

­­­**Welcome to the Andover Men’s Shed Handbook**

We want your time spent here to be productive, enjoyable and safe.

To achieve this we have prepared a few documents for your information.

1. AN INDUCTION CHECKLIST. An existing and experienced member will explain to you the purpose of The Shed, Our Constitution, Our facilities and Car Parking requirements whilst on site
2. A CODE OF CONDUCT AND CODE OF PRACTICE
3. OUR HEALTH AND SAFETY POLICY
4. OUR PROCEDURE IN CASE OF FIRE
5. Guidelines for TEAM PROJECTS. How tasks are assigned and managed
6. RECORD OF COMPETENCE - which machines you can use safely

 1. INDUCTION CHECKLIST

Member’s Name:...........................................................................................................

Start Date: ....................................................................................................................

Induction by: ................................................................................................................

**Explain the Shed structure & purpose:**

* Type of work done
* Description of responsibilities
* Enquiries/Contacts

**Explain Shed policies and procedures on:**

* Drug & alcohol misuse, Non-smoking policy
* Member’s rules of behaviour

**Introduce key people & explain roles:**

* Key Holders Sam, Roger.
* Other members

**Show the Shed facilities:**

* Eating facilities Tea & Coffee & Biscuits always available
* Wash & Toilet facilities. Are at the shed
* Work areas, tools, machinery & equipment

**Explain current training:**

* First aid, fire safety & emergency procedures
* Handling risky substances COSHH
* Instruction on safe machine use & special features of each machine

**Explain the Shed Safety responsibilities:**

* Consultative & communication processes
* Roles & responsibilities
* Reporting risks
* Lock up procedure for The Shed. Explain procedure including power sockets, outbuildings, sweeping floor and removing all waste to outside bins, checking paint locker is closed, heaters are extinguished, and doors are properly secured and key press combination is scrambled.

**Show the Shed safety environment:**

* Emergency procedures, exits & fire extinguishers
* First aid facilities. First Aid Box on the wall / Phone 999
* For minor injuries use the first aid kit.
* For other injuries contact your health provider or visit the Accident and Emergency centre
* For major injuries contact the Emergency services by dialling 999
* The address for our shed is:

9 Chantry Centre, Andover, Hampshire. SP10 1LX

* The Safe use and storage of risky substances i.e. Chemicals, paints, some glues etc. These to be covered by Material safety data sheets (MSDS) and/ or COSHH sheets.
* Use and storage of Personal Protective Equipment (PPE)
* Location of machine instruction manuals
* Need for safe clothing & footwear-
* Strong footwear is recommended to protect the feet
* Long hair should be tied back to avoid tangling in machines
* Eye protection should be worn (prescription eyewear is not usually a suitable alternative)
* Sleeves and cuffs on clothing should be close fitting to avoid tangling in machines
* Gloves are recommended when handling timber, metal and some plastics

**Member’s data records:**

Privacy of information. The Data Protection Act

We will not give your information to a 3rd. Party without your agreement

We will not sell your personal information

Existing medical problems- please advise us if you suffer from any medical condition which may need urgent medical attention or medication.

**2. CODE OF CONDUCT**

Purpose of “The Shed”:

* To provide a safe, supportive and friendly environment for people to gather, volunteer, work, teach, learn and seek fellowship with other like - minded people.
* To promote and stabilise the mental, physical, emotional and economic well-being of people in our

 community.

To achieve this we will:

* Maintain an open door policy and will not reject any person on the basis of race, Sex, disability, religion or age, though some conditions may apply.
* Certain restrictions may be placed on participation for physical safety reasons or if a participant needs the assistance of a carer (must be provided by the participant) or be deemed a prohibited person.
* Provide a safe physical environment.
* Provide a safe and supportive social environment.
* Provide referrals to other services or agencies when appropriate or requested.
* Respect the rights and decisions of participants.
* Respect the confidentiality and privacy of participants.

The work environment in “The Shed”

We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others.

Persons indulging in this type of behaviour will be asked to leave the Shed.

Participants are expected to conduct themselves in a courteous manner towards Supervisors, Committee members, key holders and other users of “The Shed”. This includes being considerate of other persons need for space, tools, materials and equipment.

In the event of conflict, there is a formal procedure to follow, which is documented in ‘The Shed’ Policy and Procedure Manual.

* Shed issues are taken to shed colleagues first
* Issues are addressed, not personalities
* Acknowledgement and recognition is a daily habit
* Listen to everyone and know that everyone matters
* Share learning and celebrate success
* All meetings should have a published agenda; minutes taken and published promptly
* Challenge respectfully and criticise constructively
* Respect and recognise whoever has the floor
* Be punctual and fully prepared for each meeting
* Have respect and consideration for life outside the shed. There may be times when members are unable to visit our shed.
* General Shed Rules
* Always clean equipment after use and return tools to the appropriate place.
* Please respect the tools available, if an item needs attention i.e. sharpening/ adjusting etc. if you are unable to do it or need help to do it, please ask, other members are always willing to help and show you.
* Always ensure tools and equipment are in safe working order
* If a fault is noticed you must immediately place an “OUT OF SERVICE” notice and notify someone so that a repair can be organised.
* Ensure your immediate work area is free of obstructions and your operations ( where possible) do not interfere with other shed activities.

**CODE OF PRACTICE**

· “The Shed” resources are for “collective profit” not for personal profit.

* Although personal projects are welcome there may be a charge for materials used.
* Programs and activities need to be suitable to the aims and objectives of the project.

To commence a community or major project, a brief written proposal needs to be submitted.

 “The Shed” Committee will assess the proposals for suitability i.e. costs – materials – skills – time span

No projects are to compete unfairly with local business.

**DONATIONS MONEY RAISED and RAISING MONEY**

Any Monies Raised at any event or for materials used in the shed for personal projects, or any monies given to you as a donation to Our Shed, must be promptly handed over to The Treasurer or a Committee Member who will keep a record of the transaction and will arrange for it to be banked at the earliest opportunity.

The Shed identifies that it is necessary to make a profit from some events, some projects and some activities to ensure the future financial viability of Our Shed.

**3. HEALTH & SAFETY POLICY**

**OBLIGATIONS**

This organisation is firmly committed to a policy enabling all work activities to be carried out safely and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of Shed members, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with all legal requirements of the Health and Safety Regulations

and other applicable codes of practice as applicable as far as possible.

RESPONSIBILITIES

The Committee will provide and maintain as far as possible:

· A safe working environment.

· Safe systems of work.

· Plant and substances in safe condition.

· Facilities for the welfare of members.

· Information, instruction, training and supervision (where necessary and possible) that is reasonably necessary to ensure that each member is safe from injury and risks to health.

· A commitment to consult and cooperate with members in all matters relating to health and safety in the Men’s Shed.

· A commitment to continually improve our performance through effective safety management.

Members:

Each member has an obligation to:

· comply with safe work practices, with the intent of avoiding injury to themselves and others.

· To work in a way that avoids any damage to equipment, machinery and buildings.

· To take reasonable care of their own health and safety and the health and safety of others

·To wear personal protective equipment and clothing where necessary

·To comply with any direction given by the committee or management in relation to health and safety

· Not to misuse or interfere with anything provided in the interest of health and safety

· To report all accidents and incidents immediately, no matter how trivial

· To report all known or observed hazards to the committee or management

**APPLICATION OF THIS POLICY**

We seek the cooperation of all members and visitors. We encourage suggestions in realising our health and safety objectives to create a safe environment with a zero accident rate.

**4. Guidelines for Team Projects**

· Sign up to a project that takes your fancy

· Join the team to plan your work; the method, materials and tools needed. Who is responsible for what?

· The team presents the plan to a Group Meeting, comments are made and if agreed, then the project may proceed.

· Others may not interfere or do work without the team’s agreement otherwise confusion reigns

**5. Constitution**

A copy of the Constitution, Prospectus, Equality and Diversity Policy, Adult safeguarding and Health and

Safety Policies are kept in the Filing Drawer and are available for reference.

**6. Record of Safety Instruction and Competence**

Members are not permitted to operate machinery on this list including other machines (which may be added from time to time) without safety instruction or competence testing.

Previous training may be listed and competence self assessed.

|  |  |
| --- | --- |
| Member’s Name |  |
| **Shed Specific** | Instruction Detail | Competence Score (1-5) Beginner =1 | Date |
| General safety rules |  |  |  |
| Sign in Requirement |  |  |  |
| Fire equipment and drill |  |  |  |
| Procedure at accident |  |  |  |
| Paint / solvent handling |  |  |  |
| I have read the members Handbook inc safety sheets |  |  |  |
|  |  |  |  |
| **Specific Tools** |  |  |  |
| Jigsaw |  |  |  |
| Drill press |  |  |  |
| Hand router |  |  |  |
| Table router |  |  |  |
| Scroll saw |  |  |  |
| Band saw |  |  |  |
| Table saw |  |  |  |
| Mitre / slide saw |  |  |  |
| Chop / Cutoff saw |  |  |  |
| Battery/Mains hand drill |  |  |  |
| Belt & disc sander |  |  |  |
| Hand electric sander |  |  |  |
| Linisher |  |  |  |
| Bobin Sander |  |  |  |
| Bench grinder |  |  |  |
| Wood lathe |  |  |  |
| Nail Gun |  |  |  |
|  |  |  |  |

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULE! – Declaration**

I, ............................................................ have read the Association’s code of conduct and

understand its contents. Any questions I may have had about it have been answered to

my satisfaction.

 I will ensure that I will at all times comply with standards and policies required by the Association.

I understand that my membership may be terminated if I do not comply with these

requirements.

Member’s Name...................................................

Date.....................................................................

Signature…………………………………………………………….

Members Name………………………………….

Date……………………………………………………

**Signature..............................................**