



# Members Handbook



**Contents:**

1. Introduction and overview
2. The Aims of Wayland Men's Shed (WMS)
3. Opening days of the Shed
4. Principles
5. Guidelines
6. Workshop
7. Workshop Safety
8. Computer room
9. Computer room safety procedures
10. The WMS Committee.
11. Code of Conduct
12. Issue & Change Control

# **1. 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 and the Happy Project. We now have our own bank account, constitution and committee.

The purpose of this handbook 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 onto the Committee.

There is currently 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 the rent, overheads, tea and coffee.

## ISSUE AND CHANGE CONTROL MECHANISM

This Members Handbook 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.

Issue & Change Record	Issue	Comments	Date	No. Of Sheets
Version	3	Approved by committee	09/21	12
Version	4	Approved by committee	07/22	12
Revision	4.1	Issued for committee approval. Lone working added.	12/07/24	14
Revision	4.2	Updated following committee review	17/07/24	16

**End Of Document**

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.

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 up, 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 WMS constitution.

A copy of our constitution is available on request or can be found on our website [www.waylandmensshed.co.uk](http://www.waylandmensshed.co.uk)

## 2. The Aims of The Men's Shed

- To be a welcoming place where men can get together and enjoy having a chat and enjoying 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, sometimes to sell and sometimes for others in the community.
- To make a contribution to the local community by engaging in community-based projects whenever possible.

## 3. Opening Days of the Shed

The Shed is currently open on the following days and times:

Social Room

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

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

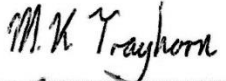
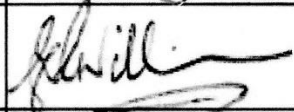

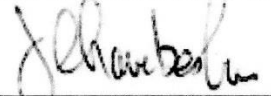
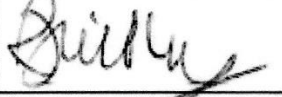
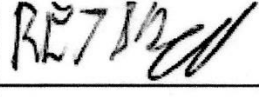
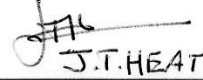

Computer & Woodworking Workshops

Monday - 9 a.m. to 12.00 p.m.

Thursday - 9 a.m. to 12.00 p.m.

## 12. Issue & Change Control

SUBJECT:	WMS Members Handbook
AUTHOR:	Malcolm Trayhorn

Approval Authorities	Name	Signature	Date
WMS Chairman	Malcolm Trayhorn		25/11/24
WMS Vice Chairman	Gordon Williams		18-11-24
WMS Secretary	Neil Rowe		17/11/24
WMS Treasurer	John Chamberlin		15/11/24
Workshop Supervisor	Rob Fielding		18/11/24
Technical	John Bunning		18/11/24
Computer Group Supervisor	Jeff Heath	 J.T. HEATH	3/12/24
Without Portfolio	Dave Cooper		18/11/24

## 10. The WMS Committee

The WMS is run by a democratically elected committee currently consisting of 7 members.

This committee is elected each year in June at the Annual General Meeting and is open for anyone to apply.

The WMS committee currently consists of the following Officers:

Chairman  
Secretary  
Treasurer / Memberships  
Social Secretary  
Workshop Supervisor  
Computers & Technical Supervisor

For a list of who currently holds these posts and full committee members please refer to the Website or check the notice board.

## 11. 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 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.

## 4. Principles

- **Safety is everyone's responsibility**

The shed is committed to providing a safe 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 Shedders.

Members must follow the safety instructions when using ALL machinery or equipment and 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 skill. 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.

## 5. 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 must book in before entering the workshop. All members are requested to place the daily attendance fee in the container provided. There is no requirement to book out. This way we are aware of who is in the building in case of emergency.

- **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.

## 9. Computer Room Safety Procedures

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:

1. Anyone working in the computer room must be able to use the test equipment and manual tools correctly.
2. Sensible working practices should be used at all times.
3. 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.
4. 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.
5. All members should read the safety posters placed on the computer room notice board.
6. A first aid kit, eyewash, fire extinguishers and a list of qualified first aider members are to be found at the entrance to the WMS workshop building. Computer room users are to acquaint themselves with the equipment and the WMS emergency procedures
7. No lone working will be permitted in the computer room and at least two members must be present at all times.

## 8. 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 back to the community for small donations to the WMS.

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 usually on Mondays & Thursdays. The team look forward to meeting you during these periods.

In the case of FIRE members should endeavour to alert ALL other members, shout 'FIRE' and leave the premises by the nearest safe exit and assemble on the football field a safe distance from the shed. The person responsible for opening that day should attempt to grab the booking in laptop (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 the assigned storage cupboard and the door is to be kept closed at all times. Waste flammable materials including rags, and 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 toilet. We all need to ensure all disposable cups are empty and placed in the bins provided. Kitchen surfaces are also cleaned after use. Please leave the toilet area clean after use.

## 6. Workshop

The Wayland Men's Shed has been equipped with a workshop facility in the separate second building, enabling members to create projects at work stations. 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. All 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 the other working safety issues 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 in the workshop and at least two members must be present at all times.

## 7. 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:

1. A first aid kit, eyewash, fire extinguishers and a list of qualified first aider members are to be found at the entrance to the workshop. Prospective workshop users are to acquaint themselves with the equipment and the WMS emergency procedures.
2. All accidents must be reported and entered in the WMS accident book.
3. Where tools have the manufacturer's instructions available in the workshop, they should be read before use of the tools.
4. Before unfamiliar tools are used for the first time, members are to approach the workshop supervisory staff for guidance and technique.
5. Personal and 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.
6. 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.
7. 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.