



# Handbook of the Fareham Men's Shed

## WELCOME

The purpose of this handbook is to provide members of the Fareham Men's Shed a clear understanding on how we operate, what we do, and how we do it.

Copies of our full constitution, our rules and policies are available on request or can be found on our website <https://farehammensshed.org.uk>. For all other enquiries, either phone on 07786-107001 to leave a message, or send an email to [info@farehammensshed.org.uk](mailto:info@farehammensshed.org.uk)

### Handbook Contents:

1. The Purposes of FMS.
2. Shed Availability.
3. Induction Briefing.
4. Safety Procedures.
5. Workshop Safety.
6. The FMS Committee.
7. Health and Safety Responsibilities.
8. Code of Conduct.
9. Tasks & Projects.
10. Guidance for Team Projects.

### 1 The Purpose:

- 1.1 To provide a workshop and social centre for members,
- 1.2 To help members maintain their health and well-being, make new friends, and enjoy working together on a range of projects.
- 1.3 To assist the local community and charities in practical ways whenever possible.

### 2 Shed Availability:

- 2.1 **Location:-** Titchfield Festival Theatre, St Margaret's Lane, Titchfield.
- 2.2 **Times:-** -The Shed is available Mondays to Fridays 9.00 a.m. to 4.00 p.m..
- 2.3 **Facilities:-** A well-equipped workshop and a social area housing TV, computers and kitchen corner.

### 3 Induction Briefing:

- 3.1 Upon joining, new members must attend an Induction Briefing within the probationary period. *See the Induction Checklist – Appendix A.*

### 4 Safety Procedures:

- 4.1 The site is fitted with fire alarms & emergency lights. It is important that all members know what to do in the event of a fire and how to get out of the building. The procedures are:
- 4.2 **Signing In & Out Register:-** Each member must **sign in legibly** for each visit upon entering the Shed and **sign out** upon leaving. It is important to know that we have an accurate record of who is present. This register is located at the entrance of the Shed and in the case of an evacuation any member should collect the register for checking that all members are present at the muster point.
- 4.3 **Daily:-**The first member to arrive each day should check that all the access routes to the fire doors are clear inside & outside.
- 4.4 **Smoke or Fire:** On seeing smoke or a fire, set off the Fire Alarm, if it cannot be dealt with easily and safely ring the Fire Brigade, otherwise attempt to deal with the fire with fire extinguishers if possible and make sure everyone evacuates the building through the nearest fire doors as quickly as possible and assemble at the Muster point. **The Signing-In Register is to be collected by any member.**

- 4.5 **Muster Point:** The muster point is opposite the TFT in the St. Margaret's Lane Nurseries car park. A roll call must then be taken against the Signing-In Register to check that everyone has escaped.

## 5 **Workshop Safety:**

- 5.1 Before any member is permitted to use any power tools or machines, it is vital that everyone should demonstrate their competence in the use of tools and machines. Members must be given training (by one of the designated trainers) in safe working practices regardless of their previous experience or knowledge – see Shed notices.  
The training will include:-
- 5.1.1 Safety rules of the workshop
  - 5.1.2 Safety equipment
  - 5.1.3 The safe use of operating workshop hand tools, power tools and Fixed Machines
  - 5.1.4 The use of the accident book
  - 5.1.5 The handling and storage of paints, solvents and other hazardous materials.
  - 5.1.6 On completion of training Members will be asked to demonstrate their competence.
- 5.2 A full record of safety instruction and competences will be maintained by the Workshop Manager for each individual member & filed for future reference.

## 6 **The FMS Committee:**

- 6.1 The FMS committee consists of the following Officers
- Chairman
  - Vice Chairman
  - Treasurer
  - Public Relations Officer
  - Secretary
  - IT and Web Manager
  - Membership Secretary
  - Social Secretary
  - Health & Safety Officer
  - Workshop Manager
  - Deputy Workshop Manager
  - Sales Officer

## 7 **Health & Safety Responsibilities:**

- 7.1 The FMS and its members are firmly committed to a policy enabling all work activities to be carried out safely, legally and with all possible measures taken to remove (or at least reduce) risk to the health, safety and welfare of members, authorised visitors, and anyone else who may be affected by our operations.
- 7.2 **FMS aims to provide and maintain as far as possible:**
- 7.2.1 A safe working environment.
  - 7.2.2 Equipment and substances in safe condition including the full inspection and PAT testing of all new and donated equipment before use.
  - 7.2.3 Information, instruction, training and supervision that is reasonably necessary to ensure that each member is safe from injury and risks to health.
  - 7.2.4 A commitment to consult and co-operate with members in all matters relating to health and safety in the FMS and in all official projects
- 7.3 **Each Member has an obligation to:**
- 7.3.1 Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
  - 7.3.2 Take reasonable care of their own health and safety, and the safety and welfare of others.
  - 7.3.3 Wear personal protective equipment and clothing where necessary.
  - 7.3.4 Comply with direction given by the Committee in relation to health, safety and welfare.
  - 7.3.5 Report all accidents and incidents immediately, no matter how trivial.
  - 7.3.6 Report all known or observed hazards to the Workshop Manager or the Committee

## 8 **Code of Conduct:**

- 8.1 All members will co-operate with the rules laid down by the Shed. The committee will not tolerate abuse, violence, anti-social behaviour, consumption of alcohol or drugs on site or infringement of the rights of others. Members are requested to conduct themselves in a courteous manner at all times, including being respectful and considerate of others in the need for space, tools, materials and equipment.

## 9 **Tasks & Projects:**

**Team projects and tasks:-** will be identified by the Workshop Manager and displayed on the workshop notice board. Members are encouraged to get involved.

### 9.1 **Guidelines for Team Projects**

- 9.2 Sign up to a project of your interest.
- 9.3 Join the team to plan the work, materials, tools and time scales
- 9.4 Upon approval of the project, a team leader will be appointed.
- 9.5 Should there be too many members enrolling to any one project, the Team Leader will select a team for the project.
- 9.6 **Personal Projects:** Member's personal projects will be welcomed but the advice of the Workshop Manager should be sought concerning suitability, storage, security and safety prior to starting.

This handbook was adopted by the Trustees on 21<sup>st</sup> May 2018 and modified February 2022



## New Member Induction Checklist

Member's Name \_\_\_\_\_

1	<b>Signing IN &amp; OUT</b> (For fire and H & S reasons) – see Register by entrance.	
2	<b>Tour of Tea/computer room</b> <b>Cuppa!!</b> – Bring own cup - £1.00 per week in box, <b>Computers</b> – Use of, logging On/Off ..... Notice Boards/Comments & Suggestion Box	
3	<b>Car Parking</b> – There is limited space, ask if St Margaret's can sometimes accommodate. Holiday Inn however will allow FMS cars BUT must be registered at Reception as 'Guest'.	
4	<b>FIRE SAFETY - EXITS X 2 - Procedures and ASSEMBLE POINT</b> Raise alarm, Fire Extinguishers, Signing In book etc.	
5	<b>Loos</b> – Location and NOTE Key code!	
6	<b>Door codes:-</b> Stage Door = C****Y (turn knob fully to left and pull) Shed = Key safe = 1**6 (Last to leave? Ensure knob swivels freely.)	
7	<b>Introduction</b> - to any Cttee/Other Members present. Committee Members and responsible positions - listed on the FMS website 'Contacts'.	
8	<b>Tour of workshop – and H &amp; S (and Theatre IF convenient to TFT staff)</b> Machine training – <b>SIGN OFF</b> is required on fixed machinery. Ask for help if rusty!!! <b>PPE</b> - Wear protection for:- Dust/Face/Eyes/Ears etc.. Be aware of other users, obstacles and work in progress. <b>DO NOT USE MACHINES WHEN ALONE - TIDY &amp; CLEAN/SWEEP/VAC AFTERWARDS</b> <b>No</b> naked flames or welding inside – note, yellow tin cupboard for inflammables. <b>No</b> food and drink in workshop.	
9	<b>FIRST AID KIT</b> - location - <b>NOTE</b> also 111 procedures (this ensures correct ' <b>Booking In Process</b> ' for NHS and allocation to relevant treatment centre or A & E.) <b>Accident Book!</b>	
10	<b>Loan of tools</b> - Signing out/in for short periods only – see book.	
11	<b>Socials</b> - See emails/Facebook/Notice boards etc. (check spam folders, add to contacts!) <b>Projects</b> – Usually for helping local community - ideas for future always welcome! <b>General Involvement</b> – ask for help, give help and offer suggestions.	
12	<b>Rules/ Constitution/Handbook</b> (see website, copies pinned to notice board) <b>Handbook – Collect a copy now!</b> <b>Code of Conduct</b> – note section 8 (Smoking, Behaviour, Drugs, Alcohol etc!)	
13	<b>I understand and declare that:</b> - <ul style="list-style-type: none"> <li>• I will read and comply with FMS Handbook, Rules, Constitution and policies.</li> <li>• I have been given a current copy of the FMS Handbook.</li> <li>• I have provided any medical information for my own safety and if necessary for use in an emergency and will keep FMS updated should my conditions change.</li> <li>• My membership may be terminated if I do not comply with FMS rules/regulations.</li> </ul>	
14	<b>ANY QUESTIONS??</b>	

Member signature \_\_\_\_\_ Committee \_\_\_\_\_ Date \_\_\_\_\_