



Tadley Men's Shed

Health & Safety & Member's Handbook

February 2024 (Issue 1)

Contents:

1. Tadley Men's Shed Health and Safety General Policy Statement
2. Conduct of Members
3. Members' Health and Welfare
4. Workshop opening days and times
5. Projects and activities
6. Policy on tools, equipment and donated items
7. Health and Safety
8. Drugs and alcohol policy
9. Refreshments, toilet and washing facilities
10. Car Parking
11. Attendance at external events
12. Breaches of The Tadley Men's Shed Member's Handbook
13. Other Related Procedures and Documents
14. The Tadley Men's Shed Emergency Exit Route
15. The Tadley Men's Shed, Team structure



1. The Tadley Men's Shed Health and Safety General Policy Statement

Our Statement of general policy is:

- To apply to all Tadley Men's Shed group and individual activities: Members are responsible for their own health and safety when working at the Shed or on Shed group projects away from the Shed.
- To only undertake activities in the workshop when at least one other member is present.
- Members may only use power equipment once they have been trained and assessed as competent in the use of the equipment.
- To provide adequate control of health and safety risks arising from our activities.
- To consult with Management Team/group members, as necessary, on matters affecting their health and safety.
- To provide and maintain machinery and equipment in a safe and clean condition.
- To ensure safe handling and use of potentially harmful substances.
- To provide information, instruction and supervision to new members.
- To ensure all members are competent to use tools and equipment and to provide any necessary training.
- To prevent accidents and cases of ill health caused as a result of the group's activities.
- Each member is responsible for maintaining their own safe and healthy working conditions.
- To wear appropriate clothing and use necessary safety equipment including safety glasses.
- To review and revise this policy at regular intervals.

Signed.....

Chairman

Date:



Signed.....

Safety Officer

Date:

2. Conduct of Members

2.1. In order to comply with the requirements of the Tadley Men's Shed (TMS) Fire Safety Risk Assessment and insurance policy, members attending the Men's Shed must:

- On arrival obtain the Shed door key from the key safe located to the right of the door. The key safe combination number will be issued to members. Members must not communicate the number to non-members. The Committee will change the combination number as and when they see fit.
- On each visit, print their full name, date, time in **AND** time out in the attendance book, as necessary during that day's session.
- Comply with the requirements of the Member's Handbook.
- Comply with guidance and instruction that may be given by Committee Members.
- Wear their name badges at all times. Lanyards must have Safety Release.
- Tadley Men's Shed will supply one name badge and lanyard FOC. Replacements will be charged at £5.
- Last person out **MUST**:
 - 1) Isolate all machinery by using the main red isolation switch adjacent to the distribution board.
 - 2) Ensure nothing is left plugged in in the kitchen area. (These sockets are not isolated by the main switch.)



- 3) Battery chargers must not be left unattended and must be switched off when the battery is fully charged.
- 4) Ensure heaters are off and in Frost mode.
- 5) Ensure all lights are off.
- 6) Double lock the door (i.e. Door key requires two full turns to engage security bolts) and return the key to the key safe.

2.2. Members must also:

- Behave with respect and civility towards fellow members and visitors.
- Wear clothing appropriate for a men's shed environment.
- Undertake their activities with regard to the safety and welfare of fellow members, particularly where the creation of uncomfortable or excessive levels of noise or dust is likely. If appropriate consider working outside.
- Be prepared to mention, either directly or to a Committee Member, any concerns they may have about another member's use of tools or machines.
- Ensure that bench tops, equipment, work and floor areas are cleaned and tidied after use at latest by the end of the work session.
- Return tools and equipment to their correct location after use in a clean, safe and usable condition. If in doubt check with a Committee Member.
- **Report any concerns about the men's shed, including work spaces, tools and equipment, to a Committee Member.**
- Maintain responsibility for their valuables and personal items. The Tadley Men's Shed cannot be held responsible for any losses or damage in this regard.

NOTE: Our Values highlight the importance of "listening" as an essential element of the men's shed. If a member feels certain things could be done better, more safely or if they have an idea to improve the environment within the men's shed, they are encouraged to voice their suggestions to a Committee Member. All suggestions will be tabled at the next scheduled meeting of the Committee.



3. Members' Health and Welfare

3.1. The Tadley Men's Shed Committee value and respect all members and have equal regard for their health and welfare. While the Committee also respect the right of members to their privacy, it would be helpful to be advised of reasons why members may, from time to time, be absent. **Keeping in touch** this way can avoid unnecessary calls or awkwardness in deciding when it would otherwise be prudent to enquire after members, especially after a prolonged period without word on their behalf.

3.2. With this in mind, members are encouraged to use the Shed Whatsapp group or e-mail tadleymensshed@gmail.com . Alternately to advise a fellow member who can then inform others as necessary.

3.3. Members in need are also encouraged to ask for help and support. The Committee welcome this and they - and other members - will help where they can.

4. Workshop Opening Days and Times

4.1. The workshop will be open on designated days, and at designated times that will be made clear to members and also shown on our website & Facebook Page. **St Mary's Church activities and services shall take precedence over TMS activities.**

4.2. Any variations to normal opening days, such as St Mary's Church activities, Bank Holidays, or training/ assessment days, will be made clear beforehand. **Note:** the workshop may be used for Committee or other meetings on days when it is normally closed.

4.3. A Committee Member may, at his discretion, curtail a workshop session if, for example, all other members have signed out before the normal closing time or unforeseen circumstances have arisen.

5. Projects and Activities

5.1. Members may provide their own material to undertake a personal project or activity.

5.2. Members may use materials that has been donated to, or are otherwise the property of the TMS, but will be expected to make a suitable monetary donation where hardwoods, in particular, are used.



5.3. Members wishing to undertake projects that are particularly complex, unusual or may require considerable resource or help from other members, should discuss beforehand with a member of the Committee. Where necessary, a project management process will be triggered and, if approved, a resulting plan will need to be developed.

5.4. TMS does not knowingly permit or endorse any activity that takes work from or otherwise deprives, Tradesmen of their source of income. The Committee may therefore reject requests to undertake certain projects or activity.

5.5. Members are not permitted to make and sell items solely for commercial gain.

5.6. Members are responsible for taking care of their materials/projects when left at the workshop. They should attach a label with their name/date and store them accordingly, such as in a container beneath a workbench. If in doubt, ask / notify a Committee member.

5.7. Projects and materials that appear to have remained untouched for an unreasonable period of time, nominally six months, and are occupying space that active projects could otherwise use, may be removed without notice. They may be subsequently scrapped, or the materials used elsewhere. **Labelling is important.**

5.8. Members are expected, from time to time, to contribute to workshop activities and community projects, including preparing for - and attending - external events.

6 Policy on Tools, equipment and donated items

6.1. The Inventory Manager will keep a list of all tools/equipment, their specific location and will control the loan of items. Tools or equipment may be loaned to members and the details recorded in the Loans Book. The loan period must be agreed beforehand with a Committee Member but should not normally exceed seven days and not involve items essential for the normal running of the workshop.

6.2. TMS will not be responsible for the condition or performance of tools or equipment once they have left the workshop on loan to members. Items must be returned in good and safe working order and/or any defects reported to the Committee, who will follow up any matters of concern.

6.3. Personally donated items are, in principle, gratefully accepted. However, members are asked to discuss beforehand with a member of the Committee as there may be occasional good reason to decline such offers.



6.4. Members wishing to purchase tools, equipment or other items that may be declared as surplus to the needs of TMS, should consult the Committee with whom they can agree a price.

6.5. Members may be permitted to make donations for items intended for public sale so long as it does not deprive TMS of income.

7 Health and Safety

7.1. Responsibility of Members

All members must:

- Co-operate with the persons responsible for health and safety matters.
- Not work with any tools, machinery / equipment unless at least **two members** are present on the premises, **have both been trained and assessed as competent** in the use of any machines / equipment or one member is classified as a trainer by the Committee.
- Not to use designated powered tools and machines unless undergoing training/ supervision or until assessed as competent to do so. A record of assessments will be displayed in the Shed.
- Where necessary, ask another member (who is competent) to use a particular tool or machine on their behalf. If this is not possible the machine in question **must not be used**.
- Not use any privately owned mains-powered tools or equipment at the workshop without the agreement of the Committee. Members granted use of privately owned tools or equipment must ensure they are safe, in good working order and used by themselves only. All such items must be removed from the workshop at the end of the session.
- Not bring any privately owned gas-powered equipment to the workshop.
- Not interfere with anything provided to safeguard their and others' health and safety.



- Report any problems found with tools, machinery, or equipment to the Committee.
- Note that it is TMS policy to use the personal protective equipment (PPE) provided, including disposable face masks. It is also recommended that members obtain and use their own safety footwear and their own appropriate face masks. **Note:** the need for PPE may be due to the activity of other members using noisy or dust producing equipment.
- Be aware of the activities of others.
- Take reasonable care of their own health and safety and that of fellow members.
- Help to maintain a safe, clean and tidy working environment.
- Report anything that worries or concerns them to the Committee.

7.2. Storage of Hazardous Substances

- No hazardous substances to be stored in or around the Shed.

7.3. Accidents and first Aid - IF SERIOUS CALL 999

- First Aid kit is kept in the kitchen area.
- A list of members who have received training in the essentials of first aid is displayed adjacent to the First Aid box in the kitchen area.
- All accidents and cases of ill-health - however minor - resulting from TMS activities **must be recorded in the Accident Book** by a Committee Member or the person who has administered first aid. This book is kept in the drawers in the kitchen area and is monitored by the Safety Officer. Completed records are to keep confidential and securely stored.
- The first aid box is checked and maintained by the Safety Officer.

7.4. Information, Instruction and Supervision

- Induction of all new members, including health and safety information will be carried out by a Committee Member.



- The Chairman will be aware of, and take into account, any disabilities or other limitations declared by the new member in his/her membership application form.
Note: All members must ensure that such information about themselves, should it change, is advised promptly to the Committee.

7.5. Fire Safety Housekeeping

- Any hot working must be undertaken outside and must have the prior agreement of the Committee who will decide on safe and suitable arrangements.
- Members should familiarise themselves with the location of the fire exit, fire extinguishers and the Fire Assembly Point. New members will be instructed on these points, including operation of the fire extinguishers, upon induction. Smoking is not allowed on any part of the premises.

7.6 Discovering a fire - what you must do:

- **RAISE THE ALARM - SHOUT "FIRE, FIRE, FIRE!"** to warn everyone in the building. Remember that smoke and fumes can be just as dangerous as fire.
- **CALL THE FIRE BRIGADE - DO NOT DELAY.** Call from a place of safety, such as a mobile phone from the road outside. The address is:

Tadley Men's Shed, St Mary's Church, Newchurch Road, Tadley, Hants RG26 4HQ

Or use WHAT 3 WORDS - archduke.twit.whiplash

- **IF SAFE TO DO SO - FIGHT THE FIRE.** Prompt use of a fire extinguisher can be effective, however, only use extinguishers if safe to do so and you have first identified your escape route.

7.7. Evacuation Procedure on hearing the fire alarm:

- **LEAVE THE BUILDING PROMPTLY** - do not wait to be told and do not attempt to collect personal belongings.
- **ASSIST** those with mobility or hearing difficulties to exit the building.



- **CLOSE DOORS AND WINDOWS** behind you, if time permits.
- **SWITCH OFF** all electrical equipment and power tools if possible.
- **MOVE AWAY** from the building and keep the entrance clear for the fire brigade.
- **PROCEED** to the **FIRE ASSEMBLY POINT** and listen to instructions given by a Committee Member.
- **DO NOT GO BACK** into the building until you are told to do so by the Emergency personnel or Committee Member.

7.8. Fire Assembly Point

- The Fire Assembly Point is the main entrance path to the church. See poster for location.

7.9. Emergency Exit Route & Fire Extinguishers

- Location of fire extinguishers, the emergency exit route and Assembly Point are shown on the poster displayed adjacent to the entrance door.

8 Drugs and Alcohol Policy

8.1. No illegal drugs and no alcoholic beverages are allowed on TMS premises or allowed to be consumed during a workshop session.

8.2. Any person considered to be under the influence of drugs or alcohol will be refused entry to TMS and, if a member, will also be subject the application of Section 12 of the Member's Handbook



9 Refreshments, toilet and washing facilities.

9.1. Tea and coffee making facilities, plus a microwave oven, are provided in the kitchen area. The facilities may be used at any time a member wishes. To supplement the cost of provision of refreshments a £1 donation is requested. This charge should be put into the box provided.

9.2. Toilets and hand washing facilities are in St Mary's Church. We have been granted use of their facilities so please ensure they and access to them is kept clean. If the church is closed a key to the main church door is available in the shed.

9.3. Members are expected to help maintain the kitchen area, toilet and washing facilities in a clean and hygienic condition and are responsible for keeping the drinking mugs/cups/ crockery clean.

10 Car Parking

10.1. Members who drive to TMS are requested to park in the church car park. **Note:** members are personally responsible for observing and complying with any parking restrictions. TMS bears no responsibility for the action of members in this respect.

11 Attendance of External Events

11.1. Members attending external events on behalf of the Tadley Men's Shed or taking part in social events away from the Shed, will be expected to behave in a manner that upholds the good name of the men's shed.

12 Breaches of the Tadley Men's Shed Members' Handbook

12.1. The Committee may verbally warn or caution a member for a breach of the rules contained in the Tadley Men's Shed Members' Handbook, particularly regarding the misuse of tools and machines. Also, any member caught with drugs or alcohol will be banned for life.

12.2. A second warning or caution may result, if approved by the Committee, in a written warning and/or removal of membership. The member will be informed of the reasons for this action.



12.3. The member will have 21 days clear notice, in writing, in which to make representations to the Tadley Men's Shed Committee as to why he/she should not be removed from membership.

12.4. At a duly constituted meeting of the Committee, they must consider whether or not membership should be removed from the member for breaching the Members' Handbook.

12.5. Consideration, at this meeting, will be given to any representation which the member makes as to why he/she should not be removed. He/she will be permitted to put his/her reason in person or by way of a representative, if he/she so chooses, to the meeting.

12.6. If a membership is terminated the member cannot re-apply for membership for a period of a least six months.

12.7. If a member is issued with a written warning, or removed from membership, he/she may, if not content with the decision, ask for a meeting with the Chairman to discuss the reasons for such an outcome. The Chairman, along with another Committee member may following such a meeting, decide to independently review the decision.

13 Other related procedures and documents

Safeguarding Policy

Data Protection & Privacy Policies

Insurance Policy Certificate

14 Emergency Exit Route

Diagram of the Tadley Men's Shed illustrating location of fire extinguishers, the emergency exit route and Assembly Point is located adjacent to the exit door.

15 Tadley Men's Shed Team Structure

Committee:

- **Chairman**
- **Treasurer**



- **Committee Members x 4**

Other positions:

- **Health & Safety Officer**