



Key Holder Responsibilities

Keyholders are members of the London Green Wood cooperative who take on responsibility for safety at the workshop on a day to day basis and agree to open up the workshop on a regular basis. This is a voluntary role.

I agree to:

1. Keep a register of workshop users and a record of all accidents with the name of the injured person. Inform the Directors of any serious injuries or damage to London Green Wood's tools and equipment.
2. Keep yourself, workshop users and the public safe:
 - Be familiar with London Green Wood's risk assessment.
 - Help workshop users to learn and practice tool sharpening.
 - Stop anyone who is working in a way which you consider to be unsafe.
 - Ensure tools are always stored safely during the session (i.e. sheathed).
3. Look after London Green Wood's tools:
 - Keep them dry if it rains.
 - Ensure all users communal sharpen tools before use.
 - Lock all tools away at the end of the day.
4. Administer first aid and re-stock first aid supplies if necessary.
5. If a fire has been light:
 - Ensure there is water and a fire extinguisher at the workshop for controlling the fire if needed.
 - Do not leave the fire unattended.
 - Fully extinguish the fire before leaving.
6. Create a welcoming environment for workshop users and members of the public:
 - Invite passers-by into the workshop to see what we do.
 - Collect email addresses from those who're interested.
 - Give people information about how they can get involved in London Green Wood.

Signed

Print name

Telephone no.

Email address

Date