



## **Poringland & District Men's Shed New Members Pack**

Each new member should receive:-

1. Introductory letter from Chairman\*
2. Membership Form#
3. Induction Checklist#
4. Equipment Competency Checklist#
5. Give as you Live information\*
6. Standing Order Mandate\*\*

\* MEMBER Retains

\*\* MEMBER Actions & sends to their Bank ( or actions on-line)

# PDMS Retains

## **Welcome to the Poringland & District Men's Shed!**

Whilst we try to make the shed as informal as possible there are a few formalities and house rules we ask you to complete and abide by for the safety and benefit of everyone.

### **What forms must be completed?**

Within the pack you will find a Membership form, your personal induction list and an Equipment Competency checklist (this **must** be completed before using machinery and tools.)

### **What other information should I be aware of?**

The Members Handbook contains guidelines we ask all members to follow. Additionally as a Registered Charity (No 1171564) we have a formal constitution. We ask all members to familiarise themselves with these documents. Both are available at the shed or if you prefer to view on our website Go To > [www.pdmensshed.org/membership](http://www.pdmensshed.org/membership)

### **What does membership cost?**

There is a monthly subscription fee which is payable on the first day of each month by Standing Order to our bank account. (SO form attached). This fee is reviewed annually. For this you can attend as many sessions as you wish and enjoy complimentary tea, coffee and biscuits along with use of all the tools and equipment (on completion of the Equipment Competency checklist).....we do not wish to have accidents! This also pays for utilities and sundries.

As we also rely on grants and donations we have included information regarding ways you (and your family) can help boost our income. We have included links to an online shopping platform, Give as you Live. This provides us FREE income at no cost to you!

### **What next?**

Once the formalities are completed you are welcome to visit and work on projects and most of all enjoy the camaraderie of the shed.

Henry Gowman  
Chair PDMS

## Membership Form

Name\* .....

Address\* .....

Postcode\* .....email.....

Telephone (h/m)\* .....

Poringland & District Men's Shed uses information about you from this form to process your membership. We are committed to transparent and lawful data processing and are collecting this data through legitimate interest. We need all of the information indicated with an \*

In addition to the above, if you agree, we would like to keep you updated with Shed news, but we will only do this with your consent. Your information will be stored securely and never shared with a third party without specifically asking you first. If you would like to be kept updated, please tick

What activities would you like to be involved with? .....

### Have you had any experience with machinery or craft tools?

Professional (please specify eg Carpenter).....

Experienced amateur..... Home handyman... Novice.....

Have you any interests, skills or experience that you would like to share with other shed members?

### Medical circumstances

Do you have any medical or wellbeing conditions or taking any medication that would be useful for us to know about?

### Induction

I have received an induction on shed procedures and have received, read and fully understand the Members Handbook.

I agree to abide by the Members Handbook and other safety measures that may be introduced and have read and agree with the constitution.

Signed.....Dated.....

### Emergency Contact\*

Please give details of someone we can contact in the event of an emergency.

Name.....Relationship to you.....Telephone.....

## Induction of New Members

Date of Induction.....

Full Name.....

- Has completed a membership Form
- Has received a copy of Members Handbook
- **Has been made aware of the location of:-**

○ Sign in book	○ First Aid Kit	○ Kitchen Area
○ Honesty box	○ Accident Book	○ Tea/Coffee
○ Toilets	○ Fire Extinguishers	○ Parking
○ Noticeboard	○ Fire Exit	○ Smoking area outside
○ Website Address	○ Risk Assessment File	
○ Constitution	○ PPE	
○ Emergency Phone	○ H&S Notices	

- **Has been made aware of the need to:-**
- Observe Shed Rules, Procedures & Policies
- Respect decisions of the Responsible Person
- Wear appropriate footwear & clothing
- Wear PPE when using power tools
- Be accredited before using power tools
- Clean as you go
- Clean all workspaces & machines at the end of session
- Report any safety issues to the Responsible Person
- Report all accidents to the Responsible Person
- Refrain from smoking on Shed property

Members Signature.....Date.....

## Equipment competency checklist.

For reasons of safety, the Shed's users have to be able to demonstrate that when using hand, power tools, machinery and equipment in the Shed, they fully understand the risks present and are fully aware of how the tools should be operated to minimise harm to themselves, to others and damage to the tools.

As a basic step in ensuring this understanding and awareness is established, Shed users are required to record which of the following tools, machinery and equipment they have used, by indicating their level of experience for each tool using the ratings as indicated below.

This will form the basis of the Self-Accreditation Process for the use of the tools and equipment.

Users Name (please print).....

Please rate yourself against each of these tools:

1=No experience ;2=Novice DIY;3=Intermediate DIY; 4=Experienced DIY; 5=Professional

Item Description	Self assessment	Observed by Competent Person	Date	Cleared by Competent Person	Date
<i>Eg A tool</i>	<i>1</i>	<i>Name</i>	<i>Date</i>	<i>Name</i>	<i>Date</i>
<b>Woodwork - Electric Tools</b>					
Band Saw					
Belt Sander					
Chop Saw					
Circular Hand Saw					
Compound Mitre Saw					
Jig Saw					
Lathe					
Mortiser					
Orbital Sander					
Pillar Drill					
Planer					
Planer/thicknesser					
Radial Arm Saw					

Router					
Scroll Saw					
Whetstone Sharpener					
<b>Woodwork – Hand Tools</b>					
Chisels					
Drills					
Hammers					
Planes					
Saws					
Whittling Knives & Axes					
<b>Metalwork- Electric Tools</b>					
Arc welder					
MIG welder					
TIG welder					
Cutting tools					
Drills					
Grinding Wheels					
Sanders					
Saws					
<b>Metalwork- Hand Tools</b>					
Cold Chisels					
Cutters eg Tin Snips					
Files & Broaches					
Sanders					
<b>Electronics</b>					

Files & Broaches					
Hand Tools eg Screwdrivers					
Multimeter					
PCB handling/etching					
Soldering iron/ station					
De-soldering station					
Small Hand Cutters					
<b>Work Access Equipment</b>					
Ladders					
Step Ladders					
Trestles					

### Users Commitment

I confirm that to the best of my ability, I have given a true representation of my skills profile in the use of workshop machinery, when completing the form.

Further, I agree to adhere to the Equipment Clearance Process for the Poringland & District Men's Shed. This commits me to:

- not use any equipment in the Shed unless directly supervised by a recognised Competent Person.
- only use equipment on my own, when I have completed the accreditation process for that tool
- 

Full Name (please print):.....

Signature.....Date.....

Inducted by NAME.....Signature.....Date.....



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ASOS

Argos



To	The Manager
Bank Name	
Bank Address	
Please Pay	Barclays Bank Leicester LE87 2 BB
For the credit of	Poringland & District Men's Shed
	Account Number 03174409 Sort Code 20-17-20
The Sum Of	£10:00 TEN POUNDS
Commencing on the <b>1st</b> day of _____ in the year _____ and thereafter every month until further notice and debit my account accordingly.	
Account name to be debited	
Account number	
Sort Code	

Signature.....

Date.....