



Men in Sheds Barton Welcome Pack

Every new member shall be given a copy of this Welcome Pack
Any questions arising should be addressed to a Duty Leader.

Safety Induction Briefing for New Members: (Required by our insurers)

- Identify the **fire exits**, and location of the **fire extinguishers** and **alarm boxes**. (there are break glass (resettable)/push button units at the exit doors. The sound is a continuous alarm.
- Locate the **First Aid box**
- Please determine the best place to make a mobile phone call, as reception may be limited for certain service providers in and around the building (being outside the building appears to provide the best reception).

Be confident that you understand the role of the **Duty Leader**.

In the daily operation of the Shed there will always be a Duty Leader who is responsible for seeing that proper fire evacuation procedures are observed. His name will be prominently displayed. The Duty Leader relies on the cooperation of the members to ensure the safe and efficient operation of the Shed.

In case of fire:

- Alert other Members
- The Duty Leader oversees evacuation. Help him where possible but check with him first if you can assist.
- Exit the building closing doors and windows.
- **Only attack the fire if there is no personal danger.**
- Do not stop for personal belongings.
- Gather at the Assembly Point – (car parking area opposite the cafeteria entrance) – The Duty Leader will take attendance and give further advice.
- To take attendance, the Duty Leader uses the Sign-In/Sign-out Sheet. We cannot stress enough the need to sign in and out on each visit.

Smoking or the consumption of alcohol is not permitted within Shed premises.



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You must be assessed by, and get official approval from, the Duty Leader or a Trainer for the equipment you wish to use and be authorised on the machinery authorisation sheet.

- Locate the Personal Protective Equipment (PPE) – gloves, eye shields, hearing protectors, Respiratory Protection Equipment (RPE).
- Ensure that you are wearing the correct PPE and/or RPE for the type of work being undertaken.
- Only use Hazardous Fluids for which you have been briefed and approved to use.
- Only use tools for which you have been briefed and approved to use.
- Examine tools before use to ensure they are fit for purpose and in good condition and report anything unusual.
- the Duty Leader should be consulted by users before making any major adjustments to fixed machinery.
- Note the location and operation of the emergency stops.

If in doubt, please ask.

Workshop outline guide

Safety Guidelines for Hand Tools

We realise that many of us are “old hands” around these familiar tools but please take a few minutes to read over this common-sense advice.

- Wear the correct PPE and/or RPE for the job.
- Use tools that are fit for purpose and in good condition for your job.
- Follow the correct procedure for using EVERY tool.



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- DON'T work with OILY or GREASY hands.
- Handle SHARP-EDGED and POINTED TOOLS with care.
- Always carry pointed and sharp tools by your side with the points DOWN and don't put them in your pocket.
- SECURE all work with a vice or clamp.
- BE SURE punches & chisels are in good condition (mushroomed heads can chip & cause injuries).
- DON'T use a file without a HANDLE. DON'T pry or hammer with a FILE. It may shatter.
- DON'T use claw or ball peen hammers to strike wooden chisels. Use a wooden mallet if the type of chisel is designed for striking. Understand the difference between the various types of wood chisels as some may be used with a wooden mallet but some shouldn't be struck at all.
- MAKE SURE hammers are in good condition- clean striking face, tight wedges and no splits in handles.
- DON'T use screwdrivers as chisels or pry bars.
- DON'T try to increase your leverage by using a "cheater" with a wrench. Wrenches are designed at the right strength for their size and length.
- After using a tool, clean it and return it to its proper storage place.
- If anything breaks or malfunctions — report it to the Duty Leader immediately.
- NEVER place tools where they hang over the edge of a bench.
- Store tools and materials vertically, with the points down.
- Cut away from yourself when using chisels and other sharp-edged tools.

Only those who have passed a Tool Sharpening Course for the power grinder are authorised to sharpen tools.

Safety Guidelines for Power Hand tools

Rule Number One: **If in doubt, please ask.** We're all here to help each other.



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- Use the power tools and accessories only on jobs for which they were designed.
- Secure and support the work piece. Use clamps to hold the work and a stable work surface.
- Do not touch the drill bit, blade, cutter or the work piece immediately after operation; they may be hot and burn you.
- If a method of dust collection is available with the power tool, it should be used to reduce the risk of dust-related hazards.
- Be sure the tool is clean before and after you use it. Then return it to its proper storage place.

Cordless Drills and Screwdrivers

These are the most popular tools in the Shed so be sure to return them to their storage place for the next user. Check the settings for use as a **drill** or **screwdriver**. Check to see if the rotation direction is to screw or unscrew. Be sure to select the correct bit for size and shape, Pozidrive or Phillips. Tighten properly. If the bit is skipping, bouncing or noisy, check with one of the experienced men who will be able to give you tips on using it, also check whether the bit is worn. Recharge the battery after prolonged use.

Portable Corded Drills – General comments

A chuck key should be attached to the cord of each drill. Be sure the drill bit is straight and tight. There are drill bits for wood, metal and masonry. Know the difference. Be sure the piece you are working on is steady and secured. Do not drill through into a workbench. Do not push too hard. Bits break. Avoid overheating the drill bit.

Jigsaws

With the appropriate blade, a jigsaw can cut plastics, laminates and other hard-to-cut materials, as well as various wood types, ranging in thickness up to 2 inches (50mm). The more teeth per inch on the blade, the finer the cut will be. Your work should be securely fixed to a bench or vice. If a blade breaks or bends, or if teeth are snapped off, insert a new blade. Always unplug an electric jigsaw or remove the batteries from a cordless jigsaw before making any adjustments. Always wear protective glasses. The blade cuts on the way up so dust will come up at you.

When cutting MDF, use a dust mask to prevent inhaling dangerous fibres and ensure that you make other members aware so that they too can ensure their PPE is being worn.



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Orbital Sanders

Dust is an important concern when using one of these hand-held sanders. You should use a dust collection bag attached to the machine or, better, attach a vacuum to it. We have a large selection of sandpaper types. The holes in the sandpaper are for collecting dust from the sanding surface. There are plastic templates for cutting holes in un-perforated sandpaper sheets.

Hand-held Belt Sanders

Using a belt sander can be one of the quickest ways of finishing a job. However, the belt moves at high speed. Without using safety precautions, a power sander can be a dangerous tool to work with.

Important safety tips

- Never change the sandpaper while the sander is plugged in. Disconnect the electricity from the tool before making any changes.
- Switch on before lowering the sander to the work surface and use both hands.
- When you are finished working, remove the sander from the wood and power down the tool.
- Wear eye protection or face shield. Consider using a dust mask. Belt sanders can kick up a lot of dust that is harmful. Ear protection is also recommended.
- Be sure the sander has its proper dust bag attached. For big jobs an extractor can be attached to it.
- Do not wear loose clothing that could get caught in the belt. Do not wear gloves.
- Before sanding check your material for protruding metal objects i.e. staples, nails and screws. They can damage the sander and possibly jerk the sander out of your hands.
- Spare belts are available. If you change the belt be sure to have it checked by an experienced member.

Special Individual Training is Mandatory for the following Tools:

Hand Router

Reciprocating Saw

Electric Hand Planer

Portable Circular Saw

All fixed machine tools



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Frequently asked questions

Are there charges for members of the Shed?

Yes, regardless of how many times members attend. The preferred method of payment is standing order, payable to the Shed bank account:

Can anyone use the workshop?

Not every member wants to use the workshop but for those who do there are safety checks for the tools and equipment. Competence, either through experience or training, needs to be demonstrated to the Duty Leader before using the tools. Each workshop user has a personal checklist for the tools they can use. This is a requirement of our insurance and is necessary to ensure everyone's safety. There are occasional training sessions for members to expand their skills.

What projects or activities can I get involved in?

There is a range of ongoing projects and activities, which could include such activities as the refurbishment of garden furniture, various pieces of equipment and tools. You can get involved in either practical activities in the workshop itself or other non-workshop related activities in which you have a personal interest.

Who's in charge day to day?

Whenever the Shed is open there is a Duty Leader. If you have any questions or concerns, ask him.

Who does the cleaning in the Shed?

We are all responsible for the general cleanliness and tidying up.

The members voluntarily clean up, vacuum (brushing up has the potential to create excessive harmful dust) and keep the place tidy.

In the workshop it is especially important to put the tools away and leave the benches clear for the next day. The basic idea is that each member helps as much as he can in his own way.

How is the Shed legally organised and run?

Men in Sheds is a registered Charitable Incorporated Organisation (CIO) with a Board of Trustees. Our annual report to the charity regulator and audited accounts will be available to the members.

Additionally, we have committees composed of members to manage the Shed.



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Can we use the laptop computer and printer?

Yes. Feel free also to bring in your own laptop or tablet. Free Wi-Fi is available.

What are the normal days and hours of operation?

Current days are Tuesday and Thursday between 09:30 and 14:30

May I work on other days?

Other days may become available as shed membership increases

Signed:

(On behalf of the Management Committee of Men in Sheds Barton)

Position:

Date:

Date of Adoption:

Date of review: