The two lift call alarms (powered near the test track and sink) are turned **OFF**
 - f. All test tracks are powered down and tell tale LEDs (by the door) are **OFF**;
 - g. **ALL** extension leads must be unplugged, stored tidily and power sockets turned **OFF**;
 - h. The lift isolator and intercom safety battery charger are left **ON**;
 - i. **ALL** keys used from the key safe are returned and the key safe is **LOCKED**;
 - j. **ALL** lights are turned **OFF** (three switches by the door). N.B. the toilet lights are automatic.
 - k. The outside door is properly locked and the security gate fully closed.
17. Please report any problems to Richard Elms, Club Health & Safety Officer (07813 710898).