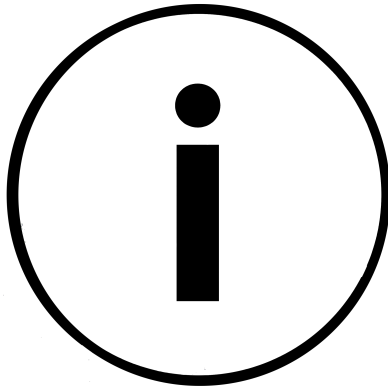


**Hackspace  
Manchester**

**Member  
Handbook**



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# Introduction

Hackspace Manchester is a place for people who make things to make things.

We are a community workshop, which is split into multiple different areas. We have a diverse community of over 150 members, from all walks of life and skill areas.

To keep things running smoothly, we have rules, and if these are broken you may be warned, be asked to leave or lose your membership.

Please take time to read this handbook, and refer to the rules on the website - [hacman.org.uk/rules](http://hacman.org.uk/rules)

Anything in this handbook is superseded by anything on the official rules page and company constitution. This handbook may be out of date, or incorrect. This handbook is a guide to orient members.

If you would like this document in large print or electronically, please visit [list.hacman.org.uk](http://list.hacman.org.uk) and search for “handbook”.

# Safety and Security in the Hackspace

# Emergency Info

In the event of an emergency stay calm.



Wellington House, Pollard Street East  
Post Code: M40 7FS

## First Aid

First aid kits are located around the space. There is one by the main entrance, as well as a burns kit.

## Fire

The fire alarm is a loud blaring sound, with red flashing lights.

Fire extinguishers are located around the space.

Fight the fire if it is safe to do so.

Raise the alarm, by activating a call point if you pass one on your way out and dialling 999.

Do not stop to collect belongings

Close doors behind you.

## Flood

In the event of water escape, we have a shutoff in the CNC room, just off Woodworking. Turn this to isolate water to our unit.

If water is coming in from another unit, or isn't affected by the stockcock, please contact the emergency number of Northern Group (0161 974 3232 and follow the instructions)

If you can, and if it is safe to do so, try and contain water escape, and move items away from the water.

## Police incident

In the event of a criminal act in progress, call 999. If there's been a break in or theft, please notify the board who can advise.

If the space cannot be secured, do what you can to secure it, even if this means boarding up a door to prevent further damage, and notify the board immediately.



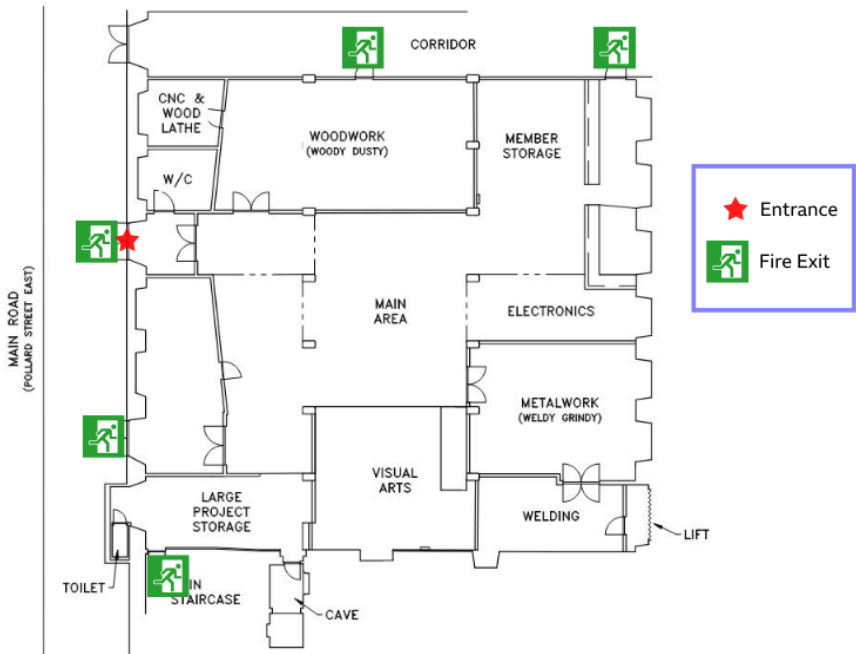
# Maps

Please take a moment to note the locations of these life saving provisions on each of the maps on the following pages.

If something isn't working, or is missing, please notify the board immediately at [board@hacman.org.uk](mailto:board@hacman.org.uk)

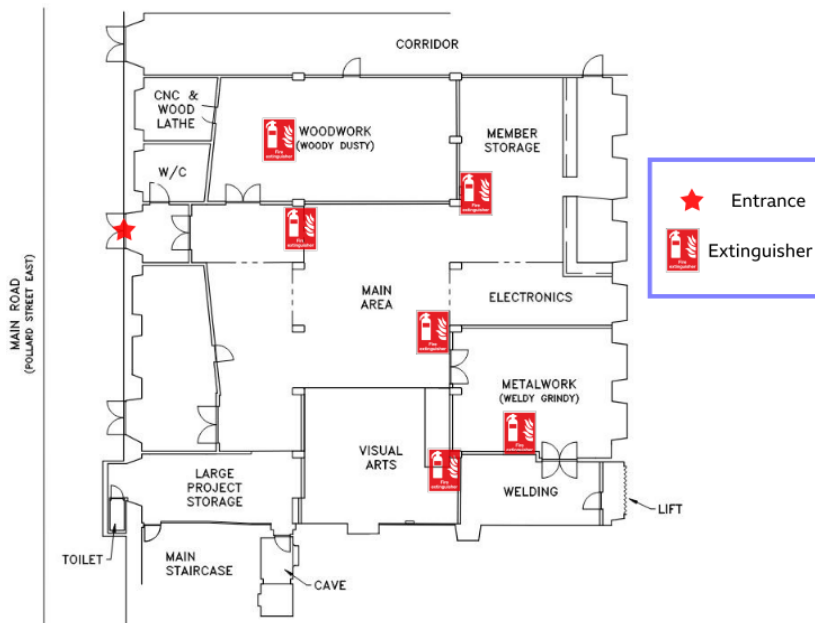
# Fire Exit Map

Please take a moment to note the location of each emergency exit, and how it operates.



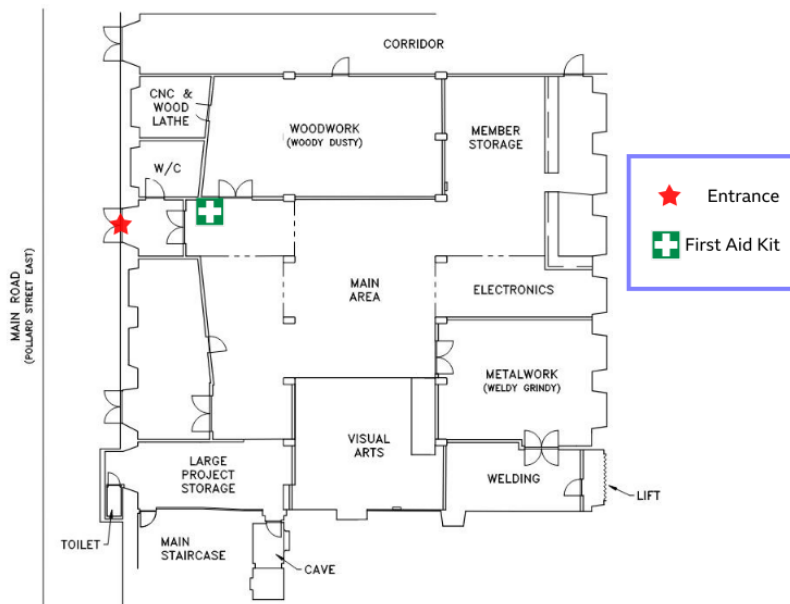
# Fire Extinguisher Map

Please take a moment to verify the type and location of each fire extinguisher.



# First Aid Map

Please take a moment to check the first aid kit is properly located in each area



# Contact Details

Hackspace Manchester is run by members. The board is an elected group and can be reached by email at [board@hacman.org.uk](mailto:board@hacman.org.uk).

- Group Chat
  - <https://t.me/hacmanchester>
  - There are smaller group chats for different areas, like woodworking, metalworking, electronics, and visual arts.
- Forum
  - <https://list.hacman.org.uk>
- Website
  - <https://hacman.org.uk>

## Our landlord

Our landlord is Northern Group, they own the mill. For emergencies only, their number is 0161 974 3232 and there are instructions on this number for emergencies.

Please only contact them in an emergency. All other communication must be made via the board.

# Getting to the space

## Bus

Well connected with both 216 or 231 from Piccadilly Gardens, every 10 mins or so until midnight each day, operated by Stagecoach.

## Tram

Holt Town is a 2 min walk from the space, with New Islington being in the City Zone a 5 min walk

## Walk

A 20 min walk from Piccadilly Gardens or 15 mins walk from Piccadilly Station.

## Private Vehicle

There is NO parking down the side of the building, but there is some on-street parking on the road, mill side only. Please pay attention to regulations as some have gotten tickets before - usually best to park on the mill side only.

# Coronavirus

Hopefully soon the Covid-19 pandemic will be over. Until that's the case, we must take care of each-other by taking precautions as necessary.

Current Covid-19 rules are dictated by the government but we also have our own rules to make sure that the space is as safe as possible.

Our rules and status around Covid-19 can be found at <https://hacman.org.uk/covid-19>

# Safety Overview

It's vital that everyone stays safe to keep the space open.

Please take time to note:

- The location of fire exits
- The location of fire extinguishers
- The location of first aid kits
- The location of fire alarm call points

If you see something wrong, like an obstructed fire exit, please raise this by posting a photo on the group chat, or, if it's a repeat issue, emailing the board. If you can, moving the obstruction with a note will help the person who left it there understand why it was moved.

All tools have risks. If you see an unsafe tool, or a tool being used unsafely, call it out. Tell the person to stop using the tool and explain why. Keeping it amicable and explaining why you think there's an issue is the best way to approach it, and if you're approached, know that it's only for the safety of yourself and others.

- Tools have risk assessments - please read these before using any tool.
- Do not use any tool you're unfamiliar with.
- Wear PPE - we provide some, but it's up to you to protect yourself.



# CCTV

We have a digital peephole CCTV camera which can be used to see who is outside before opening the door.

Our front door opens out onto the street and as a result some people have been nervous about opening the door especially at night. The CCTV camera aims to help show if anyone is outside.

If you don't want to use the front door for whatever reason, you may use a fire door such as the fire door in woodworking to bring you into a communal corridor, or the door on the opposite side of the space which opens out onto the main staircase.

You can find maps of the exits in this booklet.

# Dangerous Tool Lone Working

Some tools are bloody dangerous.

These include, but is not limited to:

- The lathes (metal and wood)
- The planer thicknesser
- The grinder
- The table saw

Do not use these tools when you're the only person in the space. If there's an accident, you want someone else to be able to call for help.

If others are in the space, tell them you're using a "no lone working" tool, and ask them to let you know if they leave.

Regularly check to make sure you've not been left by yourself.

As a courtesy, if it's just you and one other person in the space, let them know when you leave.

# Closedown Checklist

If you're the last one in the space to leave, here's what you do before you leave.

- Turn off ALL electric heaters. This is vital.
- Turn off the lights
  - Main switches are on the left as you come in
- Turn off sockets if tools are plugged in.
- Leave fridges and the laser cutter if turned on
- Make sure all doors are securely closed, including fire exits
- Close the door behind you and make sure it's locked

The most essential thing is that heaters are turned off as they present a fire risk. This is of utmost importance.

If you realise you've left lights on after you've departed, do not worry. The next person to come in can turn them off when they leave. Turning the lights off helps save us electricity costs.

# Guidelines and processes

# Bins and rubbish

The bins are everyone's responsibility as we have no cleaners or dedicated members to take the bins out.

Rubbish must not be left in the space. If it is, please photograph and inform the members via Telegram/Forum so the person may be minded to bin their rubbish next time.

## Emptying the bins

If a bin is approaching full, please empty it by taking it out to the big bins.

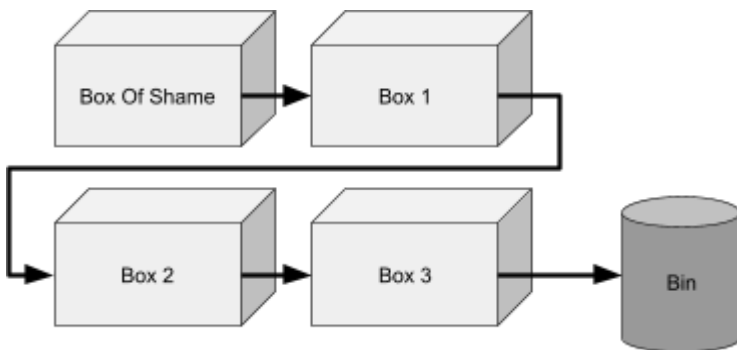
The big eurobins can be found down the side of the mill - left as you exit the space, and left again. Sometimes they're on the street. Recycling provisions may not be provided, so all rubbish can go in the same bin.

Thank you very much for taking the bins out!

# Box of Shame / Bin Conveyor

Things left out in the hackspace such as projects, parts and accessories can be put in the “box of shame”. It gives the owner at least three weeks to collect their belongings before becoming fair game and keeps the space free from clutter.

The “Box of Shame” is the first of four boxes which are rotated until items in the first box end up in the last box, and go in the bin or become fair game.



Please do not put tools, obvious personal possessions (like phones, laptops, wallets and purses, delicate items) into the box of shame.

Store your belongings in member storage and apply discretion if something personal is left out.

# Guests

Subject to Coronavirus rules, guests are permitted in the space if they are brought in by a member.

The member who brought them in is responsible for the actions of the guest, and must not leave the guests unattended.

Any guest can be asked to leave by any member. They must do so if asked to leave. If they do not, then the member can if they deem necessary call the police.

# Storage

To prevent you having to take everything home every time you visit, we allow each member a space to store a box of stuff.

Spaces are allocated on the member system. Please claim a space before storing things. Make sure your box or items are clearly labelled with your name, and a contact detail, e.g. Telegram name.

Each member is only permitted one storage space, the contents of which mustn't overhang, overweigh, or otherwise interfere with others' storage.

Some things can't be stored - like lithium batteries, explosive or flammable chemicals, food (except when in a sealed metal container). Radioactive materials, live animals, or perishable items are forbidden.

Make sure your storage box isn't liable to leak onto someone else's.

## Accessibility

If for accessibility reasons a certain level is required, such as a ground floor or low shelf space, and if none are available, please ask the group chat or board - someone will happily switch places to accommodate.



# Large Storage

Some things don't fit in a box.

Large project storage is available, in limited amounts.

All projects must be actively being worked on, so large storage must not be used for long term storage.

All large projects must be clearly labelled with your name and a contact detail, e.g. Telegram name.

All large projects must clearly be labeled with "Do Not Hack" notices. This is to indicate your project is not fair game.

# Donations

## Items

We appreciate donated items, especially working tools, materials and other useful things.

Please ask “is the item useful?” because unfortunately some people, despite their best intentions, make the space a dumping ground, and we have to pay for disposal.

Check with the membership on the forum or telegram before donating something, unless you’re absolutely sure someone will want to use it.

## Money

All donations are greatly appreciated and help keep the space running.

Donations can be made in cash or direct to the bank account. Please ask a board member for the sort code and account number. Cash must be labelled clearly as a donation for tax purposes.

# Loaned Items

Some people loan tools to the space. This is brilliant as it means the tools get used, people can learn to use a new tool, and the tool doesn't need to be stored.

Please make sure loaned tools are in good working order.

Loaned tools remain the property of the owner.

Please label the tool clearly as a loaned tool so people are extra careful with it.

The space takes no responsibility for any damage caused.

Please check the rules: [hacman.org.uk/rules](http://hacman.org.uk/rules)

# Snackspace

We operate a small member-run tuckshop to save having to go to the shop for snacks.

Snackspace, like the rest of the space, is run on an honesty system. You can pay using credit on the membership system, or by putting cash in the pot.

Snacks are bought from cash and carry retailers such as Costco and Booker, of which we have cards at.

If supplies are low, members are welcome to take the membership card in order to buy snacks for the space, for reimbursement later.

Snack runs are subject to a maximum £300 spend.

Please check on the forum before buying things for snackspace.

# Dealing with issues

# When things go wrong

Usually, things go right. But sometimes they don't, so here's what you need to know. All can be reported to [board@hacman.org.uk](mailto:board@hacman.org.uk) and will be confidentially dealt with.

Please include:

- Descriptions of the person in breach
- Circumstances
- Time and date and location
- Others involved

## Inappropriate behaviour

Any member can take a report from someone who has received harassment and pass that information to the board. The board will deal with the matter privately, sensitively and swiftly. Please do not make public statements about the incident.

## Warnings

It's best to let someone know their behaviour is liable to break the rules before they do so. A warning can be given by any member, but contact the board with the details once the warning is given.

# Consequences

If someone breaks the rules, there are consequences.

## Warnings

The board can issue written warnings which are recorded to build a picture and give people a chance to make amends.

## Asked to leave

Do not put yourself in danger: if the situation requires it call the police.

Criminal behaviour will not be tolerated.

## Restriction of access

Membership of the Hackspace may be restricted or terminated by the board for whatever reasons they deem sufficient.

## Termination of membership

Effective immediately. The member's fob will not work on the door and they are not permitted in.

# Miscellaneous



# When things go right!

You are probably making something cool.

When you've made it, or are finding an interesting way of doing something, take some photos! Do mention where you made it, and we'd love to see your work.

## Social Media

If you're on Twitter, Facebook, or Instagram, tag us in your photos or send them to Outreach on the forum or Telegram and we can publish them to showcase what goes on here.

## Forum

We have an area on the forum for project discussion! Go talk about it there and you may get good tips, advice, and compliments from other members.

# Thank you

Thanks for taking the time to read this handbook, it should ground you on what the space is about and what to do in various situations.

If there are any improvements or errors, please do raise it on the Forum, search for “handbook” and the relevant thread will come up.