Havant Men's Shed

Members Handbook

Welcome to the Havant Men's Shed

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, facilities, opportunities and Health and Safety requirements.

2. A **CODE OF CONDUCT** and **CODE OF PRACTICE**

3. An Occupational **HEALTH AND SAFETY** policy

4. Guidelines for **TEAM PROJECTS**. How tasks are assigned and managed

5. Our **CONSTITUTION** and **PROSPECTUS** (on the notice board and the website)

6. A personal **RECORD OF COMPETENCE** so we know which machines you can use safely (attached to each machine)

# INDUCTION CHECKLIST

Member's Name:

Start Date:

Induction by:

## Explain the Havant Men's Shed structure & purpose:

* Type of work done
* Description of responsibilities
* Times Shed open
* Enquiries/Contacts

## Explain Shed policies and procedures on:

* Drug & alcohol misuse
* Non-smoking policy
* Members rules of behaviour

## Introduce key people & explain roles:

* Key Holders
* Other members

## Show the Shed facilities:

* Car parking
* Eating facilities
* Wash & toilet facilities
* Work areas, tools, machinery & equipment

## Explain current training:

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

## Explain the Shed Safety responsibilities

* Consultative & communication processes
* Roles & responsibilities
* Reporting risks
* Lock up security for member's belongings & the Shed

## Show the Shed safety environment:

* Emergency procedures, exits & fire extinguishers
* First aid facilities
* Safe use and storage of risky substances
* Material safety data sheets (MSDS)
* Use and storage of Personal Protective Equipment (PPE)
* Location of machine instruction manuals
* Need for safe clothing & footwear

## Member's data records

* Privacy of information
* Existing medical] problems
* Contact details for emergency use

# CODE OF CONDUCT

## Purpose of the Havant Men's 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, gender, 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 Havant Men’s Shed

We will not tolerate abuse, violent, antisocial behaviour or infringements of the rights of others - people indulging in this type of behaviour will be asked to leave the Shed.

Participants are expected to conduct themselves in a courteous manner towards other Shed members, team leaders, trustees and visitors - this includes being considerate of other people's 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 knowing that everyone matters
* Sharing learning and celebrating success
* Challenge respectfully and criticise constructively
* Respect and recognise whoever has the floor
* I Have respect and consideration for life outside the shed

## General Shed Rules

* Clean equipment after use and return tools to appropriate place
* Ensure tools and equipment are in safe working order
* If a fault is noticed you must immediately place an “OUT OF SERVICE" tag and notify the Health and Safety Officer or day supervisor.
* Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

## CODE OF PRACTICE

* The Havant Men's Shed resources are for collective use not for personal profit.
* 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 and Project Officers will assess the proposals for suitability,
* No projects are to compete unfairly with local business
* The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability.

# OCCUPATIONAL 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 that 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

### Committee of Management:

Will provide and maintain as far as possible:

* A safe working environment
* Safe systems of work
* Plant and materials in safe condition
* Facilities for the welfare of members
* Information, instruction, training and supervision 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 and damage to plant and equipment
* take reasonable care of their own health and safety and the health and safety of others
* wear personal protective equipment and clothing where necessary
* comply with any direction given by the committee of management in relation to health and safety
* not misuse or interfere with anything provided in the interest of health and safety
* report all accidents and incidents immediately, no matter how trivial
* report all known or observed hazards to the Committee of 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.

# Guidelines for Team Projects

* sign up to a project that takes your fancy \* ask the project leader
* Join the team to plan your work; the method, materials and tools needed and budget. Know who is responsible for what
* The team presents the plan to the Group, at least two from the committee, comments are made and the project proceeds
* Others may not interfere or do work without the team's agreement otherwise confusion reigns

### Your Current Committee Members:

President: John Worley

Chairman: Steve Sadler

Secretary: Simon Ferré

Treasurer: Julie Parker

Member: Martin Carr (Membership Secretary)

Member: Roy Stratton

Member: Phillip Strawn

Member: Alex Brooks

Member: Roy Pottinger