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# *DENBY DALE MEN'S SHED ASSOCIATION HANDBOOK INDUCTION GUIDE*

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# EMERGENCY CPR RESUSCITATION

AN AUTOMATIC DEVICE IS LOCATED IN THE  
ENTRANCE LOBBY LEADING TO NORTONTHORPE  
INDUSTRIAL PARK RECEPTION UP THE STEPS OF THE  
BUILDING FACING THE POND

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# **A MESSAGE FROM THE CHAIRMAN OF DENBY DALE AND DISTRICT MEN' SHED**

Hello and welcome to our Shed. We are a self-help group and our success derives directly from the effort and commitment of our members.

Our management team consists only of members, and consequently we alone are responsible for our current and future provision. We chose this structure as it means we can truly reflect the interests and requirements of our members and that we can evolve accordingly. However, this does mean that we all share the responsibility for the maintenance and management of the shed.

Everyone makes a contribution, in their own way, from chopping fire wood and lighting the stove to developing a specialist part of the workshop.

Robert Barber

## 1.0 A BIT ABOUT THE SHED

The Shed was set up in 2017. It's primary purpose is to help prevent social isolation, particularly in older men, within the local community.

Shedding" is a grassroots movement that originated in Australia in the 1990s and in the UK, the Men's Shed Association started in 2013. It now over 600 groups in the UK with more starting up every year. Each Shed is set up by and for their community and operates independently with differing offers and activities according to local need.

Our Shed provides a well-equipped community workshop space where men and women can come together and have a sense of purpose. Our current activities are mainly woodworking, woodturning and light engineering. We offer a friendly venue for a convivial chat and a cup of tea.

The shed is open to anybody (aged 18+) who is interested in accessing a workshop environment. Members span the novice, the diy-er, the keen hobbyist and the retired professional – all abilities and skillsets are welcome.

## 2.0 OUR AIMS

1. We aim to provide a safe environment, which encourages members to interact, to socialise and undertake a range of indoor creative and recreational activities, such as woodworking, woodturning and light engineering.
2. We aim to generate a friendly communal atmosphere – a comfortable place to be.
3. We aim to generate an acceptance of differences, with no politics or religion, plus an understanding of each other's basic objectives.
4. We aim to generate mutual respect for self, fellow members and the place we are in.
5. We aim to have a mutual 'openness' – a non-competitive response to each other and a 'sharing' of the place we are in and of the knowledge and skills we have.

Members must agree to abide by these objectives and all health and safety provisions, plus the rules, regulations and guidance that currently prevails.

All are constantly under review to ensure we are up to date with current social and member's requirements.

### 3.0 MEMBERSHIP DETAILS

Full Membership fees are £240 per year, and Social Membership\* Fees are £50 per year. This can be paid in full by cheque or cash or by monthly standing order. There is also a one off £10 joining fee to cover admin. This entitles members to attend the workshop every day when it is open, if space is available.

Men's sessions are Tuesday, Wednesday and Thursday (10 am - 4 pm). Women's sessions are all day Monday and Wednesday evening (6 pm - 9pm). There is a mixed sessions on Tuesday evening (6 pm - 9 pm).

Days and times may change, but members will be informed in advance

Our bank details are:

Bank: Lloyds Bank  
Account : Denby Dale and District Men's Shed Association  
Sort Code: 30-98-90  
Account No. 17147460

Special provision can be made for those in difficult financial circumstances. Please speak to a member of the management team about this.

Full membership commences when first payment has been cleared

\* Social Membership entitles the member to visit the workshop anytime, use the kitchen and toilet facilities, to participate in training sessions but not the tools or equipment.

## 4.0 MEMBERSHIP REQUIREMENTS

It is important that members are sufficiently physically and mentally capable of sustaining their own basic safety and wellbeing and that of those around them, when operating in the workshop,

There are safety procedures, general supervision and guidance, but not one-to-one supervision or assistance.

General assistance and guidance is available, at all times, but not always on a one-to-one basis.

It is important that members have an appreciation of the physical requirements for using hand tools, not necessarily to be proficient, (skills can be enhanced,) but to have a basic knowledge of handling and using hand and machine tools, to ensure their own safety and that of those of those around them.

## 5.0 COMPETENT PERSON

Members are not permitted to operate machine tools until safety and operating instruction have been given

Training and instruction will be given by a nominated experienced member. Upon completion the members name will be added to the Competence List of each machine.

It is the member's responsibility to ensure they can use machine tools safely, for themselves, and those around them, and to prevent damage to the machine.

**If you are not sure please ask**



## 6.0 HEALTH AND SAFETY & PERSONAL CONDUCT

Personal and communal health and safety is the responsibility of members at all times when in the shed. There are operating rules and safety instructions for each machine and procedures applying to them, to ensure members are kept safe at all times. If you see a problem or a potential hazard you must report it without delay

Serious and repeated breaches of safety rules, putting themselves and other members at risk, will not be permitted and membership may be rescinded as a result, after an appropriate investigation.

Lone working of any kind, is **not permitted** in the workshop at any time

In the event of an accident, or incident, please report to the Session Leader who will organise an appropriate response including contacting first responders, (if required)

There is a no smoking policy in operation in all internal areas

We have agreed that MDF will not be used within our workshop, for health protection reasons

## 7.0 INJURY OR ACCIDENT

If you sustain an injury and/or are involved in an actual or potentially serious incident call for assistance. The Session Leader will ensure proper treatment and then report it in the Accident Book and take any other appropriate action

Emergency contact details of all members and their family are kept on the office notice board

## **8.0 CHEMICALS**

Members should not bring chemical substances such as dyes, stains, spirits or glues into the workshop, unless specific authorisation has been obtained. All flammable substances must be stored in the designated lockable metal cupboard.

## **9.0 WOOD BURNING STOVE**

This unit is a 20kw industrial space heater, designed to burn clean wood or smokeless fuel such as smokeless coal, logs and clean timber.

We do not burn the following materials in the space heater:  
laminated materials, painted and pressure treated timber, cardboard, paper, cloth, HDF or MDF

## **10.0 SHED RESPONSIBILITIES TO ITS MEMBERS**

All machine tools will be maintained as per manufacturer's requirements. All hand tools will be kept in general good order. Tool sharpening machine and equipment are available to use. Please report any maintenance issues to the current Session Leader

A selection of approved fixings, glue and chemicals are always available. All dust collectors and vacuum cleaners will be kept in good order. There will be a supply of ear defenders, dust proof masks and eye protection.

A First Aid Box and an Accident Book will be kept in the office

## 11.0 MANAGEMENT TEAM & SESSION LEADER RESPONSIBILITIES

Both the Shed Management Team and Session Leaders are volunteers drawn from the membership.

Session Leaders are available during each open session and are responsible for

- Opening up at the start of a session
- Making sure all members are signed in.
- At the end of a session making sure:
  - all heaters and equipment turned off
  - all tools and equipment put away
  - all work in progress stored properly
  - the workshop is clean and tidy
  - all members are signed out
- Turn off all lights, lock front and back doors

Session Leaders have the full backing and authority of the Management Team

All members are expected to give Session Leaders their full support, and comply with all health and safety requirements

Session Leaders are not expected to instruct or teach but may offer advice and guidance at their discretion. Members may also be directed to a more qualified member for instruction

In the event of an incident or accident, Session Leaders will organise an appropriate response and will liaise with any professional first line medics.

## 12.0 GENERAL PROVISIONS (HOUSEKEEPING)

Dust Collection equipment and appropriate ducting will be maintained in house. Dust Protection masks, eye and ear protectors will be provided.

Some machines are noisy during operation, Please let it be known that you are about to start a noisy machine. Ear defenders are available to use.

- At the end of each session all benches must be cleared and cleaned.
- Use the Work in Progress space to store incomplete projects
- All tools to be cleaned and put away.
- Floors to be swept/vacuumed and the end of each session. Once finished, check if vacuum machine needs emptying, and empty if required
- Wear appropriate footwear (not open sandals)
- Wear appropriate clothes (no loose sleeves or shorts)
- There is no ownership of bench space or workshop tools
- Ensure all surplus material is placed back in store
- If tool and or blades need sharpening advise a session leader

## 13.0 GRIEVANCES AND COMPLAINTS

If a member feels threatened or bullied the issue may be raised with any member of the management team (in confidence) who will investigate and try to establish a mutually acceptable resolution.

If further action is required the matter will be passed to the Board of Trustees who will determine a final resolution

## 14.0 INDUCTION

Every new member will be invited to attend an Induction Session, at a mutually agreed time, prior to or just after participation in shed activities.

A copy of Denby Dale and District Men's shed Handbook will be provided and all essential regulations and guidance will be explained

The following check list will be used to ensure no issues are missed,

Both giver and receiver will sign and date the check list.

## NEW MEMBER INDUCTION CHECK LIST

- General physical and mental capability requirements for safe working are met
- An understanding of aims and objectives is achieved
- An understanding of the range of tools and equipment available is met, as is the need to acquire a general proficiency in there use
- Acceptance that all tools, equipment and benches are DDMS property and cannot be reserved
- An understanding of the membership application process and the types of membership available
- An understanding of health and safety requirements including operation authorisation procedures
- An understanding of the provision, use and storage of chemicals is achieved
- A knowledge of PPE, its location and its use.
- A knowledge of session leaders responsibilities and how they interact with members is obtained
- That an awareness of good housekeeping, particularly cleaning up after work.
- The contents of the Handbook is understood

REMEMBER THAT THE SHED IS HERE TO SUPPORT ITS MEMBERS AND TO ENABLE EVERYONE TO ENJOY THEIR TIME TOGETHER.