



## INFORMATION FOR MEMBERS

(September 2024)

Welcome to Church Crookham & Fleet Mens' Shed, we hope you will enjoy your time with us.

“Sheds” are about meeting like-minded people and perhaps having someone to share your worries with. They are about having fun, sharing skills and knowledge, and gaining a renewed sense of purpose and belonging.

Our Mens' Shed is a larger version of the typical man's shed in the garden; a place where you can 'feel at home' and pursue practical interests. We offer the facilities to pursue your own projects, or, if you are feeling community spirited, get involved in one of our many community projects, all in our purpose built shed. We have some amazing machinery and equipment, and our members share the tools and resources they need to work on any project. There is no pressure, you can work at your own pace or if you just want some conversation, you will be in a safe, friendly, and inclusive environment. It's a great opportunity to learn new skills from other members or to simply keep your hand in.

More importantly, it's about forging friendships, social interaction, and drinking tea/coffee and eating cake and biscuits. What's not to like!?

### **CONTACT DETAILS:**

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Phone: 07816 073166

## **DEFINITIONS:**

**SHEDDERS** – Any member or attendee of the Shed.

**SHED VOLUNTEER** –A Shedder who has taken on a more formal role e.g., Committee Member, Projects Co-ordinator

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### **1. The aims of Church Crookham & Fleet Men's Shed (CC&FMS):**

- To provide a venue for you to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship, and socialising, in a safe environment while at the same time providing the space, expertise, and facilities for you to pursue your hobbies, crafts, and other creative activities.

- To undertake projects, acceptable to the Shed, which are of benefit to individuals, other groups, and the broader community.

To enable us to do this we will:

- Maintain an open-door policy and will not reject any person on the basis of race, sex, disability, religion or age, though some conditions may apply. Certain restrictions may be placed on participation for safety reasons.
- Provide, as far as we are able, a safe physical environment
- Provide, as far as we are able, a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested
- Respect the rights and decisions of members
- Respect the confidentiality and privacy of members

## **2. Opening Hours:**

Our current core opening hours are:

Monday 10.00 – 14.00hrs

Tuesday 10.00 – 14.00hrs

Wednesday 9.00 – 15.00hrs

Thursday 12.00 – 16.00hrs

Fridays 10:00 – 14:00hrs (Fridays are also reserved for training.

This may mean the shed is closed to members on that day.

## **3. The Shed - Within the Shed we have 7 defined areas:**

- The Main Workshop which houses most of our equipment.
- A small “Clean Workshop” which has the 3D Printers and a Laser Cutter.
- Kitchen/Social Area
- Toilet facilities
- External Materials store (Container)
- External working area

- External Social area

#### **4. Induction Briefing:**

As soon as possible after joining you will be given an “Induction Briefing” covering the following topics:

- Location of Shed facilities including the Workshops, Kitchen/Social Areas, Storage, Toilet facilities, and the Fire Doors and access routes.
- The type of activities and work undertaken and description of responsibilities.
- Opening times, car parking, enquiries, and main contacts.
- Introduction to key people: Committee members, Key holders.
- Fire Safety, Evacuation Procedures, Escape Routes and Fire Doors, location of Alarms, location and types of Fire Extinguishers and their uses.
- First Aid and emergency procedures
- Basic workshop introduction
- Signing in and out

#### **5. Safety Procedures - Fire Risk:**

The site is fitted with fire alarms and 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:

- 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 CC&FMS. In the case of an evacuation any member will collect the register for checking on arrival at the muster point.
- 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 and outside.

- 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(s). The Signing-In Book is to be collected by any member.
- Muster Point: The muster point(s) is in the SANG Car Park or at the far end of the Shed enclosure. A roll call is taken against the Signing-In book to check that everyone has escaped.

## **6. Workshop Safety:**

Loan working within the workshop is not permitted. Loan working is defined as any individual, regardless of the number of members on site, being in the workshop on their own. If a member arrives on site whilst others are elsewhere (garden/patio) they should make their attendance known to the duty key holder, before working.

Before any members are permitted to use any power tools or machines, it is vital that they demonstrate that they are competent in basic workshop skills and the use of machinery. Therefore members will be given familiarisation 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 Assistant Secretary for each individual member & filed for future reference. The record is kept adjacent to the signing in book at the entrance.

### **Each Member has an obligation to:**

Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to 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/duty key holder 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 Committee/duty key holder

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

The CC&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 CC&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, familiarisation 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 CC&FMS

## **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 behavior, 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 and Projects:**

Tasks/potential projects will be identified by the committee 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 members are requested to lend a hand whenever they can.
- Team Projects: Members are encouraged to take an interest in Team Projects and 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 committee 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
- Other members must not interfere or carry out project work without the team's agreement

### **10. The CC&FMS Trustees & Committee:**

The current Trustees, Allan Walker, Bob Stokes, and Robert Norris were engaged during the setting up and establishment of our Shed as a Charitable Incorporated Organisation (CIO). They will continue in office until resignation, or other significant circumstances as described in our Constitution, determine otherwise.

The Trustees have the power to delegate authorities to a committee, the members of which may initially be appointed by the Trustees and subsequently agreed by the members.

Members of the Committee are elected at the AGM.

The Committee comprises the following Offices:

- Chairman
- Vice Chairman (non committee role)
- Treasurer
- Secretary



- Vice Secretary (non committee role)
- Membership Secretary
- IT & Web Manager
- Health & Safety Officer
- Social Secretary

A list of current post holders may be found on the noticeboard in the Kitchen/Social Area. We also have a Projects Co-ordinator in a Non-Committee roles.

## **11. Policies and Procedures**

As part of your Membership agreement, you should read the following Policy and Procedural documents which are contained in a separate file/folder located in the kitchen/social area at the rear of the Shed. Please ask a Committee Member/Duty key holder to point you in the right direction.

- Data Protection policy
- Safeguarding Policy.
- Health & Safety Policy
- GDPR
- Fire Safety
- Workshop Safety
- Health & Safety Responsibilities
- Code of Conduct
- Tasks & Projects.