

Mid Cheshire Community Shed

Charity Commission Registration 1191054



Members Hand Book



Issue 1 - August 2021

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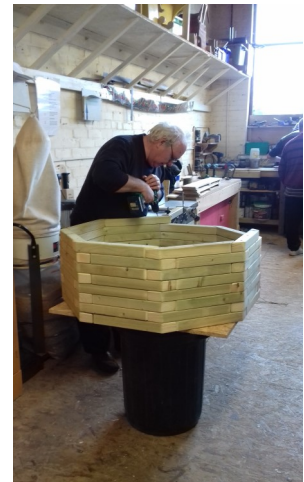
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Eaton Hall 2018



Kens Garden Railway



The Old Hartford Shed



The Old Railway Layout

Dear Member,

Welcome to Mid Cheshire Community Shed, Northwich. You are now a Member of an Organisation where you can learn new skills, meet new friends and enjoy yourself. It's up to you.

I hope you had a good experience on your first visit and we are sure you will enjoy many more. Our Aims and Objectives are to promote social inclusion for the public benefit by preventing people (particularly but not exclusively older men), within the Cheshire area, from becoming socially excluded. Relieving the needs of those people who are socially excluded, and assisting them to integrate into society.

Mid Cheshire Community Shed, can provide the facilities in which you can meet to undertake, jointly or individually, creative, physical or recreational activities, learn or pass on your skills and knowledge and support each other socially.

When we say 'socially excluded' this means being excluded from society, or parts of society, as a result of one or more reasons. It could be unemployment; financial hardship; bereavement or old age; ill health (physical or mental). One or all of these situations could be the cause for unhappiness or loneliness.

We have been established for over ten years now and was the first Men's' Shed to open in the UK, run as a project by Age UK Cheshire. Since then we have broken away from Age UK Cheshire and become an Independent Charitable Incorporated Organisation (CIO). This means we have our own management structure and Trustees to make sure we comply with the rules and regulations of the Charities Act 2011 and the General Regulations.

Our ambition is to expand our scope of activities to give our members a greater choice of things to do.

The information and guidelines on the following pages are there for you to familiarise yourself with so you can experience a long, safe and enjoyable time with us for many years.

The Trustees of The Mid Cheshire Community Shed



General Health and Safety Guidelines

The following General Guidelines at the Shed have been put in place for a number of reasons but mainly to keep you Safe and free from accidents. If we all abide with and follow the guidelines, we

1. All members must be Assessed and/or Trained before they can use any Power Tools or Machinery such as Lathes , Routers, Table and Chop Saws, Planner / Thicknesser or any other electrically powered tool. We have to keep an up to date record of your training by law.
2. Each member must familiarise themselves with the Building Layout, Safety Notices and Exit Points which you will have been initially shown
3. Health and Safety Regulations must be adhered to at all times. This is for everyone's safety to avoid accidents and health problems. Every member is responsible of their own and other Shed members safety.
4. Personal Protection Equipment (PPE) will be provided for you. IE. Eye Glasses or visors, Ear Plugs, Face Masks. The appropriate PPE must be worn when using or being close to any equipment that creates Noise, Dust or is a danger of flying materials causing physical injury.
5. Any additional PPE will be at each work station where necessary. This PPE must be sanitized before and after use by the user. Sanitizing items will be provided at each work station.
6. Tidiness should be second nature. When you use tools or equipment at a work station, you must put the equipment back in the correct storage place after use. You must always clean and tidy your work station and surrounding floor when you have finished. General untidiness is a potential hazard for you and other members.

Remember Health and Safety is everyone's responsibility.



Award presentation at Chester Town Hall 2019

Assessment and Training

Once you have completed your initial assessment and are a signed up Member, you will then be trained on equipment you would like to use. This may be carried out on your first day or over a number of visits depending what you wish to do.

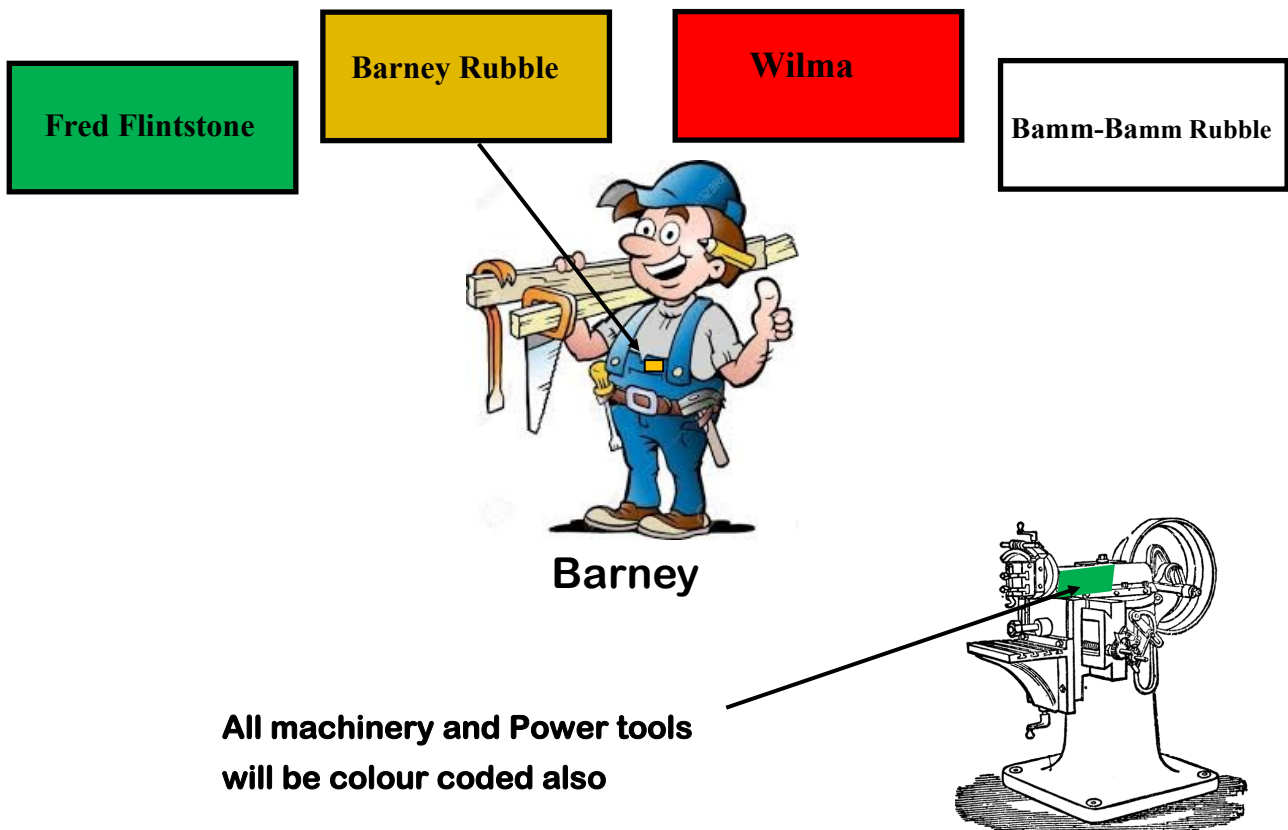
As training progresses, you will receive a Skills Level Name Badge. These badges are colour coded and will have your name on it. The colour indicates what level you have reached and relates to the colour markings on each piece of machinery that training is applied to. There are 4 levels:

- GREEN** Trained and Competent on all equipment.
- AMBER** Trained and Competent on equipment except GREEN.
- RED** Trained and Competent on equipment except GREEN and AMBER
- WHITE** For Members who need assistance to use and of the equipment they may need to use. The assistant must be with the Member at all times and must be trained and competent to use the equipment.

Whatever competence level you are assessed at, you must also be trained on every piece of equipment, where training is necessary, in that level group.

A Member can progress through the levels at any time.

Typical Name Badges



Health and Safety

Sign in and out

First thing you must do on each visit is **SIGN IN**. and last thing you must do is **SIGN OUT** when you leave. This is important. If for example we have to evacuate the building for any reason, we have to account for every member being present at the assembly point outside the building.

Like any factory, Workplace or Shop that is accessed by members of the public (non employees) or clubs / organisations that has Members, all must operate under the rules and regulations of the Health and Safe Executive.

Every Member has a duty of care to themselves and to others

This statement is a very important to understand and adhere to. All of us at Mid Cheshire Community Shed, Trustees, Committee Members and ordinary Members are responsible for what happens to ourselves and to others around us. We should also be especially careful with visitors who may not be familiar with our building and its contents.

If you see any obstructions, trip hazards or anything you feel is a danger to yourself or others who may not be aware of it, remove the danger as soon as possible. Then immediately to the Health and Safety Office.

The notices visible around the building tell us what to do or what not to do or what PPE to wear.

Information Notices

Displayed around the workshops and rooms in the Shed you will find various notices required by the Health and Safety Executive. Please make yourself aware of these notices and make sure you understand them. If you do not understand any notice, then ask the Health and Safety Office to explain. They are there to remind everyone what we must do to keep us all safe.

The signs below are just samples of what you might see a around the Shed.



First Aid, Accidents and Emergencies

No matter how careful we are, accidents do happen. When they do, then we have to deal with them calmly and quickly.

To do this we have a number of Members who are First Aiders in the Shed, the names of which are displayed on the First Aid Notices.

Minor Injuries

These could be knocks, bruises, cuts and even scratches or splinters. These must all be reported to a First Aider as soon as possible.

Serious Injuries and Accidents

We are talking here about Head injuries or blows to the head, Someone collapsing, Falls and deep cuts. These types of injuries must be reported immediately.

A Person Unconscious

Shout for a the First Aiders and immediately make sure the person is not in any physical danger.

Check the person is breathing if a First Aider is not present immediately. In checking for breathing, try to do this by not moving the person if possible. **DO NOT ALLOW** a crowd of onlookers to gather. Tell them they **HAVE** to move away.

You may be asked by a First Aider to get the Defibrillator or phone the Emergency Services for an Ambulance. You will need one of the Volunteers to bring the members Record Folder so the persons vital information can be given to the Emergency Operator.

Electrical Shocks

DO NOT TOUCH the person if they are still connected to the power supply. Switch the power off immediately if you can. If not try to disconnect the person with something **NON-METALLIC** by moving them away from the power source (a wooden brush handle or thick piece of wood).

FIRE

If it is a small fire, use the fire extinguishers as quickly as you can. Make sure another person is ringing the fire bell. **GET EVERYBODY OUT OF THE BUILDING.**

If the fire cannot be contained, phone for the Fire Brigade as soon as possible.

MAKE SURE EVERYBODY IS OUT OF THE BUILDING. Roll call must be carried out at the assembly point as soon as possible.

EMERGENCY SERVICES TEL. NO. 999

Expensive Tools Lockers

Around the building there will be a number of cupboards or cabinets that will be marked with a list of tools or equipment housed within them. These storage units will be locked. Only the Trustees and a number of Volunteers will have keys.

The reason for this system being adopted was that some items of equipment was going missing. Therefore we now lock the more expensive items away and if you need to use any of these items they have to be signed out. When finished, you sign them back in again. **NEVER** hand them to another member to use after you.

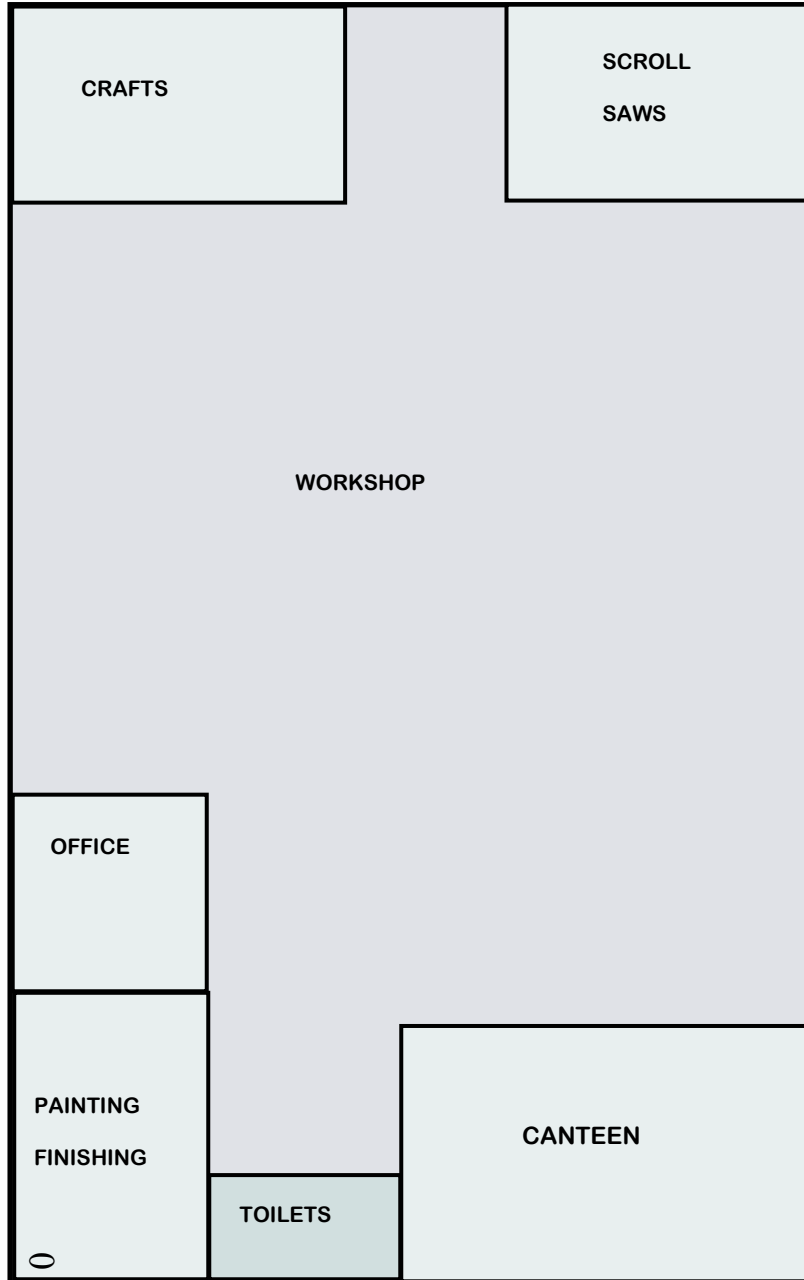
You must get them signed in again.

If you happen to break a tool you have been using or it becomes worn, you must report it to the key holder who signed the item out for you. Some of this equipment can be very expensive to replace and if you fail to return equipment to the locker, you may be asked to pay for the replacement.

Please treat all tools and equipment as if it were your own.

They are your responsibility and likely the reason you are a member of the Shed.

MID CHESHIRE COMMUNITY SHED PLAN



Mid Cheshire Community Shed

(address)

Tel. No. (01606)

Email Address: mccshed@gmail.com

Web Site:

Facebook:

OPENING TIMES

Monday: 9.00am till 4.00pm

Tuesday: 9.00am till 4.00pm

Wednesday: 9.00am till 4.00pm

Thursday: 9.00am till 4.00pm

Friday: 9.00am till 1.00pm