

Leyburn Community Shed - Information for Members

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1) Our relationship with Leyburn Arts and Community Centre

Leyburn Community Shed (LCS) operates as a project of Leyburn Arts and Community Centre (LACC). As such, it does not hold separate charity status, and is dependent on LACC for its upkeep, and other support.

Unlike other sheds, it does not have its own bank account, or its own insurance arrangements, as these are provided by LACC.

Most policy documents, such as those on safeguarding are provided by LACC.

Ultimate responsibility for LCS lies with LACC trustees, and mirrors their responsibility for other aspects of the activities of LACC.

LCS has no paid employees, and all activities are undertaken by members of LCS.

All monies generated by the activities of LCS are held separately to other LACC revenue streams for accounting purposes.

Operating costs including rent, electricity usage, insurance and general maintenance are borne by LACC.

Due to the nature of activities within the shed, it has its own health and safety policies that will ensure safe operation.

2) Shed Fees

Fees are payable by all members and the current rate is £30 per annum. Membership runs from January for 12 months. Members joining in other months will pay proportionately less for the first year. In addition, the attendance fee per session is £2. All fees are used to pay for our fixed costs, such as rent, power and insurance.

3) Induction

All new members will receive a basic tour of the shed from a key holder, or member of the management team. This will include information relating to:

- The Shed setup – signing in/out, fee payment, badges etc.
- Shed policies and procedures relating to emergencies
- Shed equipment and PPE

4) Code of Practice

- The shed resources are for the benefit of the members and the wider community. No member shall use the resources of the shed to make products to sell for their own profit.
- All members are responsible for providing their own materials for their own projects.
- In addition to the shed fees, revenue may be generated by the sale of products or services. This income will be used for the running or expansion of facilities in the shed.

5) Code of Conduct

The purpose of the shed is to provide a safe, supportive and friendly environment for people to gather for social interaction, and to have the opportunity to learn and develop new skills.

We aim to support the mental, physical and emotional well-being of our community. To achieve this we will maintain an open-door policy and will not reject any person on the basis of sex, disability, religion, or age, though some conditions may apply – *see section 9*

We will endeavour to provide a safe physical and social environment, respecting the rights and decisions of members, as well as ensuring confidentiality and privacy as appropriate.

We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others. Any members indulging in this sort of behaviour will be asked to leave the shed, pending permanent exclusion at the discretion of the management team.

Members are expected to conduct themselves in a courteous manner at all times. This includes consideration of other members need for space, tools, materials and equipment.

Members are expected to clear up and remove any waste materials created during a session, and ensure that all tools and equipment are left in a clean condition, and returned to their appropriate storage area.

Part finished projects or materials, must only be left in the shed with the agreement of a member of the management team. Larger items must not be stored in the shed due to the lack of available space.

6) Health and Safety - General Policy Statement

Leyburn Community Shed will:

- Attempt to reduce the health and safety risks arising from our activities.
- Provide and maintain a safe environment and equipment.
- Ensure safe handling and use of materials.
- Ensure all Members are competent to do the tasks they wish to undertake, and to give them adequate guidance.
- Encourage all Members to work to prevent accidents and cases of ill health.
- Encourage all Members to maintain safe and healthy conditions in the Shed.

7) Members Health and Safety Responsibilities

Overall and final responsibility for Health and Safety lies with every individual member of LCS, and all members have acknowledged this in signing their membership forms.

A named member of the Management team will be appointed to act as Health and Safety Officer.

The Shed management team shall, as far as reasonable, provide guidance of a general nature for Members.

All Members of the Leyburn Community Shed are required to:

- Cooperate with the Health and Safety Officer and other members on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety (such as machine tool guards)
- Take reasonable care of their own health and safety; and
- Raise any and all health and safety concerns related to the shed and its activities with the Key Holder.
- Be responsible for identifying tools, equipment and machinery they use that requires maintenance and either undertake it themselves, or find someone who is able to undertake it.
- Use dust extraction systems whenever machinery in use requires it.

- Testing of all electrical equipment must only be undertaken by competent and qualified personnel as and when required.

8) Training and Competency

Members may not use any tools and equipment not previously used without guidance and supervision by members experienced in the use of those tools or equipment. Tools and equipment that pose particular risks will be specified, and may only be operated by those who have undertaken specific training. No power tools are to be used when members are alone in the Shed. Members will be signed off to use each piece of equipment in the shed and their competency record will be kept with their current membership form.

9) Exclusions on Health and Safety Grounds

Unfortunately, due to the presence of potentially dangerous equipment and tools in the Shed, we are not able to offer or renew membership to anyone who:

- Is under 18
- Needs the assistance of personal carers at all times.
- Suffer from a medical or other condition which might increase the likelihood of their involvement in an incident which could result in injury to themselves or others.
- Needs to be kept under constant supervision.
- Appear to be under the influence of drink and/or drugs (illegal or prescribed).
- Is perceived to be a risk to themselves, or other shed members.

9a) Dogs (apart from assistance dogs) are specifically excluded from sheds as they may present a range of risks to member safety, and are directly at risk in a workshop environment because they cannot be protected from sharp objects, unpredictable noise, dust etc.

10) PPE Provision

Members are free to use their own PPE in the workshop.

Dust - There are several fixed and mobile dust extractors available for use, and any equipment likely to cause significant dust is fitted with suitable connectors for dust collection which must always be used. At times of high usage the front and rear doors should be kept open to allow a through flow of clean air. Sanding operations should, when practical, be carried out using cordless equipment outside the building. As an added precaution, LCS would encourage members to use their own dust masks, but will not provide either disposable or reusable personal masks or respirators.

Noise - Basic hearing protection (ear defenders) to comply with EN352 is provided.

Eye Protection - Basic eye protection equipment (goggles or glasses) to comply with EN166 is provided.

11) Rules relating to Equipment and Materials

The following are not permitted for use in the shed:

- Welding/brazing equipment – other than soldering, no hot working is allowed.
- Members own power tools – this includes anything corded, hand held and mains powered.
- Solvents – no paints or other solvents with a significant VOC rating. Water based paint and varnish *can* be used.
- Any material that could present a health hazard in the shed – *please ask for advice if you are not sure.*

11a) Corded Bench Mounted Equipment (Mains Powered)

All corded bench mounted tools will be subject to regular PAT testing to ensure their safety.

11b) Corded Equipment with Trailing Leads

Large items of equipment requiring trailing leads will only be used with suitable cable protectors in place, or using overhead power.

12) Visitors to the Shed

Our arrangement with Northallerton Men's Shed allows their members to visit and use our facilities and vice versa. Visitors from Northallerton will sign in and be given a visitor badge while at the shed. They will also pay the normal £2 session fee.

Other visitors, or prospective members will also sign in, but will not be permitted to use any of the equipment and will be accompanied by a member of the shed at all times.

13) Emergencies

13a) Fire Evacuation Procedure

On discovering a fire, shout "Fire, Fire, Fire" to warn everyone in the building.

Leave the building promptly – do not wait to be told, and do not attempt to collect personal belongings.

Assist those with mobility or hearing problems to exit the building.

Close doors behind you if time permits.

Move away from the building and keep the entrance clear for the fire brigade.

Proceed to the fire assembly point which is located in the car park to the left of the gates.

There are two fire extinguishers available – one in each room of the shed. These must only be used if the key holder is certain that it is safe to do so.

13b) Health Emergencies

Key holders will have access to emergency contact information, and will seek help in accordance with the policy outlined on the membership form.

Major incidents – Emergency services will be contacted without delay.

First Aid kits are available for dealing with minor injuries, but key holders are not responsible for their use.

There is a defibrillator installed at the main entrance to Leyburn Arts and Community Centre – instructions for its use are on the defibrillator cabinet.