

Fareham Men's Shed



At Titchfield Festival Theatre

Fareham Men's Shed Handbook

WELCOME

June 2017

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. www.farehammensshed.org.uk. For all other enquiries, either phone on 07786107001 to leave a message, or send an email to info@farehammensshed.org.uk .

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1. The Purpose:

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

2. Opening Days:

We currently meet on Monday, Tuesday, Wednesday, Thursday and Friday, each week from 10am to 3pm at the Titchfield Festival Theatre (TFT). We have access to the TFT coffee/tea bar area as well as the theatre itself for meetings and discussions. We have a workshop at the back of the building beneath the mezzanine area. The workshop has a variety of hand & machine tools for woodwork & metalwork which have been donated or purchased. There is also an activities area so that we can address our members' wide range of interests and hobbies.

3. Induction Briefing:

On joining, each new member will be given an Induction Briefing. (Induction Check list below) covering the following topics:

- The Facilities: Location of Shed facilities including the social area, the workshop, the toilet facilities, the fire doors and access routes.
- Shed Purposes: The type of activities and work done, description of responsibilities, when the Shed is open, car parking, enquiries and main contacts.
- Introduction to key people: Committee members, key holders, other key members.
- Shed Policies and Procedures: Fire risk, fire evacuation procedures, fire escape routes and fire doors.
- Available Training: First aid, fire safety and emergency procedures, basic workshop introduction.

4. Safety Procedures: Fire Risk:

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:

1. **Sign In:** Each day, on entering the building, everyone needs to sign the Signing-In Book, and then sign out when they eventually leave the building so we know who is present. This book will be located at the entrance of the FMS & in the case of an evacuation any member will collect the register for checking on arrival at the muster point.
2. **Daily:** The first daily action by a member of the committee is to check that all the access routes to the fire doors are clear inside & outside.
3. **Smoke or Fire:** On seeing smoke or a fire, set off the Fire Alarm, ring the Fire Brigade 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 Book is to be collected by any member.

4. **Muster Point** The muster point is opposite the TFT by the St. Margaret's Lane Nurseries. A roll call is taken against the Signing-In book to check that everyone has escaped.

5. Workshop Safety:

Before any member is permitted to use any power tools or machines, it is vital that everyone should demonstrate that they are competent in basic workshop skills and the use of machinery. Therefore members will be given training in safe working practice regardless of their previous experience or knowledge.

The training will include:-

- Safety rules of the workshop
- The use of the fire extinguishers and safety equipment
- The safe use of operating workshop hand tools, power tools and Fixed Machines
- The use of the accident book
- The handling and storage of paints and solvents.

On completion of training Members will be asked to demonstrate their competence.

A full record of safety instruction and competence will be maintained by the Workshop Manager for each individual member & filed for future reference.

6. The FMS Committee:

The FMS committee consists of the following Officers

Chairman
Vice-Chairman
Treasurer Secretary
Craft Centre Officer
Deputy Craft Centre Officer
Membership Secretary
IT and Web Manager
Social Secretary
Health & Safety Officer
Sales Officer

7. Health & Safety Responsibilities:

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.

The FMS committee will provide and maintain as far as possible:

- A safe working environment.
- Equipment and substances in safe condition including the full inspection and PAT testing of all new and donated equipment before use.
- 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 co-operate with members in all matters relating to health and safety in the FMS and in all official projects.

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 safety and welfare of others.
- Wear personal protective equipment and clothing where necessary.
- Comply with direction given by the Committee in relation to health, safety and welfare.
- Report all accidents and incidents immediately, no matter how trivial.
- Report all known or observed hazards to the Workshop Manager or the Committee

8. Code of Conduct:

All members will co-operate with the rules laid down for the use of 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:

Tasks/potential projects will identified by the workshop manager and displayed on the workshop notice board. Members are also encouraged to become involved in Team Projects or to bring their own personal projects as follows:

- Tasks: These will be listed on the workshop noticeboard and to members are requested lend a hand whenever they can.
- Team Projects: Members are encouraged to take an interest in Team Projects declare an interest in wanting to get involved. (See below for guidelines)

- Personal Projects Members personal projects will be welcomed but the advice of the Workshop Manager should be sought concerning storage, security and safety.

Guidelines for Team Projects

- Sign up to a project of your interest.
- Join the team to plan the work, materials, tools and time scales
- Upon approval of the project by the committee, a team leader will be appointed.
- Any member may be appointed as Team Leader
- Should there be too many members enrolling to any one project, the team leader will select a team for the project.
- Others members must not interfere or carry out project work without the team’s agreement.

10. Induction Check List

Member’s Name:

.....

Phone No:.....

E-mail Address:.....

Induction By:..... Date:...../...../.....

Shed Structure & Purpose

Meetings

Shed Policies and Procedures:Drug and alcohol misuse, non-smoking policy, member’s rules of behaviour.

Introduce Key People and Explain Roles

Shed Facilities:Tour around the Theatre Building, the amenities, fire doors and escape routes, workshop set up and the range of tools and facilities.

Fire Safety:Explain the fire safety and emergency procedures, signing in and out, handling risky substances No naked flame or welding within the workshop.

Explain Shed Health & Safety Responsibilities: Members’ obligations

Current Training Explain first aid, safety and workshop training.

Workshop Briefings & Authorisations:Initial workshop briefing. New tool procedures. Authorisations for the use of fixed machine tools.

Tasks & Projects:Explain how members can become involved in helping the Shed, the TFT or the community with tasks and major team projects. Also explain the arrangements for personal projects.

Members Data Records:All data about individual members will be held in a secure manner including personal health risks and details of next of kin. However, access to this information

might be needed by the Workshop Manager or the Committee in the event of an accident or a health incident.

Members Suggestions & Comments: Reassure new members that their comments, suggestions and assistance would be most welcome as a member of the FMS Shed Team.

Declaration:

I have read the Fareham Men’s Shed handbook, rules, constitution, standards and policies. Any questions I may have had, have been answered to my satisfaction. I will ensure to comply with the standards and policies.

I have provided any medical information necessary for use in an emergency and will keep FMS updated should there be any changes in my conditions.

I understand my membership will be terminated if I do not comply with the above.

Signature:..... Date:...../...../.....

11. Safety, Instruction & Competence

Fareham Mens Shed

Member’s Name

Competence, Procedures & Equipment	Members Initials	Date	Instructor Initials
Introduction & General safety rules			
Fire exits, equipment & drill			
Accident records & procedures			
Paint & solvent handling & storage			
Hand tools & cordless tools			
Drills (corded, battery & pillar)			
Band saw			
Circular saw			
Slide mitre / Chop saw			
Table saw			

Radial arm saw			
Hand router			
Table router			
Hand electric sander			
Belt / disc bench sander			
Bench grinder			
Angle grinder			
Wood turning lathe			
Metal turning lathe			
Soldering			
Welding			