

19/12/25.

COOPER JOYCE.

SAFETY REGULATIONS

FOR

SMALL ARMS INSPECTION SHOPS

CAPENHURST.

1941.

R. 3554

My WAR WORK IN CHESTER YEARS
(CHESHIRE)

Joyce J. Cooper.
15. Halkyn Road.
(Hoole) Chester

SAFETY REGULATIONS

for

MINISTRY OF SUPPLY INSPECTION DEPOT

CAPENHURST

CHEESHIRE

Every employee on joining the Depot, will be provided with a copy of these Regulations, which will be marked in ink with his or her name prior to issue, and will acknowledge receipt by signing a book kept for this purpose.

Every employee must keep his or her copy in good order, and be prepared to show it when required by the Foreman.

All employees will make themselves thoroughly acquainted with all Rules which concern their employment. Ignorance of them will not be accepted as an excuse for their contravention or non-observance.

The Rules are made to ensure the safety of all concerned, to avoid accidents and explosions, and are to be strictly observed.

CHIEF INSPECTOR OF ARMAMENTS.

Ministry of Supply,
Inspection Depot,
CAPENHURST,
Cheshire.

14.5.41.

13. All approaches to doors must be left clear of obstruction, and no ammunition or components are to be stacked near doorways in such a manner as will obstruct the free exit of employees.

All sliding doors will be tested periodically by the Shop Foreman to see that they are in good working order.

14. Electric motors will be started and stopped by duly authorised persons only, except in cases of accidents and emergency, when emergency "cut-outs" will be used.

The Overlooker in charge of the machines will test these "cut-outs" periodically to ensure that they are in working order.

15. Soldering stoves are to be lighted, by means of gas lighters, by the Overlooker in charge, or by the examiner deputed for this work. No other person is allowed to light the stoves. Only such a number as are actually required will be lighted, and all stoves will be extinguished during meal times. At the cessation of the days work the Overlooker or Examiner in charge will make certain that all stoves have been extinguished, but the final responsibility will rest with the Search Party. (See para. 22).

16. No boxes of ammunition, or empty boxes, will be stacked within four feet of the soldering stoves, and nothing inflammable will be placed in the proximity of a soldering stove.

No boxes of inflammable materials are to be left on or under soldering tables during silent hours.

17. Oily waste or wipers, and other similar materials must be stored in the receptacles provided.

18. Only sufficient Methylated Spirit, Turpentine, Paint and other inflammable material will be drawn in bulk from store for immediate needs.

Any small quantities remaining, with cases or drums, must be placed for custody, during silent hours, in the safes provided outside the Shops and must not be placed in the same receptacles as those mentioned in para. 17).

19. Water bottles must not be left in Offices exposed to the rays of the sun.

20. At the cessation of work, all electric switches, gas and water cocks, both inside and outside the shops, will be turned off.

21. Emergency gas lamps provided in the Shops will be lighted at Sunset and extinguished by the SEARCH PARTY. (See para. 22).

22. Duties of Fire Search Party. (See also paras. 15 and 22).

On the cessation of work for the day, the person, or persons, deputed for this duty will carefully search the building, or buildings, for which they are responsible, and will see that all chips, shavings, oakum, cotton waste and all articles liable to spontaneous combustion have been removed; that all unauthorised lights are extinguished, all windows and doors are closed and secured, the gas, water and electric light mains turned or switched off, and the premises left in safety.

The fire search party certificate will then be signed in the book provided for this purpose and the book, together with the keys of the premises to which it refers, deposited with the Police at the gate.

23. Explosive Limits.

A notice is to be placed inside each building stating the quantity of explosives allowed to be stored in that building. This quantity must not be exceeded.

24. Segregation of various Types of Ammunition.

Shop A. 2. This Shop deals with ordinary Ball, Tracer and Armour Piercing Ammunition of various types. No Blank, Dummy, Drill, Incendiary or Observing Ammunition will be brought into this Shop.

Shop A. 3. This Shop deals with the same types as A. 2, but in addition will have one complete Bay set aside for dealing with Incendiary Ammunition.

No ammunition which differs in type from that being dealt with shall be taken into any Bay in these stores.

A. 9. Incendiary Receipt Store.

A. 1. B. Incendiary Box Ammunition Store. No other type of ammunition will be taken into either of these buildings when in use for storage of Incendiary Ammunition.

25. Store A. 5 and Store A 5. Bandoliers and Charger Buildings. No live ammunition of any kind will be taken into these Sheds.

A. 6. Box Inspection Shop. The number of boxes and accessories, such as Cartons awaiting and under inspection, will be kept down to the minimum for economical working and to reduce the fire risk.

26. A. 1. A Contract Receipt Store. This Store will be used for storing all ammunition delivered for inspection except Incendiary Ammunition.

A. 7. Box Store. All boxes and cartons will be stored in this Store for issue as required, also such other stores as may be authorised by the C. I. A.

A. 26. Sub Power Station.

A. 32. Pump House.

A. 23. Boiler House.

A. 31. Sewerage Station.

A. 42. Gas Meter House.

A. 30. Loco Running Shed.

A. 17 and A. 21. Maintenance and Garages

No employees, other than those employed therein, will enter any of the above buildings without special permission, to be obtained only from the Inspector.

A. 8. Boxed Ammunition Store. This store will be used for the storage of packed ammunition other than Incendiary Ammunition.

A. 20 and 22. Gum Copal, or Shellac Varnish Store. These Stores will not be used for the storing of any other materials except those authorised.

27. No persons employed in one Shop are allowed to visit another Shop, unless they have permission, or are instructed to do so in the course of their duties.

28. Instructions with regard to Fire and A. R. P., and action in the event of air raids are issued separately.

29. These Regulations apply to all persons employed in the Depot. In all paragraphs where "Foreman" or "Shops Officer" appear read "Storeholder" or "Officer in charge, M. of S." in the case of buildings controlled by M. of S. (S. A. A.).

