

MEMBER'S HANDBOOK

Registered with the Charity Commission

Charity No. 1198347

Member of the UK Men's Sheds Association

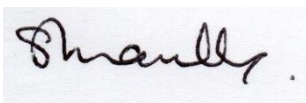
FOREWORD

Hello, and a warm welcome to Shedquarters! I hope you will make many happy memories during the time you spend with us.

Our aim is to provide you with opportunities for meeting people and making friends in a safe environment, by providing facilities and expertise for you to pursue hobbies, crafts and other creative activities, and so undertake projects which are of benefit to you, other members and the broader community.

On joining, we will introduce you to an experienced member who will explain our purpose and facilities, and explain our rules and health and safety policies.

Most of all, I hope you have an enjoyable and happy experience. To this end, I ask you to read the remainder of this Handbook which is intended to ensure your safety whilst you are with us.

A handwritten signature in black ink, reading "Sheila Maughan". The signature is written in a cursive style and is enclosed in a light blue rectangular box.

Sheila Maughan
Founder

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1. OUR PURPOSE and CODE OF CONDUCT

The Purpose of Shedquarters is:

- To provide a safe, friendly and supportive place for men and women to come together, to share knowledge, learn new skills, and create friendships in the company of other like-minded people.
- In so doing, we aim to improve the mental, physical and emotional wellbeing of our Members.

To achieve this, we will:

- Provide and run a workshop (known as a Men's Shed) in which members can meet, socialised, share experiences and undertake projects, which are of benefit to themselves, to other members and to the broader community around Sonning Common.
- Welcome adults, regardless of race, sex, disability, religion or age. However, we may impose restrictions on Member's use of Shed facilities and equipment for safety reasons or if a Member needs the assistance of a carer (who must be provided by the Member).
- Provide a safe physical environment and a supportive social environment.
- Endeavour to provide referrals to other services or agencies when appropriate or requested.
- Respect the rights and decisions, and the confidentiality and privacy of Members.

To provide a safe and supportive environment, we will adopt this Code of Conduct:

- We will not tolerate abuse, violence, anti-social behaviours or infringements of the rights of others. Any person indulging in this type of behaviour will be asked to leave the Shed immediately and their membership will be revoked.
- We will not allow alcohol or drugs in the Shed. Any person arriving at the Shed obviously under the influence of alcohol or drugs will be instructed to leave the Shed immediately.
- Participants are expected to conduct themselves in a courteous manner towards Day Leaders, Management Committee members and all other users of the Shed. This includes being considerate of other Member's need for space, tools, materials and equipment.
- Each Member is responsible for complying with health and safety requirements, and for the safety of themselves and their fellow Members, at all times. This calls for Members to exercise care and to use common sense - everyone is a safety officer!
- We will share learning, acknowledge the contributions of our Members and celebrate our Members' successes.

2. GENERAL INFORMATION

- The Shed will be open on designated days and times which will be publicised on our website www.shedquarters.org.uk. The Day Leader may, at their discretion, curtail a workshop session if all members have signed out before the normal closing time or if unforeseen matters have arisen.
- Please park in the Overflow car park at Peppard War Memorial Hall, adjacent to Shedquarters. Note that, during busy times at the Hall, parking may be restricted or unavailable.
- Please wear clothing appropriate for a workshop environment and sensible shoes. Avoid wearing loose fitting or flowing clothing, neckwear and jewellery that might catch in the machines.
- Please minimise noise and avoid any disturbance that might affect our neighbours when at the Shed, and when entering and leaving the Shed.
- You are responsible for your valuables and personal items when at the Shed. Shedquarters cannot be held responsible for any losses or damage to Member's personal property.
- Smoking is not allowed on any part of the premises.
- Toilet and kitchen facilities are available at Shedquarters, please ensure these are kept clean and tidy after use.
- For your own safety, it is important that you make the Day Leader aware of any disabilities or limitations that you declared on your application form, or any changes to your health that have occurred since. Please discuss how such disabilities or limitations may affect your ability to use tools and equipment safely.
- If a Member requires the assistance of a carer, that carer must be provided by the Member, must accompany the Member at all times and must be trained in the use of any tools and equipment that the Member may wish to use.
- Donations of materials, tools and equipment are gratefully accepted, but Members are requested to discuss donations with the Day Leader before bringing them to the Shed, as there may be reasons to decline such donations.
- Shedquarters resources are for "collective profit" not for personal gain. All activities and projects must be suitable to the aims and objectives of the shed. No projects are to compete unfairly with other local organisations.
- Shedquarters' membership year runs from 1 January to 31 December. Membership fees may be paid annually or quarterly. Failure to pay membership subscriptions will lead to suspension of your membership until paid, and if not paid within six months will lead to cancellation of your membership.

3. SHED RULES:

- On arrival sign in the attendance book and on leaving sign out of that day's session.
- Only undertake activities in the Shed when at least two members are present, one of whom **must** be a Day Leader.
- Only use tools and equipment for which you have received training, and on which you are deemed competent by a Trainer (unless under the supervision of a designated Trainer).
- Comply with the requirements of the Member's Handbook and with any instructions given by the Day Leader.
- Always wear your name badge, and ensure the badge correctly shows your Emergency Contact information and use of prescription medicines.
- Members should provide their own material to undertake a personal project. Members may use materials donated to, or are otherwise the property of Shedquarters, but will be expected to make an appropriate monetary donation where such materials are used.
- Members wishing to undertake a more complex project, that may require help from other members should discuss this beforehand with a Day Leader. If approved, a plan of how the work will be carried out must be developed before work commences.
- Always clean equipment after use and return tools to their appropriate place.
- Always ensure tools and equipment are in safe working order, before use. If a fault is noticed you **must** immediately notify the Day Leader and not use that tool or equipment until it is repaired.
- Ensure your immediate work area is free of obstructions so you can work safely. Your work must not interfere with other activities taking place within the Shed.
- Before the end of a session, you must clean and tidy all benches, work areas and floors and ensure the Shed is left in a clean and tidy condition for the next occupants. Please remove all waste from the Shed after each session.
- Day Leaders and Members must ensure all machines and plugs kitchen unit are switched off at the end of a session, including machines, heaters, lights, etc so the Shed is left in safe condition. On leaving, please remember to double lock the door - the key requires **two** full turns to engage the security bolts.
- A Day Leader can verbally warn or caution a Member for breach of these rules, especially with regard to misuse of tools or machines.

4. HEALTH & SAFETY

Shedquarters is committed to a policy that all activities are carried out safely and all measures are taken to reduce risks to the health, safety and welfare of Members, visitors and anyone else affected by our operations.

Shedquarters is committed to ensuring we comply with all legal requirements of the Health and Safety Regulations together with applicable codes of practice.

To achieve this, the Trustees will provide and maintain as far as possible:

- A commitment to continually improve our performance through effective safety management.
- A commitment to co-operate and consult with Members all matters relating to health & safety in the Shed.
- Ensure each new member will have induction training which will include health and safety information.
- A safe working environment together with safe systems of work.
- Training, instruction, information, supervision necessary to ensure members are safe from injury and risks to health.

Please read and refer to the Shedquarters Health and Safety Policy, which forms an integral part of this Handbook, and is attached.

5. BREACHES OF THE MEMBER'S HANDBOOK RULES

- The Trustees and Day Leaders may verbally warn a member for a breach of the rules contained in the Member's Handbook particularly regarding the misuse of tools and machines.
- A second verbal warning may result in a written warning and/or cancellation of membership if approved by the Trustees or Management Committee. The Member will be informed of the reasons for this action.
- The Member will have twenty one days after receipt of a written warning to make representations to Shedquarters as to why their membership should not be cancelled.
- At a duly constituted meeting, the Trustees or Management Committee will consider whether membership should be cancelled for breaching the rules in the Member's Handbook.
- At this meeting, consideration will be given to any representation which the Member makes, in mitigation their actions. The Member will be permitted to make their representations to the meeting in person or by way of a representative, if they so choose.
- If membership is cancelled, the Member cannot re-apply for membership for a period of at least six months.
- If a Member is unhappy with the outcome of the process above, they may ask for a meeting with the Chair to discuss the reasons for such an outcome. Following such a meeting, the Chair, along with another Trustee, may decide to independently review the decision.

6. SHEDQUARTERS DOCUMENTS AND PROCEDURES

Members should read and abide by the Shedquarters Constitution and the Shedquarters Procedures. These documents are stored in the Shed office, and are available for Members to read when the Shed is open. They may also be available on the website, in due course.

- Complaints Procedure
- Data Protection Policy
- Day Leader Duties
- Health & Safety Policy
- Operational Procedures
- Safe Use of Equipment Policy
- Safeguarding Policy
- Trainer's Role Description