

Moseley and Kings Heath Shed

Belonging to the Shed - Responsibilities of Members

Background

The 'Shed' operates as a voluntary organisation and registered charity. The Shed exists to provide a friendly space for over-50s to make or mend things and socialise. This Shed is run by its members for its members and also works with the local community. There is thus a shared responsibility for running the Shed, for setting its ethos and direction, for fund raising and for the health, safety and wellbeing of members.

Structure and Organisation

As a charity there is a board of Trustees that sets the direction of the Shed in consultation with the wider membership and deals with administration.

Day to day running of the Shed is in the hands of volunteer supervisors appointed by the Trustees. Supervisors take responsibility for maintaining safe and effective management of the Shed when it is open to members. Supervisors have sufficient experience, skills and competence to assess, train and support inexperienced members, and recognise when activity is unsafe. They are empowered to stop any unsafe or potentially unsafe activity to avoid harm to persons or equipment. Normally they will have undertaken Emergency Aid training.

There are specific roles to be filled in the Shed and Members are asked to help guide who may or will fulfil them. It is anticipated that many roles will be taken by Members with relevant experience and skills who are willing and able to undertake them.

Responsibilities of Members

Arriving at the Shed

We do not own the site and our presence is dependent on maintaining a good relationship with the council and their staff.

If you arrive by car you must use the public car parks. The car park outside the shed is for council employees only and can only be used by us to drop off or collect disabled members, or to load/unload heavy equipment and materials, not for parking by us.

When arriving please comply with any council safety notices and act with politeness and consideration to any Council employees or visitors that you may meet.

Members must register their attendance at each session and pay the session fee determined by the Trustees. Currently these are £3.00 Glass and 2.00 Other.

The Shed is a workshop and you should dress appropriately. Covered arms and legs will protect you from many abrasions and cuts. Do not wear loose clothes and cover long hair to

avoid entanglement in rotating machinery. Closed shoes will provide a measure of protection from most fallen sharps and molten solder and are mandatory.

You should not attend the Shed if under the influence of alcohol or drugs. If you do so you will be asked to leave.

Health and Safety

Whilst the Shed aims to provide a safe environment you must take responsibility for your own health and safety and recognise your responsibility relating to health, safety and welfare of others in the 'Shed'.

You are asked to share any health conditions, medication or any circumstances, which would affect their ability to work safely within the Shed when you complete the membership application and you should update the Membership Secretary of any material changes that might affect your ability to work safely. Whilst the Shed aims to maximise participation in all its activities individual you are expected to follow any health related limitations to your activities in the Shed agreed at induction for the safety of yourself and others.

If you need the support of a carer to attend the Shed it is your responsibility to arrange this and your carer must agree to be bound by these obligations.

Make yourself aware of the emergency fire and evacuation procedures and follow instructions from the Supervisor or other designated personnel during evacuations.

Supervisors are volunteers. Do everything you can to inform, and support them. Work within safe limits under their guidance and accept their decisions as being in the common interest of all participants.

The risk assessments for some Shed activities require you to wear specific Personal Protective Equipment (PPE) and/or follow specific methods to keep you safe. If you participate in these activities you must use the required PPE and/or follow safe methods specified.

Some of the equipment in the Shed can be hazardous in use without proper training. You agree not to use any of the listed hazardous equipment unless you have been assessed, trained and authorised to do so, or are closely supervised by a qualified Supervisor. You will be given a card to record your Hazardous Machine Authorisation.

A tidy Shed is a safe shed but does not clean itself. You are responsible for the cleanliness, tidiness and maintaining the order and organisation of tools, materials, workshop and social space. When attending sessions you are expected to work tidily and be safe and considerate when moving around the Shed or manipulating tools or materials.

If you have an accident, are injured or experience a near miss that might have caused injury tell your Session Supervisor so it can be recorded in the Accident and Incident Book. This helps the Trustees make the Shed safer for everyone.

Although equipment is inspected regularly if you find any item defective or unsafe please report it to your Session Supervisor so it can be withdrawn from use until repaired or replaced. This keeps members safe and equipment available.

PPE stocks are checked regularly but if you find protective equipment such as goggles and facemasks are running low or are in need of replacement inform your Session Supervisor so replacements can be ordered to help keep members safe.

The Shed aims to be friendly and welcoming and a safe space mentally as well as physically. You are expected to behave to other Members or visitors with care, courtesy, consideration, respect and fairness. Abusive, threatening or discriminatory behaviour in any form will not be tolerated and will result in your exclusion and/or termination of your membership.

Leaving the Shed

At the end of the session leave your workspace clean and tidy ready for the next user, clean any crockery or cutlery used and contribute to tidying and cleaning the shared spaces, including the kitchen and toilet without question.

General

As a Member you must take responsibility for knowing and operating under the guidelines and rules of the Shed. A copy of Shed Policies is available in the Shed and accessible online on the web site.

As a Member you acknowledge that Trustees of Moseley and Kings Heath Shed exclude their liability, to the full extent permitted by law, should any injuries occur.