

Fareham Men's
Shed



New Member Induction Checklist

Member's Name _____

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

Member signature _____ Committee _____ Date _____