

Amersham Men's Shed - Members Handbook



Amersham
Men's Shed

Old Amersham Farm, High Steet, Amersham, HP7 0HR

Welcome to Amersham Men's Shed. We hope that you will enjoy many happy years with the group. Our aim is to provide fellowship, by listening, talking and supporting each other. We come from different backgrounds and life skills, and that is the strength of the group. Whilst there are Leaders, we are all equal and have something to contribute. No matter how new you are, everyone's contribution is important, and valued.

Shed Leadership

The Shed is a non-profit organisation with no paid employees; a registered charity number 117204. We submit an Annual report and Accounts to the Charity Commission.

There are currently four volunteer trustees, Chair (John Latchford), Treasurer (Tony) and two member trustees (Keith & Phil). Our Secretary (John P) is a member of the Leadership team. Currently five members with woodworking experience have keys to our buildings and regularly open & close the site: John L, Tony, John P, Peter and Keith.

The Leadership team helps to keep the Shed running smoothly and without these volunteers the Shed would not be able to continue. We are always looking for others to join the team, and the commitment is not arduous so if you feel able to help in some way, please do volunteer!

Constitution

The powers of the Trustees are defined in the charity's Constitution; a copy is available on request.

Code of Conduct

Most Sheds have a Code of Conduct to ensure that the Shed operates smoothly for all members - see the last page for ours.

Finances - Paying our Way

The Shed needs income to pay our expenses which include rent, electricity, insurance, and buying and maintaining our tools, equipment and buildings. So, if members can afford it, we pay a monthly subscription. We also generate income by selling some of the items that we make. Fortunately, we have local markets and fetes in the area, and over the years we have built up a good relationship with the organisers who regularly invite us to set up our stall. This of course, is not only beneficial financially, but it also promotes our group locally. In 2023 we won the '**Proud of Bucks**' Award, and this attracted a lot of local publicity; this may have been the reason that you joined us.

Insurance – the Shed has annual insurance policy which includes cover for Contents of the buildings, Employers Liability, and Public & Product Liability.

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What we do

There is no set programme of work; most of us like to do some woodworking, whilst some just come along for the companionship. We take on occasional commissions for other organisations; and we make stock items that are saleable at our stalls, such as bird, bat and hedgehog boxes, welly racks, boot pullers, chopping boards and seasonal items. If you are able, we encourage you to help to make some of these items. We have a wide range of tools to help you make your own projects.

We also need members to help at the markets and fetes. They are sociable events, and it is satisfying to see the items we have made being sold.

Health and Safety

Looking after each other is a very important part of the Men's Shed ethos because the safety and welfare of our members is our highest priority.

We do ask you to make sure when you are working in the Sheds that you are properly clothed and protected. Hard toe shoes are recommended, and it is a good idea not to wear loose fitting clothes. Long hair should be tied back. Protective goggles, gloves and ear protectors are available and should be worn where appropriate.

Most tools, no matter how simple, can present a danger to you or others if not used correctly or is not right for the job. The machinery we have can present a danger to even the most experienced. Our policy is that no-one can use the machines unless they have demonstrated their competence or are working under supervision. Safety advice notices are displayed adjacent to the machines; please read them and comply with the instructions. If you are unsure ASK.

Safety in and outside of the workshops is a matter for all of us and it is a personal responsibility. If something does not look right, it probably is not right, so you should speak up and draw attention to it.

First-aid

There a first-aid kit & accident book in the kitchen area in the Shed Mess room. If you need to call 999 our location is Old Amersham Farm, High Steet, Amersham, HP7 0HR.

Please fill out the accident book each time the first-aid kit is used and tell one of the Trustees. In the event of non-responsive collapse, a defibrillator is located immediately outside of our portacabin.

Fire prevention

There is a no-smoking policy in any of the buildings.

Take care with any tools or processes which generates heat or sparks – especially angle grinder, pyrography pens, branding iron or heat gun – check area after using the equipment to ensure no materials are left smouldering.

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Take care using, transporting or storing any inflammable materials, including paint, solvents and lubricants.

Fire safety

We do not have a fire detection system in the workshops, so if a fire starts, raise the alarm, and evacuate all the buildings. There are fire extinguishers in each building, please learn where they are; only use a fire-extinguisher if it safe to do so.

House keeping

Old Amersham Farm – site rules

We share the site with other tenants; so please help maintain good relations with the landlord, Copas Farms, and with the other tenants.

Car parking – we share our car park with Cleaver Dog Training and Holding Hands Pre-School, please park neatly, and take care around any dog owners and parents with young children in the carpark.

When accessing our storage container, wear a hi-vis jacket, as there are regular lorry movements in the area behind our part of the site.

Before you leave the workshops

Please leave the workshop tidy, put tools back where you found them, sweep up shavings & sawdust & put them into the rubbish bins. When bin bags are full, please replace the bags. Clean paint brushes and put them away.

Waste materials

We try to be environmentally friendly, so we sort our waste:

- Ordinary waste – including non-recyclable food packaging, saw dust, and offcuts of treated wood go into the rubbish bins and finish up in ordinary waste
- Recyclable waste (paper, cardboard, empty bottles etc) get taken home and put into a member's domestic recycling bins
- Scrap wood for burning – offcuts of untreated wood that is too small to be used further is bagged up for burning.
- Scrap metal goes into the bin and is taken to the tip for recycling

Shed publicity & communication

We use a Whatsapp group to communicate with members any changes to normal opening times and other information about the Shed. There is an Amersham Men's Shed Facebook page which we use occasionally to tell the outside world what we are doing. John L and Phil are the moderators for the page. We don't currently have a regular newsletter; would anyone like to start one?

UK Men's Shed Association

Amersham Men's Shed is a member of the UK Men's Shed Association which is a charity which exists to support and encourage Men's Sheds. Visit their website <https://menssheds.org.uk/> and sign up for their monthly Newsletter '**Shoulder to Shoulder**'. UKMSA run an annual meetup for Shedders, Shedfest, the 2024 event is in Worcester in July; open to all Shed members.

Amersham Men's Shed - Code of Conduct



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Date of adoption: 4th February 2024

The Code of Conduct applies to all members of Amersham Men's Shed (the Shed) at any time.

1. No form of abuse, neglect, violence, anti-social behaviour or infringements of the rights of others will be tolerated; this includes in-person, online meetings and social media environments.
2. Alcohol and illegal drugs are prohibited in the Shed and any person entering the Shed showing signs of having taken alcohol or drugs may be asked to leave immediately.
3. Members of the Shed will respect the confidentiality of other Members, whether present or not, and refrain from mentioning specific information which may cause embarrassment of any member, unless given their consent.
4. Members must accept that the Shed exists for the benefit of all of its members, irrespective of religion, political views, nationality, disability, age or race.
5. Members of the Shed shall treat each other with fairness and consideration, showing regard for people's feelings and respect for their contribution.
6. Sheds work best when members work as a team. Every member should take responsibility for helping and supporting each other.
7. Every member has a responsibility for Health and Safety and ensuring procedures are adhered to at all times by all members. All members should see themselves as a safety officer, regardless of any formally appointed positions for that purpose. Every member should only use tools and equipment on which they have been trained. Every member should respect the Shed premises and equipment, take care when using said premises and equipment, and be aware of other nearby Sheds to ensure they are not endangered by potentially hazardous activities.
8. Differences can sometimes get personal or be hard to resolve for other reasons. Members should be prepared to recognise when this is happening. They should be ready to find fair ways of cooling things down through mediation or team meetings, for the benefit of everybody. If no resolution can be found, the Trustees will decide how to resolve the issue in accordance with their voting procedures set out in the constitution.
9. No Trustee shall use their position for personal gain or wrongful treatment of others.

Any person breaching the Code of Conduct may be asked to leave the Shed; the Trustees will then decide as to whether the person will be permitted to return to the Shed.