

Broken Spoke's Safer Spaces Policy

broken
spoke
bike co-op

This is an **all-inclusive space**

Keep it free from sexism, racism, homophobia, transphobia and any other form of prejudice – we accept and embrace differences!

We don't accept gender profiling of roles – any task is available to any person.

Do not assume that other people have the same boundaries and limits as yourself – be mindful of how your behaviour may impact those around you; you don't know their boundaries.

We give everyone equal attention. Volunteers proactively check in with people, especially those that may be less comfortable asking for advice.

Don't let problems stew, discuss an issue before it gets out of hand.

This is an **educational space**

Ask questions! It's okay not to know what you haven't had the chance to learn.

If you know more than others then **share your knowledge in an empowering way** – be mindful of the risk of undermining others.

Take breaks, make tea, eat when you need to.

We have no secrets. If you don't know something about the way Broken Spoke operates, ask and we will tell.

We are all responsible for making the workshop space safe, welcoming, and usable for all users.

This is a **welcoming space** :-)

We try to actively welcome all people when they arrive – a workshop may be an unfamiliar and intimidating space for the first time.

No offensive or aggressive behaviour – we do not accept intimidation in any form.

This is a **workshop**

Be aware of your personal and others' safety.

Wear appropriate clothing – leave your open-toed shoes, stilettos, tailcoats and ball gowns at home.

Respect the limited space of the workshop – you may be asked to come back later if the workshop is full to avoid overcrowding of space and overstretching of resources (tools and staff).

Keep the space safe – **don't leave tools or parts on the floor**, even just for a minute.

Follow that hammer! Make sure you know how to use a tool, especially the large or advanced ones. Before grabbing the biggest tool there is, ask for help!

No new jobs within an hour from the end – things often take longer than you think and we want your bike to be safe to ride when you leave, so don't make us stay late.

Leave the space as you think the next person would like to find it – **put tools away**, clear up when you've finished.

Children are welcomed but must be supervised by an adult (not us!) – if you can't work on your bike and supervise your child at the same time then it would be better to come back another time.