

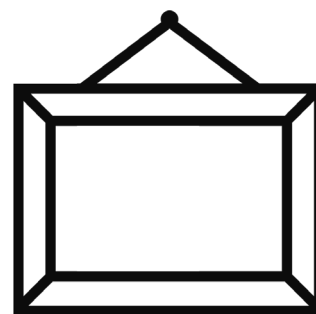
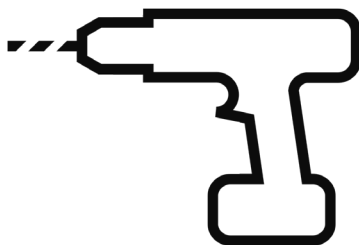
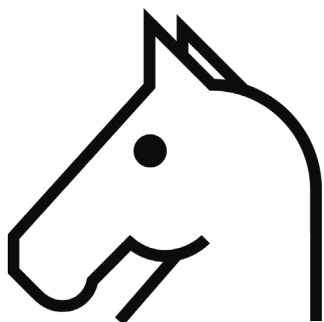
INTRO

**WELCOME TO
BLACKHORSE WORKSHOP!
WHAT YOU NEED TO KNOW**



**BLACKHORSE
WORKSHOP**

WELCOME TO BLACKHORSE WORKSHOP!



At Blackhorse Workshop, we want all our users to be able to experience making in a supportive, creative environment.

We welcome everyone from all backgrounds and skill levels. From the absolute beginner to seasoned professional, we can provide you with the skills and knowledge to get making, or the space and machinery for working on larger projects. You can use the Workshop as a base for a creative business, a new hobby, or to build confidence in DIY and tackle home improvements.

Blackhorse Workshop is an open access space; a friendly and safe environment in which to make and create. Alongside a wood and metal workshop, we offer a common room to relax, an on-site café and technical support providing advice on everything from sourcing materials to getting started on your projects.

HELP & QUERIES

If you need further information or support, please contact Reception on 020 8531 1612 or info@blackhorseworkshop.co.uk and we'll be happy to help.

OPENING HOURS

Monday – Saturday 9.30am – 5.30pm

HOW TO BOOK A BENCH

Benches can be booked up to two weeks in advance. Visit our website and you'll find "Book a bench" in the Joining section. You will need the e-mail address you used for your induction booking to log in. If you need to cancel, details are also on

the "Book a bench" page. You will need to cancel at least 1 day before your booking or you will still be charged.

COSTS

You can pay for a bench by the day, month, six months or year and our latest prices are on our website under "How to become a member". If you are paying daily, you will pay every time you book your bench when you log in.

If you buy a month, six month or year membership you will pay upfront and then be able to book your bench for free until the membership runs out.

TECHNICIAN SUPPORT

We always have a Workshop Technician on site to keep everyone safe and maintain machinery. They're also happy to help with your making project, so please ask if you have any queries. If you need additional technical support, we have an extra Technician on hand on THURSDAYS and SATURDAYS to provide you with extra guidance on your project.

LOOKING AFTER THE WORKSHOP

When you become a member at Blackhorse Workshop, you become part of a community of beginner and professional makers who share the space and help each other out. To maintain the shared space for everybody, we ask that you clean up as you go along and leave spaces and machines tidy and ready for the next user after you have finished. There are a number of mobile hoovers around the workshop but if you can't find what you need, please ask a Technician or another member.

WHAT YOU NEED TO KNOW

At 5.15pm, a bell signals the end of the working day. This lets members know that it is time to start clearing up your own area and then help out with the cleaning and tidying up of the communal areas of the workshop, such as the machine shop. All members are expected to contribute to this as it helps to keep the workshop as tidy and organised as possible. Jobs can include hoovering inside and out of the Table saw, hoovering up around the Chop saw and Planer, placing offcuts into bins provided and putting push sticks away.

Our machines and equipment do break sometimes, so if you damage something or discover something that needs repairing – especially if it is a safety issue – please let a Technician know straight away so we can get it fixed and up and running again as soon as possible. We also welcome input from members on any improvements we could make.

HEALTH & SAFETY

All workshop users need to work in a safe and responsible way. Long hair must be tied back and jewellery removed to prevent catching in machinery. We strongly recommend you wear the following items:

- Dust Mask
- Ear Defenders – (not headphones)
- Sturdy or Steel Toe Capped Boots
- Eye Protection

All of these are available from the workshop apart from the boots.

FIRE SAFETY

All users and staff have a responsibility in relation to Fire Safety. In your induction your tutor will explain evacuation and muster points in case of a fire emergency during the course. When you start using the workshop on a regular basis please read the Workshop Emergency plan located in the Tech office and sign the sheet on the back of it. This will remind you of the Fire exit points, evacuation procedures and what to do if you experience a fire.

ELECTRICAL SAFETY

All Member's personal electrical hand tools that are used on a regular basis in the workshop must be annually PAT tested; this can be booked in with the Duty Technician who will add the tools to the workshop inventory and advise when the next PAT testing dates are scheduled.

Tool chargers/Phone chargers can be used within the workshop but please ensure they are turned off and unplugged when not in use.

AIR SAFETY/QUALITY

The Workshop has an extensive extraction system for the large machines in the workshops. Please make sure it is turned on each time you use any of these machines. For all electrical hand tools that expels dust or shavings i.e., routers, sanders etc please use a mobile dust extractor, these are provided by the workshop. This will help to protect yours and other members' lungs.

Members are reminded that MDF and the formaldehyde it contains are suspected causes of asthma, respiratory problems, and cancer. Exposure to the dust particles released when it is worked are therefore something to be avoided as far as possible. Blackhorse Workshop recognises the reality that MDF is widely used in many areas of the wood industry, and as a result, banning the use of the material would have a detrimental effect upon our members and how competitive they are able to be as makers.

If using MDF however, the sanding of this should be done outside in the MDF work area, wearing the correct masks, and ensuring the risk of exposure to dust to others is reduced as far as possible. Please use low-emission boards of MDF alternatives such as plywood where possible.

No toxic or volatile products should be used in the studio space.

No sanding or router use should take place within the desk studios

WHAT YOU NEED TO KNOW



PERSONAL SAFETY

- **Personal Protective Equipment** – It is the Studio member's responsibility to wear PPE to ensure their own personal safety. Please provide your own steel toed boots, gloves and dust mask but please feel free to access eye and ear protection that is provided within the public workshop areas.
- **Working at Height** – Please ensure that you follow safe use of ladders guidelines when in the workshop. The Workshop provides ladders that are safe, and are regularly checked for the member's use.
- **First Aid** – The Workshop has a full complement of First Aiders in the staff group within working hours. Please ensure that you contact the First Aider on duty if you have a need. First Aid boxes are located in each of the work areas for members to access when necessary
- **COSHH** – If members have their own personal chemicals these must be labelled, dated and stored within the COSHH cupboard provided when not in use.
- **Manual Handling** – Practice safe lifting and carrying at all times, ask for help when necessary to ensure safe movement around the workshop. The Workshop have several trollies for moving heavy timber around.

FINDING WHAT YOU NEED

In addition to the larger machines, we have a range of hand and power tools. These are kept in the Technician's office and Work Room. You're welcome to borrow them whilst at the workshop; we just ask that you return anything to its correct storage location when you've finished with it. Please inform the technician if you damage any equipment or identify any tools that need repairing.

CAFÉ AND COMMON ROOM

Wood St Coffee is based at Blackhorse Workshop and is open for coffee, breakfast and lunch. You are also welcome to use our members' common room upstairs for taking a break, eating your lunch or working on your laptop. There's a microwave and kettle but you need to bring your own crockery and cutlery.

PARKING

We have space for eight cars or small vans in our car park. Parking is on a first come first served basis and can fill up quickly so we can't guarantee all members will get a space.

Parking in the driveway is not permitted as it needs to be kept clear for fire access, loading/unloading and delivery vehicles. Please display your name and phone number clearly on the dashboard so the other drivers can contact you if they need to move your car. There is additional free parking on Sutherland Road Path.

We encourage members to take public transport or cycle where possible.

INDUCTIONS AVAILABLE

- **Hand tools** – entry level induction using key hand tools
- **Power tools** – entry level induction using key power tools
- **Machine Shop Level 1** – chop saw, band saw, pillar drill, disc and bobbin sander
- **Machine Shop Level 2** – table saw, thicknesser, surface planer
- **Wood Lathe**
- **Metalwork** – cold saw, pillar drill, linisher, angle grinder, welders
- **Spray Booth**

Access to the Machine shop is available after completing a Machine Shop Induction for the relevant machines.

UNDER 18S USING THE WORKSHOP

Young people under 15 must be accompanied by an adult (who must have completed an induction) and must not use the machines. Those users aged 15-18 are able to use the lower risk machinery items after completing the Machine Shop Level 1 induction, excluding the chop saw which must only be used under Technician supervision.

WHAT YOU NEED TO KNOW



MATERIALS

You will need to bring your own materials to the workshop to use. You can purchase a range of consumables e.g. sanding discs, dust mask from Reception. You are welcome to order materials for delivery to the workshop during opening hours, although please note that we cannot take any responsibility for checking the contents.

If ordering large materials or other large items please ensure you are present to help unload and store the materials. Smaller packages can be signed for and stored at Reception.

We ask that you do not order materials for a large project until you are about to commence work due to limited storage.

When placing your order be sure to add your full name and contact details to the delivery address to ensure your parcel does not get lost.

If you need advice about what materials to buy you can speak to one of our Technicians beforehand.

RECOMMENDED SUPPLIERS

WOOD

Saunders Seasonings

(www.saunders-seasonings.co.uk)

→ a hardwood supplier based at Blackhorse Workshop

E Roberts Timber (www.erobertstimber.co.uk)

→ for hardwood timber and board materials, including birch ply.

If you're in need of emergency supplies and small quantities of timber, C&S (csbuildersmerchants.co.uk) and Tool Station (www.toolstation.com) are just across the road from us. You are welcome to borrow one of our workshop trolleys to collect boards or long length timber.

METAL

F.H.Brundle (www.fhbrundle.com)

→ for all types of steel section and components
Aalco (www.aalco.co.uk)

→ for specialist non-ferrous metals including copper, brass, aluminium

Metals4U (www.metals4U.co.uk)

→ Online supplier of a wide range of ferrous and non-ferrous materials.

Most steel comes in 6–7.5 metre lengths. If you don't need the material in these lengths, it can be easier to handle and store if you ask your supplier to cut your order down into shorter lengths.

TOOLS & CONSUMABLES

Tool Station – Blackhorse Lane
(www.toolstation.com)

→ for workshop consumables and tools

Screwfix – Billet Way or Lea Bridge Rd branches
(www.screwfix.com)

→ for workshop consumables & tools.

A full list of suppliers and details are on our website. If there's anything else you're looking for ask our Technicians.

STORAGE

SHEET MATERIALS

We have a board storage rack by the shutter door for storage of plywood, MDF etc. This is free to use but you must write your name and the date on the visible edge. The rack is for imminent projects only and may only be stored here for up to 2 weeks. Materials left here beyond this period are at risk of being disposed of.

LOCKABLE STORAGE

We have under-bench storage and wall-cupboard storage available to rent. Please contact Reception if you would like to rent a storage unit. Prices depend on size and are on our website. Projects or materials should be stored in the designated areas and not left on benches overnight as they will be in the way during any scheduled evening or weekend courses. Please ask a technician if you are unsure where to store your work.