
Edinburgh Hacklab Policies

May 17, 2021

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1.1 Introduction

Edinburgh Hacklab has a duty to protect the health, safety and welfare of individuals who use our facilities. A diverse range of activities take place at the Hacklab and this policy is intended to provide guidance to ensure that these activities are carried out safely and without undue restriction.

1.2 Obligations of Directors

Directors have final responsibility for health and safety. They may share this responsibility by delegating some tasks.

Directors and any persons they delegate to do so are responsible for ensuring that:

- The Health and Safety Policy is up to date and complies with current legislation
- Adequate risk assessments have been carried out for Hacklab activities and risks suitably mitigated
- Accidents, incidents and near misses are logged, reported where legally required and analysed to prevent further occurrence
- The Health and Safety Policy is complied with by users of the Hacklab

1.3 Obligations of Members and Visitors

All users of the Hacklab must exercise personal responsibility and care in the prevention of injury or ill health to themselves or others. Members are also responsible for supervising all activities of visitors including members of the public.

Hacklab users:

- Must comply with Health and Safety policies, Codes of Practice and any training relevant to their use of the Hacklab

- Must use any Personal Protective Equipment (PPE) provided
- Must not interfere with or misuse equipment or anything provided in the interests of Health and Safety
- Must only use equipment which they are competent to use including training or induction

Members must also report:

- All accidents, incidents and near-misses to the directors
- Damage to equipment to the member's list immediately and ensure equipment is taken out of use and adequately labelled
- Any proposed new activities that fall outside existing policy or procedures to the directors so that adequate risk assessment may be carried out (e.g. new chemical process, high voltage experiments etc.)

1.4 General Arrangements

1.4.1 Accidents, incidents, dangerous occurrences and occupational ill health

All accidents, instances of occupational ill health, fires and dangerous occurrences including near misses must be reported to the directors as soon as possible after the incident has occurred, and in any case within seven days, so that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) may be met. No accident should be considered too trivial to report.

All accidents will be reviewed by the directors so that steps may be taken to prevent future occurrence.

1.4.2 Buildings and Access

Access to the Hacklab is provided 24 hours a day throughout the year on an access control system. Access is only available to Hacklab Members and visitors including members of the public on open nights must be supervised, particularly when using the individual workshops. Rooms should be locked when not in use to prevent unauthorised access.

Additional risks apply outside normal business hours and Summerhall security should be notified when doing so. Details are available in the guidance: [Summerhall Security](security.md)

Lone working may be relevant at any time when the Hacklab is quiet and should be considered when working alone in any room. The [Lone Working Code of Practice](loneworking.md) applies.

1.4.3 Fire Safety

Fire safety is jointly managed with Summerhall who are responsible for maintaining the fire alarms and firefighting equipment on the premises. Their policy can be found at: [Summerhall Fire Policy](https://wiki.edinburghhacklab.com/_media/fire_emergency_procedure_summerhall.pdf).

The Hacklab also has special considerations for the laser cutters and for hot work (any process generating heat e.g. welding, machining, open flames etc.). See [Hot Work Code of Practice](hotwork.md) and [Laser Cutter Code of Practice](lasercutter.md) for details. Hot Work may be temporarily restricted by the landlords during major events at Summerhall.

Any fire in the Hacklab space must be reported as an accident report to the directors including fires within the laser cutter.

Fire safety must be considered in the risk assessment of all processes and activities.

1.4.4 Fire Safety Housekeeping

- All fire escape stairways and corridors must be kept free of rubbish or any item that might impede the possibility of escape.
- Fire doors must not be propped open or left open.
- Fire doors must not be obstructed and must be fully accessible at all times.
- Any fire doors appearing to be damaged or not working properly must be reported immediately to the directors who will contact the Summerhall Fire Marshal or Lettings Manager.
- Work areas should be kept clear of dust and rubbish
- Flammable materials must be disposed of carefully following COSHH guidance where appropriate
- No fire fighting equipment must be used for any other purpose that that to which it is intended.
- Fire fighting equipment must not be removed from the fire stations other than for the purpose of training, safety checking or fire fighting.

1.4.5 Fire Emergency Procedure

- If you discover a fire, sound the alarm immediately using the nearest call point. * Note: small fires in the laser cutter may be extinguished with the CO2 extinguisher without sounding the alarm.
- Only fight a fire if you are trained and it is safe to do so.
- On hearing the continuous ringing of the electronic sounder fire alarm, all residents and their guests must evacuate the building by the nearest exit.
- Without endangering themselves or others * Turn off any machinery in use. Ensure projects are in a safe state. Turn off the welder gas supply or air compressor if used. * Close the windows and doors of their offices and studios and any other fire doors they pass through whilst evacuating the building.
- During an evacuation, behave in a calm and responsible manner.
- Lifts must NOT be used in the case of fire.
- Members and visitors should meet at the Assembly Point and await further instruction from the fire officer. Assembly Point: SUMMERHALL SQUARE, BETHANY SHOP SIDE
- Report any risks within the Hacklab space to the fire officer (e.g. if chemicals are in use) so they may inform the fire brigade
- Members and visitors should not re-enter the building until it has been deemed safe to do by the fire officer.

1.4.6 Fire Drills

Fire drills may occur from time to time and will be organised by Summerhall.

1.4.7 Disabled People

Any person disclosing a relevant disability to the Hacklab Directors that may affect their egress in the event of a fire alarm will need individual consideration. The directors will liaise with Summerhall management to risk assess and define a personal emergency action plan.

1.4.8 First Aid

First aid boxes are provided and stocked based on evaluation of the risks and types of injuries associated with the activities within the Hacklab.

The Hacklab does not provide trained first aiders due to the nature of the organisation however members are encouraged to learn first aid from a provider such as the British Red Cross or St Andrews First Aid.

If a Hacklab user falls ill or is injured, members should offer assistance if they are able and it is safe to do so. During office hours, Summerhall staff may be able to offer assistance.

In an emergency, call 999 for help. The Hacklab address is 1 Summerhall Square.

Specific guidance on dealing with unconscious casualties and chemical injuries is available at: [First Aid Guidance](firstaid.md)

All injuries and accidents must be reported to the directors. Any injury caused by faulty equipment or chemicals should be reported immediately so it may be made safe for others.

1.4.9 Personal Protective Equipment (PPE)

Personal protective equipment includes, but is not restricted to, the following;

- Safety eye wear, including safety spectacles, goggles and visors
- Gloves or other hand protection
- Protective coveralls
- Respiratory protective equipment
- Hearing protection

Where PPE has been provided for a task, it must be worn by the user.

Workshop areas may require a minimum standard of PPE for entry as the activities carried out by members may present risks to other users of the space (e.g. generation of particles or noise).

PPE requirements are assessed through risk assessment of Hacklab activities. Every effort should be made either to eliminate the process giving rise to the hazard or to reorganise the operation so that the hazard is controlled at source. Where this is not possible, personal protective equipment should be issued only after it has been evaluated as being suitable for protecting against that hazard.

1.4.10 Manual Handling

All significant manual handling tasks must be risk assessed prior to undertaking the task. Manual handling should be avoided wherever possible by the introduction of mechanisation or manual handling equipment.

1.4.11 Housekeeping

A major cause of accidents in general is poor housekeeping.

Apparatus and other materials which are not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly.

Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards which the spilled material may possess.

Gas, water and electricity, and any piped gas or liquid, supplies should always be turned off when not required, and especially when the Hacklab is closed.

1.4.12 Food and Drink

Food and drink should only be consumed in the kitchen and social area of the Hacklab.

Hands must be washed thoroughly before consuming food and drink, particularly if chemicals have been used.

1.4.13 Alcohol and Drugs

The use of alcohol, prescription medications and illegal drugs may impair the ability to safely use Hacklab facilities.

No machinery or dangerous activities should be carried out if your ability is impaired through the use of alcohol or drugs.

Intoxicated persons may be asked to leave the premises to protect the safety of others.

The Hacklab is a non-smoking premises which includes the use of e-cigarettes and vapes.

1.5 Risk Assessment

The Hacklab operates on the basis of identifying the risks associated with activities and ensuring they are reduced to a minimum level. The directors are ultimately responsible for ensuring the risk assessments of significant activities are completed and regularly reviewed.

A written risk assessment records the significant hazards, the risks arising therefrom, the system of work and control measures to be followed and the persons at risk. Particular attention should be paid to any risks which might be encountered by vulnerable workers such as pregnant women, young and/or inexperienced workers, particularly students, or those who may work alone. The level of detail in a written risk assessment should be in proportion to the risks and the complexities of each case.

1.5.1 Dynamic Risk assessment and Safety Culture

Whilst risk assessments are carried out for many activities, members should adopt a culture of safe working practices and dynamically assess the risks of any work they do before carrying out the activity.

Members should consider the hazards involved, their likelihood and if there is a safer way they can do something. They should also consider if their activity puts at risk any other members and how they can protect their safety.

1.6 COVID-19 Policy

Last update: 17th May 2021

This Hacklab policy includes the measures we are actively taking to mitigate the spread of coronavirus and the steps you must follow if you wish to use the Hacklab facilities. The policy also details times when the Hacklab may require to close during the pandemic.

You are requested to follow all these rules diligently, to ensure a healthy and safe facility for our community.

This coronavirus (COVID-19) company policy is subject to regular review and changes with the introduction of additional governmental guidelines. If the policy is updated, the directors will update you as soon as possible by email to the members' mailing list.

This policy is owned by the Edinburgh Hacklab directors with inputs from the reopening group and wider membership. Please email the directors with any questions or comments at directors@edinburghhacklab.com

1.6.1 Status

Edinburgh and most of Scotland is in Tier 2 from the 17th May. There is no longer a country-wide travel restriction within Scotland although local restrictions apply to Glasgow and Moray which remain at Tier 3. Due to the restrictions on indoor social distancing in business premises remaining at 2m, there are no changes from Tier 3 rules and the lab remains on a booking only basis. There is no restriction on the type of activity although where work can be carried out at home, it still should be.

We note that in-home restrictions in Tier 2 have been substantially reduced and members wishing to socialise may wish to consider arranging activities in their own homes and gardens.

1.6.2 Scope

This policy applies to all Hacklab users including members, guests, visitors and members of the public. It defines who may use the Hacklab premises and the procedures that must be followed before, during and after your visit to ensure the safety of our community.

Please note that we cannot completely eliminate the risk from COVID-19, however, we are doing all that is reasonably practical to reduce the risk.

1.6.3 Symptoms of Coronavirus

NHS Scotland provides a COVID-19 Symptom checker at <https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19>. Use this, or other materials provided by NHS Scotland, to keep up-to-date with the latest understood symptoms of COVID-19.

If you, a member of your household, or a member of your support bubble are experiencing **any** of these symptoms then **DO NOT VISIT THE HACKLAB** and consult the NHS for advice.

The main symptoms to be aware of are:

- A raised temperature - either you feel hot to touch on your chest or back, or a thermometer reads 37.8C or higher
- A continuous cough - coughing a lot for an hour, or more than three episodes of coughing in 24 hours
- A loss or change to your sense of smell or taste – you've noticed you cannot smell or taste anything, or things smell or taste different to normal

1.6.4 Core Principles

Our policy is based on the following core principles

- Keep within the law, including closing when required to do so
- Follow the latest government guidance that applies to creative spaces, studios and technology companies
- Communicate and follow any requirements imposed by Summerhall
- Risk assess activities
- Advise users to keep their use of premises to essential use where possible and encourage “Hacking at Home”
- Restrict occupancy through the use of a booking system to ensure 2m social distancing at all times

- Introduce regular cleaning and ensure users maintain a clean and tidy facility
- Enforce preventative measures (e.g. hand cleaning, mask use etc)
- Carry out contact tracing should the need arise

1.6.5 What We Are Doing

The directors are taking a proactive approach to safety including

- Carrying out and regularly reviewing risk assessments of activities
- Keeping up to date with guidance
- Providing hand sanitiser in all rooms and installed hot water to G1 for hand washing
- Setting up a booking system to ensure a maximum capacity is maintained
- Agreeing a regular cleaning contract with Daybreak and have supplied cleaning materials for members
- Defining COVID-19 policy

1.6.6 COVID-19 Procedures

The following procedures apply to all users visiting the Hacklab premises. These rules are mandatory for all users of the space unless specified as optional or advisory in the text.

Who Can Use The Lab?

The rules for using the lab depend on the local tier applied in Edinburgh: <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>

At Tiers 2 and 3:

The Hacklab will open to members and you must not bring visitors to the Hacklab or allow access to the public.

Where you would otherwise be lone working or require assistance with a project for health and safety reasons (e.g. manual handling) you may bring one member of your household (including any bubble) to assist you. You must ensure that the household member has read and agreed to this policy, provides contact details (in the instance that contact tracing is required) and that you book exclusive use of the room you are working.

If a non-member requires access for any other reason, please contact the Hacklab Directors.

Where some areas are in a different Tier to Edinburgh, travel restrictions may apply between regions. Please check current government guidance.

At Tier 1:

The directors will review policy. Significant changes are not expected until the 2m social distancing requirement is reduced/removed.

In the event of returning to Tier 4:

The lab will be closed to members as required by law. Members will be removed from the access control system to enforce this. For information on business restrictions, please see <https://www.gov.scot/publications/coronavirus-covid-19-businesses-and-workplaces-that-must-close-and-can-open-at-each-protection-level/> and the guidance for Creative Studios and Makerspaces at <https://www.gov.scot/publications/coronavirus-covid-19-creative-studios-and-shared-workspaces/>.

A small number of exceptions apply, although where possible these activities must be carried out from home:

- Hacklab management activities (e.g. risk assessment, maintenance, preparation for reopening, cleaning)
- Production/manufacturing activity (e.g. if the use of the Hacklab provides you with an income and the activity cannot be done elsewhere)
- Essential vehicle maintenance (e.g. bicycle or car repair)
- Repair of equipment critical to the basic function of your home (e.g. replacing a plug on your microwave)
- Recovering property from the storeroom
- Manufacturing where the critical national infrastructure exemption applies (e.g. volunteering to manufacture face shields)

For clarity, any activities relating to leisure, entertainment or education are not allowed.

If an exception applies, please email the directors for access with details of why you need access and what times would be suitable. We will attempt to accommodate reasonable requests and ensure single occupancy of the rooms you need. The general rules on Tier 3 working (e.g. cleaning, ventilation, masks etc apply).

Before Your Visit

Please plan your visit carefully. As a Hacklab user you are responsible for managing your own risks and you may have specific health concerns making you more susceptible to COVID-19. You should consider the risks to yourself and whether your visit is necessary.

Rules:

- You must book your use of the lab before entering the premises and abide by room capacity limits
- Do not attend the Hacklab if you are required to self-isolate or quarantine, or if you believe you are exhibiting symptoms of COVID-19 (e.g. if you or a household member contracts Coronavirus, if contacted by Test and Trace or in the case of returning from travel)
- You must scan the NHS test and trace posters to check in and check out of the Hacklab
- Do not use the Hacklab for social meetups or entertaining. As an unstaffed venue, this will be reviewed in line with the in-home rules.

Guidance:

- Consider how you will get to the Hacklab. Walking, cycling or car are lower risk than using public transport
- Plan your work carefully as you must fully clear and tidy your work area before your booking ends
- Consider bringing extra clothes as the Hacklab can be cold when windows are open for ventilation
- Bring your own PPE
- Consider installing the Protect Scotland app on your phone to provide Bluetooth exposure notifications.

How To Book

In order to safely manage capacity and avoid disappointment when travelling to the lab, a booking system has been implemented.

The booking system is available at <https://booking.ehlab.uk/> and you can login with your normal Hacklab username and password. You can reset this password at <https://admin.ehlab.uk/>.

To ensure access to the lab is fairly available to all members, some limits have been set. If you believe you need to exceed these limits, contact the directors who can provide exceptions reviewed on a case-by-case basis.

- You can only book a slot within the next two weeks

- You are limited to a maximum of 10 hours of future reservations per week. This ensures fair use by preventing large blocks of bookings. As your bookings pass you can book more future slots, up to the 10 hour maximum.
- You can only book 50 hours per month in total
- Bookings have a gap between them to reduce exposure risk

Each room has a maximum safe capacity which must be respected to ensure 2m social distancing:

- G1 (Main space) - Four people with access maintained for one person to use the kitchen/shop or pickup mail/printing at any time
- G2 (Laser cutting) - Individual occupancy only (or two people from one household/support bubble)
- G8 (Workshop) - Two people. Please note in booking if you need any specific machines to help coordinate
- G11 (Storage, 3D printers and servers) - Individual occupancy only (or two people from one household/support bubble). When 3D printing, please book space in G1 if you need a work space to enable people to access the storage area.
- G14 (Electronics) - Individual occupancy only (or two people from one household/support bubble)

All spaces must be booked with the exception for necessary/transient access to the kitchen, shop, printing, mail or storage.

For G8 we recognise that members who are at higher risk may require exclusive access to the room. You may book both areas if this is required. If you need an additional quota to do this then please let the directors know.

If you cannot attend you must cancel your booking as soon as possible to let others attend.

During Your Visit

When you arrive, please follow any one way systems or directions given by Summerhall staff. Access may be made through the side gate or by reception.

Rules:

- Wear a face covering on the premises at all times, unless you have a medical exemption. This includes within Summerhall corridors and communal areas. The rule applies within the work areas, even with exclusive use, to ensure the safety for the next user.
- Sanitise or wash your hands on arrival. Hand sanitiser is provided, and soap and hot water are available in the G1 kitchen.
- Scan the NHS test and trace barcode when you arrive and when you leave for Test and Trace.
- Use your token on all doors, even if they are on the snib. This further logs your visit for contact tracing purposes.
- Keep 2m from other users at all times unless they are a member of your household.
- Open windows and turn on the ventilation fans (available in G1 and G8) to ensure rooms are well ventilated.
- Please knock and stand back from a door if you need access to another room (e.g. for a tool or accessing storage). Leave enough time for the user to answer and respect room capacity limits.
- Use single use or personal PPE where possible. Disposable earplugs are provided and all users may take one pair of safety glasses for their personal use (please keep in your storage box). Please contact the directors regarding Welding operations or the Grinding shields for a specific risk assessment and safe cleaning procedure.
- Do not stay beyond your booking
- Before leaving, fully tidy your work (take it home or leave it in your storage box) and clean your work area including any tools, equipment and PPE used
- Close windows and doors at the end of your visit for security

Guidance:

- Check your work area is clean before working. Cleaning products are provided if you wish to use them before starting work. Please email the directors if the area you have booked is untidy or unclean (with photos if possible). This helps us ensure accountability.
- If someone without a booking is using the area, please safely ask them to clear up and leave and inform the directors.
- If you require the toilet, ensure single occupancy and wash hands thoroughly after use
- Regularly sanitise or wash your hands during the visit
- Any waste, especially where it may be contaminated with bodily fluids (e.g. tissues, paper towels, bottles and cans) must be placed in the bins. Gloves and a mask should be worn when emptying bins and hands thoroughly cleaned afterwards
- Avoid touching your face or face mask unnecessarily
- Doors can be left open to increase ventilation and air the room while tidying
- Leave plenty of time to clean and tidy your work area
- Consider installing the Protect Scotland App on your phone.

In An Emergency

- If you need to give first aid to another user, gloves and a mask must be worn. If possible, you should help the casualty to treat themselves while maintaining a distance. All incidents must be reported immediately to the directors.
- In the event of a fire, please exit the building promptly by the nearest fire exit. Maintain 2m social distancing at the muster point

Please consider the additional risks of lone working and plan accordingly. We advise ensuring that someone knows when you are using the Hacklab and checking in with them when complete.

What To Do If Challenged

During this period, it's possible that the Hacklab may be visited by officials to ensure compliance with the law, guidance and policies. These people may include the Police, Council Officers or Summerhall staff.

If you are challenged (and working within this guidance), explain that you are carrying out permitted work in accordance with the Edinburgh Hacklab COVID-19 policy and refer any enquiry to the directors, providing the official with the directors@edinburgh.hacklab.com email address. Ensure you ask the official for their name, contact phone number, email address and reason for their visit.

Please contact the directors immediately to note the visit and provide us with any details you can. We will liaise with the official for further guidance.

If you are asked to cease the activity and/or shut the lab then please follow these instructions and contact the directors.

Operating outwith this policy is at your own risk and members will be responsible for their own actions including any fines or penalties imposed (e.g. if found to be using the lab for a social gathering).

After Your Visit

If you develop COVID-19 symptoms in the 10 days following your visit you must email the directors to enable contact tracing to take place: You should also contact the NHS to arrange a test and further contact tracing.

1.6.7 Enforcement

We hope that all members will abide by these rules as they are designed to keep you and other members of the Hacklab community safe. It is foreseeable that in some circumstances (perhaps due to carelessness, ignorance of the risks, or other factors), members may sometimes fall short of the expected standards of behaviour and cleanliness required to keep the Hacklab a safe space. We hope minor issues can be dealt with by informal reminders from other members.

In the event of more serious or repeated rule-breaking, the following procedures have been developed. Actions taken under these procedures is to ensure the safety of the Hacklab community and compliance with the law.

Minor Issues

We hope minor issues can be dealt with by way of an informal reminder from other users without any escalation.

Examples:

- Neglecting to wear a mask (unless exempt)
- Entering a room at capacity
- Hygiene issues
- Minor social distancing failures (while wearing masks)

What to do:

- In the first instance, remind other users of the expectations in this policy from a safe distance.
- Inform the directors of refusal or continued breaches, or if you feel uncomfortable / unsafe.

Moderate Breaches

We operate a three-strikes policy with increasing severity. If you find issues such as housekeeping and tidiness when you arrive at your booking or if someone else is using the space, please email the directors (with photographs if possible).

Examples:

- Repeated minor breaches
- Refusal to use the booking system
- Next user finds room untidy/unclean
- Leaving the premises unsecured (e.g. closing windows at end of the booking)

What to do:

- Inform the directors

What the directors will do:

- Investigate the situation (e.g. check door logs) and speak to users
- In the first instance, remind members of the rules and gain agreement that they will comply in future
- In the second instance, issue a final warning that behaviour must improve and any further incidents within a specified time will result in further action. The time period is at the discretion of the directors
- A third breach will result in a temporary suspension of membership and removal from the access control and booking systems for a time at the discretion of the directors. Membership payments will not be due for any suspension longer than 1 month

- On return, conditions may be issued to ensure improved behaviour. Continued non-compliance may result in termination of membership.

Serious Breaches

Any serious issues should be immediately brought to the directors as they may require rapid action. Access may be temporarily suspended pending an investigation

Examples:

- Blatant refusal to comply with COVID policies (e.g. large groups using the lab, parties, putting others in immediate harm)
- Using the lab with COVID symptoms or while you should otherwise be isolating/quarantined
- Serious breaches of COVID laws
- Violence, abuse or harassment of other members or Summerhall staff/residents
- Intentional endangerment of others

What to do:

- Make yourself safe
- Inform the directors immediately

What the directors will do:

- Temporarily suspend access
- Investigate the situation and interview those concerned
- Take appropriate action
- On return, conditions may be issued to ensure improved behaviour.

References

- Scottish COVID-19 Legislation: <https://www.legislation.gov.uk/ssi/2020/344/contents>
- Creative studios guidance: <https://www.gov.scot/publications/coronavirus-covid-19-creative-studios-and-shared-workspaces/>
- Workplace closures: <https://www.gov.scot/publications/coronavirus-covid-19-businesses-and-workplaces-that-must-close-and-c/>
- Travel guidance/law: <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-travel-and-transport/#travellingaroundscotland>

1.7 Electrical Safety

Any electrical equipment that has the potential to cause injury is maintained in a safe condition.

All users of equipment must perform basic visual checks on electrical equipment prior to use to ensure there is no damage to plugs, cabling or equipment casings. Any issues should be reported as a fault and the equipment taken out of service.

Equipment should be appropriately fused.

1.7.1 Fixed Electrical Supplies

Summerhall are responsible for the safety of the fixed electrical installation and this must not be modified by members. Members should note that Summerhall circuits are not protected by RCDs and plug-in type RCDs should be used where necessary.

Any damage to the fixed electrical supplies should be immediately reported to the Directors who will inform Summerhall management.

1.7.2 Portable Appliance Testing (PAT)

PAT testing will be carried out on a regular basis on electrical equipment in the Hacklab. The schedule will be agreed by the directors based on risk assessment and industry guidance.

PAT testing may be carried out by trained members in line with the [PAT Testing Code of Practice.](pattestcop.md) Records must be kept of these tests. Failed equipment should be labelled and taken out of service for repair or replacement.

Any individuals bringing equipment into the lab for use on a regular basis should seek to have it PAT tested.

1.7.3 Counterfeit, Non CE Compliant and Home Built Equipment

There is a high risk from equipment that fails to meet European safety standards. This may be equipment ordered from eBay and AliExpress but also includes some items such as low cost phone chargers which are often imported with fake compliance certificates. Home built equipment also poses a high risk.

Counterfeit equipment should not be used in the Hacklab. It can often be identified by spelling mistakes or incorrect symbols on the device. Plugs may not be of the correct dimensions and fuses incorrectly manufactured in these cases.

Home built and other high risk equipment should be carefully checked and must be PAT tested before general use by members.

1.7.4 Extensions and Adaptors

Only fused multi way extensions connected to a wall socket via a cable may be used. These must not be daisy chained. Long extensions should be secured to prevent wear and not become a trip hazard.

1.7.5 Live Working

It is recognised that there will be circumstances where it will be necessary and justifiable for work to proceed either on or near to exposed live conductors, such as terminals, switches and controllers, etc. This must be fully risk assessed and those carrying out such work deemed competent to do so. Please see [Live Working Code of Practice](liveworking.md) for details.

1.7.6 Faulty Equipment and Equipment Repairs

All faulty equipment should be taken out of service and labelled to prevent use by others. A notification should also be made on the members email list.

Hacklab members should only attempt to repair equipment if competent to do so and should ensure that equipment is fully tested including a PAT test before returning to service.

Equipment must be deenergised for repair and locked out where necessary. Live working procedures should be followed if live testing is necessary. RCDs must be used when testing functionality of repaired equipment.

1.8 Hazardous Substances

Any person who introduces, or manufactures, a source of hazard in the Hacklab has a duty towards the control of the hazard and the eventual safe disposal of the material. Accurate records must be maintained.

Persons who obtain hazardous substances must obtain from the supplier a statement detailing the known or potential hazards associated with the substance, the recommended precautions and control measures. Such information, in the form of Safety Data Sheets, must be made available by law by the supplier.

A risk assessment for all work activities involving hazardous substances must be prepared before work commences, as required by the Control of Substances Hazardous to Health (COSHH) Regulations. The directors must be notified before new hazardous substances are introduced to allow for adequate risk assessment.

All hazardous substances must be stored and labelled appropriately.

Biological or radiation hazards should not be introduced or used in the Hacklab.

1.9 Risk Assessment for Roof Work

This is a generic risk assessment which covers the majority of routine work conducted by Edinburgh Hacklab on the B-Block Flat Roof, primarily the installation and maintenance of amateur radio antennas and associated transmission/reception equipment, and for the installation and maintenance of other projects which may need to be elevated / have a clear view of the sky.

In this document, the term “Workers” applies to all persons authorised to access the roof by Edinburgh Hacklab. “Members of the Public” refers to Summerhall patrons/staff/passers-by in the street not associated with the works being conducted.

Table 1: Risk Assessment

Hazard	Person at Risk	Existing Controls in place	Further Action / Awareness Required
Access to roof and equipment by unauthorised persons.	Members of the Public, Workers, Trespassers	Door to roof access is locked, with keys held by Summerhall management. Pole for "Loft Hatch" is stored away from the hatch itself, to prevent opportunistic trespassing.	None / None Applicable
Fragile Roof/Skylights/Vents	Workers, Building Occupants	None / None Applicable	Those accessing roofs to be made aware of the skylights/vents/other areas of weakness in the roof. The structural integrity of the roof of the building housing the decommissioned Air Handling equipment is not known - no work may be conducted on that roof.
Hazardous emissions from chimneys / fume stacks	Workers	Any chimneys / fume stacks are positioned at least 3 meters away from the work areas. Workers are advised not to work within a three meter radius of any fume stacks.	If work adjacent to fume stacks is required, a respirator shall be worn. If possible, the equipment connected to the fume stack will be disconnected.
No or limited edge protection	Workers, Members of the Public	The B-Block roof has a parapet wall representing appropriate edge protection.	The roof of the building housing the decommissioned Air Handling equipment has no such edge protection, and no provisions for fall arrest equipment. No work may be conducted there.
Slippery roofs	Workers	Workers are to wear appropriate footwear when accessing roofs and exercise caution where roofs are wet, icy, or fouled in such a way that they become slippery.	None / None Applicable
Lone working	Workers	Lone working is not permitted.	None / None Applicable
Fixed Vertical Ladders ("Jacob's Ladders")	Workers	Workers to exercise appropriate caution when utilising fixed vertical ladders. Where possible, carrying tools/equipment by hand is to be avoided - ropes/backpacks/tool belt systems are preferred. Only one person is to be on the ladder at any one time - Persons below must take care to not be in the area directly below the ladder where unsecured tools may fall.	None / None Applicable
Adverse weather	Workers, Members of the Public	Do not work at height during storms/strong winds.	Be particularly mindful of the effect that even light wind can have on antennas / masts which are not properly secured.
1.9. Risk Assessment for Roof Work			
Poor/no lighting	Workers	Workers to carry additional	None / None Applicable

2.1 Code of Conduct

- code of conduct
- reporting process
- disciplinary process

2.2 Cleaning

including junk/storage management

2.3 Security

member, guest and public access [see also Lone Working]

2.4 Membership

2.4.1 Pre-application

- Members should only offer people an application form (unless they ask for one) if they intend to sponsor that application
- Members should emphasise to prospective members the need to get to know enough people at open nights so that they will have at least three sponsors

2.4.2 Application

- New members must fill out an application form and give it to the membership secretary (via the mail tray)
- The blurb from the form will be submitted to the members mailing list, asking for sponsors
- Three sponsors are required to approve the applicant
- New members will be announced on the members mailing list after their membership term is started
 - The announcement will include links to the new member guide and other areas of interest/current information

Timescales

- Unapproved application forms with no activity will be discarded after 3 months
- Approved applications will have 3 months to make their initial payment or their application will be discarded

2.4.3 Fees

Joining fee

- There is currently no joining fee

Subscription fees (per month)

- Regular: £25
- Discounted: £15
- Remote: £10

Discounted and remote membership rates are at the discretion of the board of directors

Non-payment

- If a member's monthly membership subscription remains outstanding for more than 3 months, their current membership term will be ended

2.4.4 Benefits

- Access to the lab 24/7 (one free NFC token from the shop allowed)
- 35L box to store stuff in within the store room (not included with the remote membership rate)
- Summerhall fob (on request)
- Summerhall resident card (on request)

2.4.5 Leaving

- Members may resign in writing or by email, ending their current membership term at the end of their current payment period
- Members box and other property stored at the lab should be removed
- Summerhall access tokens and resident cards should be returned

2.4.6 Register

- Members must provide their full name and address
- Members are responsible for ensuring their contact details are kept up to date (using the [user admin website](#))

2.4.7 Suspension and Expulsion

- The board of directors may suspend any member if their behaviour is deemed unacceptable by the board
- Members may be expelled by way of a resolution at a general meeting

2.5 Commercial Use

2.6 Children and Vulnerable Adults

2.7 IT, social media, communications and data-use policy

2.7.1 Internet use

- Using the internet connection provided by the Hacklab to break, or potentially break, UK law is forbidden.
- Your internet usage should not impact the ability of others in the Hacklab use the internet.

3.1 B Block Roof Access

Summerhall allow Hacklab Members to access the B Block Roof when required for Hacklab projects. Access is made from the top floor attic hatch outside ToneGarden which gains access to the air handling and lift plant.

The procedure for notifying Summerhall of access must always be followed and the [Roof Access Risk Assessment](#) must be fully understood and followed wto ensure the safety of those accessing the roof and the public. No lone working is allowed.

The access procedure was agreed with Summerhall on 28th May 2018 and the risk assessment shared on 11th June 2019.

3.1.1 Procedure for Accessing the B Block External Roof

Summerhall must be contacted before any Hacklab activity is carried out on the roof (not including the plant room). This is to avoid causing alarm to security personnel.

Weekdays before 18:00: email the list of contacts below, before going onto the roof.

At other times: email the list of contacts below, and also speak to the reception desk or contact the duty manager or security by radio.

info@summerhall.co.uk, dm@summerhall.co.uk, Virginia@summerhall.co.uk, info@edinburghhacklab.com

3.2 Electricity

3.3 Power Tools

3.4 Batteries

3.4.1 Charging Batteries

- **DO NOT** leave charging batteries unattended.
- **DO NOT** charge cells/batteries in parallel without the appropriate balancing circuit.

3.4.2 Storing Batteries

- Batteries must be stored in the battery storage box.
- Batteries must be stored with the terminals covered to prevent accidental short-circuits.

3.5 Hot Work

Including welding, grinding and blow torches. Excluding electronics soldering.

CHAPTER 4

Indices and tables

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