



Members Handbook & Operating Principles

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1. ISSUE AND CHANGE CONTROL

SUBJECT:	Members Handbook & Operating Principles		
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APPROVAL AUTHORITIES	NAME	SIGNATURE	DATE
CHAIRMAN	Malcolm Trayhorn	M. Trayhorn	3/11/25
VICE CHAIRMAN	Gordon Williams	G. Williams	3-11-25
SECRETARY	Dave Cooper	D. Cooper	3.11.25
TREASURER	John Chamberlin	J. Chamberlin	3/11/25
WORKSHOP SUPERVISOR	Rob Fielding	R. Fielding	3/11/25
COMPUTER ROOM SUPERVISOR	Mike Briggs	M. Briggs	03/11/25

This Members Handbook and Operating Principles booklet shall be prepared, configured, controlled, and stored in a retrieval system in accordance with WMS procedures. This document **MUST** be reviewed at least once a year.

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2. Introduction and Overview

Welcome to the Wayland Men's Shed (WMS)

The WMS was set up in June 2016 with a combination of funds and support from both The Wayland Partnership Development Trust, then later by The Happy Project. We have our own committee, bank account, and Operating Principles.

The purpose of this document is to provide members with a clear understanding of how we operate, what we do, and how we do it.

Many men have a shed of their own – a place where they can get out of the house and enjoy doing anything their imagination allows.

We intend the WMS to be such a place, but in the company of other like-minded people. It will provide a safe, friendly environment in which men can meet and enjoy a variety of different activities.

As well as activities in the main social room or the adjacent computer room and workshop, there are regular social events and visits to places of interest. All members are encouraged to suggest ideas for activities and outings that they would like, and feel might interest others.

As a member, you are entitled to take part in making decisions that affect the shed and can put yourself forward to be elected to the Committee.

There is an annual subscription to become a member of the WMS.

We do need to raise funds to help keep WMS viable so there is also a small contribution for each session attended. This helps to pay for rent, overheads, and refreshments.

If you are unable to make a financial contribution, then we ask you to make an 'In kind' contribution. You could offer to open or close a session, clean the social room, or make something once a month that the shed could sell like a bird box or assist in any community projects that may be underway. If you have any concerns about fees, please speak in confidence to the treasurer, chairman or other committee member.

In addition to any financial contributions, all members are expected to help with the running and maintenance of the shed. There are a number of specific tasks that are necessary, like volunteering to open and close a session or keeping the kitchen clean. We also have occasional maintenance days, and you may be asked to turn out for at least one of these per year.

Full details of how the shed is managed and how you can be involved are provided in the CIO constitution and the Men's Shed Operating Principles. Copies of both these documents are available on request and can also be found on our website www.waylandmensshed.co.uk

3. The Aims of the Charitable Incorporated Organisation (CIO)

To be a welcoming place where men can get together, have a chat and enjoy the company of like-minded people.

To provide a friendly and safe environment for men to meet, share and develop practical skills, learn new ones and to enjoy their hobbies.

To help members maintain their health and well-being, make new friends, and enjoy working together on a range of projects,

To make and repair things for ourselves. We also sell or donate to others in the community.

To contribute to the local community by engaging in community-based projects whenever possible.

4. Shed Opening Days

Subject to the Sports Centre being open, the Shed will operate on the following days and times:

Social Room

Monday 9 a.m. to 12 p.m.

Wednesday 9 a.m. to 12 p.m.

Woodwork shop

Monday 9 a.m. to 12 p.m.

Thursday 9 a.m. to 12 p.m.

Computer Workshop

Monday 9 a.m. to 12 p.m.

Thursday 9 a.m. to 12 p.m.

5. Principles

Safety is everyone's responsibility

The shed is committed to providing a safe meeting and working environment. All members are expected to follow safe working practices and be responsible for their own personal conduct. We are all responsible for our own safety and that of other members.

Members must follow the safety instructions when using ALL machinery or equipment along with any other Health and Safety guidelines that are in place.

Respect

Every member or guest is to be treated with equal respect and consideration whatever their, age, race, religion, gender, background, level of ability or practical skills. Members must be sensitive to the situation or circumstances of other members.

Alcohol or drugs

No member or visitor can attend the shed if under the influence of drugs, alcohol or prescribed medicines that may disrupt or endanger the activities of other members or affect their ability to operate machinery safely.

There is no shame in asking

If there is something that you do not know regarding anything to do with the Shed, just ask someone. It's all about taking part, not the output.

We make everyone welcome

It's about belonging, feeling part of it – AND having a good time.

6. Guidelines

Responsibility

Members are responsible for doing things in a safe manner, considering not only their own safety but that of others around them. If others are seen acting unsafely, they must be respectfully told. This ensures that everyone is protected from harm.

Consideration of Others

Members should respect another person's work. They should not criticise or mess with it. There is no harm in making suggestions about alternate methods or facilities for doing a particular task, but we are all free to do things in our own way if we choose, providing we use equipment safely and appropriately.

Booking in

On entering the shed members must ensure that they have booked in by means of the laptop situated just inside the main social room. Members who intend working in the workshop **OR** who attend activities in other rooms must first book in. There is no requirement to book out. All members are requested to place the daily attendance fee in the container provided.

Accidents or Emergencies

In case of accidents or emergencies members are required to provide the name and contact number of someone who can be contacted.

Accidents do happen, hopefully only minor. If a trained first aider is present, immediately report the incident to them. Minor cuts etc. may be dealt with using the Shed's first aid supplies. More serious injuries should be immediately referred to a doctor, hospital, or emergency service. All accidents are to be reported, and details entered and witnessed in the Shed's accident book which can be located in the workshop.

A list of members emergency contacts are in a folder, kept by the booking in computer.

There are two defibrillators in the sports centre, one is situated in the bowls room and the other in the corridor next to the bar.

In the case of FIRE members should endeavour to alert ALL other members, shout 'FIRE' and leave the premises by the nearest safe exit.

The workshop should assemble on the football field and the social room on the bowls green. Members should remain a safe distance from any fire threat. The person responsible for opening that day should attempt to grab the booking in laptop (**only if safe to do so**).

An air horn is situated in the Workshop to use as a warning to others. **DO NOT** attempt to tackle the blaze.

Hazardous substances are to be stored in an assigned area. Waste flammable materials including rags, paper etc. are to be disposed of as soon as practicably possible.

Parking

There are plenty of parking spaces at the front of the Sports Centre.

Security

Other people and organisations use the social room, and whilst the workshop area is out of bounds to others, we cannot guarantee security. Therefore, any personal items left in the shed are the owner's responsibility. Wayland Men's Shed is **NOT** responsible for their safety.

Keeping the shed clean and tidy

This includes all areas of the building such as the workshop, computer room, social room, kitchen, and toilets. We all need to ensure all disposable cups are empty and placed in the bins provided. Kitchen surfaces are also to be cleaned after use. Please leave the toilet area clean after use.

7. Workshop

The Wayland Men's Shed has been equipped with a workshop facility in a separate building, enabling members to create projects at workstations. A range of tools, centred mainly around the carpentry trade are available for use and include various electrically powered, fixed and handheld saws, drills, and routers.

The workshop is open and available for use during the Monday and Thursday Shed opening hours. The workshop is in a continual state of improvement. WMS members are very welcome to help with this improvement, as well as trying their hand at whatever projects they may have an interest in.

Guidance and training is available. Members will be expected to demonstrate their knowledge in the use of tools and of other safe working practices before being allowed to use the facility. They will also be required to make themselves familiar with the rules and safety procedures used in the workshop. Workshop users are requested to put their tools away and leave their workspace clean and tidy when work has finished.

NO lone working will be permitted, at least two members must be present at all times.

8. Workshop Safety

All efforts must be made to ensure that accidents and injuries are avoided in the workshop. For this purpose, the following rules are to be followed:

A first aid kit and eyewash are situated above the sink. Fire extinguishers can be found at the entrance to the workshop. Prospective workshop users are to acquaint themselves with the equipment and the WMS emergency procedures.

All accidents must be reported and entered in the WMS accident book.

Where tools have the manufacturer's instructions available in the workshop, they should be read before use of the tools.

Before unfamiliar tools are used for the first time, members are to approach the workshop supervisory staff for guidance and technique.

Personal Protective Equipment (PPE) is available for the protection of eyes, ears, and respiratory systems of members. All members are reminded to use it whenever they work in the workshop. Members are also urged to ensure that they wear clothing and footwear that will be suitable and protective.

The electrical tools provided for use in the workshop have all been Portable Appliance Tested (PAT) and passed as safe to use. All electrical tools brought into the workshop by members must be PAT tested before use.

The WMS committee have ruled that the practice of lone members working in the workshop is prohibited for safety reasons. Please, therefore, ensure that a supervisor or competent member is present before commencing work.

9. Computer Room

The computer room is to be found in the Men's Shed outside building. The computer team repair, upgrade and resell working computers and printers back to the community for small donations to the Men's Shed.

All members interested in working with computers, who have a project of their own, or who would like to know how to build a computer are very welcome to approach a member of the computer team for guidance and advice.

The computer room is open on days when one of the Tech team is in attendance, this is usually on Mondays and Thursdays. The team look forward to meeting you during these periods.

10. Computer Room Safety

The computer room health and safety procedures are much the same as those of the WMS workshop but there are additional precautions that anyone working in the computer room should be aware of:

Anyone working in the computer room must be able to use the test equipment and manual tools correctly.

Sensible working practices should be used at all times.

All computer room users must show best practice procedures when working with live equipment. Ask a competent member of the computer team for advice if assistance is required.

Anyone working in the computer room must, in the interest of the health and safety of themselves and others, report possible dangers to the supervisory staff.

All members should read the safety posters placed on the computer room notice board.

A first aid kit and eyewash are situated above the sink in the woodwork section. Fire extinguishers can be found at the entrance to the workshop. Computer room users are to acquaint themselves with the equipment and the WMS emergency procedures.

NO lone working will be permitted, at least two members must be present at all times.

11. The WMS Committee

WMS is a Charitable Incorporated Organisation and is run by a democratically elected committee. There are also 3 named trustees in the CIO constitution.

This committee is elected annually in June at the Annual General Meeting and is open for anyone to apply. The committee currently consists of the following Officers:

Chairman

Vice Chairman

Secretary

Treasurer

Other committee roles include:

Membership secretary

Social Secretary

Workshop Supervisor

Computer Room Supervisor

For a list of who currently holds these posts please refer to the Shed Journal-

12. Code of Conduct

All members must abide by the guidelines and directions laid down in this handbook. 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 always conduct themselves in a courteous manner, including being respectful and considerate of others in the need for space, tools, materials, and equipment.

Operating Principles

1. Name

Wayland Men's Shed (WMS)

2. Purpose

- To reduce social isolation in men.
- To promote men's good health and wellbeing for the benefit of the local community. For men over the age of 18 or who are retired, unemployed, recovering from ill health, social issues or who may simply wish to make use of the facilities offered in a safe and friendly environment.
- To provide a physical space for persons to take part in creative and/or recreational activities that benefit themselves and the community and includes the opportunity to share or learn new skills, to practice or develop new interests, to socialise and to engage in the wider society by helping with community-based projects undertaken by the WMS.

3. Management

- The WMS shall be managed by a Committee of up to 6 members who will be appointed at the Annual General Meeting. The committee reserve the right to co-opt if required.
- The Committee officers will comprise Chairman, Vice Chairman, Secretary and Treasurer, supported in various roles by the remaining Committee members.

4. Carrying out the purpose

To carry out the purpose, the Committee have the power to: -

- Raise funds, apply for grants, and receive donations.
- Agree on the Annual Membership fee and attendance subs.
- Co-operate with and support other charitable and community interest organisations.
- Make all decisions pertaining to the day to day running and operation of the WMS.
- Do anything which is lawful and necessary to achieve the purpose within the constraints of these Operating Principles.
- No changes to the Operating Principles can be made that would make the organisation no longer viable.

5. Membership

5.1 Membership is open to any person (and their carer / support worker, if applicable) aged 18 or over, who accepts the principles and values of WMS, and agrees to follow the Operation and Safety guidelines as set out in the Membership Handbook and has completed and signed the WMS Workshop Induction if appropriate.

5.2 New members must have read and completed **both** the membership form and disclaimer.

5.3 Due to the purposes and principles of the Men's Shed the restriction of membership to males is a protected characteristic under our Operating Principles.

5.4 Membership lasts for one year (dated from the AGM, with new members charged Pro-rata) and may be renewed if the following conditions are met: -

- The member has not been previously excluded from membership for any reason.
- The member has attended the WMS during the year or participated in supporting promotional activities.
- If applicable, the member undertakes a review of their Workshop Equipment Induction Record with a Supervisor on an annual basis.

5.5

- All members are encouraged to make a positive contribution towards the WMS.
- Should any member present themselves at the shed under the influence of alcohol or drugs or generally act in an aggressive manner to other persons they will be politely asked to leave.
- If the situation persists, then the disciplinary procedures as laid out in section 8 of these Operating Principles will be initiated.

6. Meetings

6.1 Committee meetings

- There will be bi-monthly Committee meetings plus an AGM. Meetings may be cancelled due to unforeseen circumstances.
- The Chairman may act by majority decision.
- At least 5 Committee members must be present to enable binding decisions to be taken.
- The Chairman has the casting vote on any tied decisions.
- If a committee member has a conflict of interest, they must declare it at the start of the meeting and leave whilst this matter is being discussed or decided.

6.2 Annual General Meeting (AGM)

- The AGM must be held every year early in June giving 14 days minimum notice to all members informing them of the date of the AGM and the contents of the agenda.
- The current Committee will stand down but may be re-elected.
- Every attending member will have one vote.
- *Annual accounts shall be examined in good time for presentation at the AGM. These accounts will also be presented to the Charity Commission annually.*
- The current Committee shall present the annual report and accounts.
- Any member may stand for election to the Committee.
- Members shall elect a Committee to serve for the next year.

6.3 Extraordinary General Meetings (EGM)

- If the Committee consider it necessary to consult the membership, change the Operating Principles before the next AGM or wind up the WMS, they must call an EGM so that the membership can make the decision.
- An EGM must also be called on receipt of a written request from a minimum 33% of paid-up members.
- All members must be given 7 days' notice and told the reason for the meeting.
- All decisions require a two third majority of those present.
- **Winding up:** Any money or property remaining after payment of debts must be given to a local charitable or community interest organisation with similar purposes as the WMS.

6.4 Meetings General

- Minutes of ALL meetings must be recorded and made available to all members.
- Physical and Electronic copies of the minutes must be kept at a secure location by the Secretary for accessible referral.
- Copies of minutes must be available for perusal and a signed copy kept in the minute book.

7. Money and Property

- Money and property must be only used for WMS purposes.
- The Treasurer must keep examined accounts. Perusal of all accounts may be requested by any member.
- Committee members cannot receive any money or property from WMS, except to refund reasonable out of pocket expenses (to an agreed limit).
- All monies must be held in the recognised WMS bank account or within petty cash.
- All cheques must be signed by two appointed signatories.
- Appointed signatories will be at least two senior officers.
- A single receipt of up to £50 will be honoured, reimbursements of between £50 and £100 will need to be agreed by one senior officer plus 2 other committee members. Amounts greater than £100 will not be reimbursed without full committee approval.

8. Disciplinary procedure

- Members are expected to abide by the principles of the Wayland Men's Shed by following the guidelines laid out in the Members Handbook and Operating Principles.
- Members are expected to always act in a responsible and respectful manner to others.
- If one or more members create an unacceptable situation, firstly, the full facts will be established including any witness accounts. Secondly, the member/s whose fault it is deemed will be issued a verbal warning and the issue recorded.
- Should a further situation arise, said member/s will be issued written warnings stating that their membership is at risk, should they continue. The member/s may also be told to abstain from attending for an appropriate period agreed by the committee. This second occurrence will also be recorded. Should the situation persist then the perpetrator/s membership/s will be immediately revoked with no financial reimbursement. Said members will be allowed, by arrangement to remove any personal belongings left onsite.

9. Complaints procedure

- Should a member of the Wayland Men's Shed have a complaint against another member or members they must submit their complaint in writing to the committee within 10 days of the alleged incident. The content must include the date, time, circumstances of the event along with any documentation relevant to the complaint.
- The committee will then be obliged to investigate the complaint in an impartial manner to establish the facts and decide if the complaint is credible and needs to be taken further.
- If the committee agree that the complaint has some legitimacy, a meeting will then be arranged between both parties in an attempt to resolve the issue. Both parties will be asked to attend the meeting and produce any evidence including any witness accounts that they feel would be helpful in the mediation process. The Committee should offer the member/s three dates when the meeting can take place.
- *The member may be supported by another person if they wish. This will ensure that the meeting is carried out in a fair, unbiased manner. If the complaint is upheld, then the appropriate steps will be taken.*
- If the complaint is against a committee member, then the same procedure will apply, with the person involved attending the meeting as a standard member of The Wayland Men's Shed.
- Should the complaint be directed against the entire committee then an EGM must be called. The Chair for this EGM will be elected from the general membership, and a two thirds majority will decide the complaint.