



Volunteer roles

There are a range of volunteer opportunities that exist in our Shed. Apart from becoming a member you can choose to be more involved.

The aims of the Shed

Our shed provides a safe, supportive and friendly setting where you can socialise, learn new skills and hone existing skills by working alongside each other on our own projects, community projects and projects that raise funds for the Shed.

The Board

The Shed is managed by the Board. The board currently consists of 4 Directors and the Secretary. All members of the board undertake to actively govern the organisation, directing and controlling the organisation through collective decision making. The Board are responsible for ensuring all Safety policies and procedures are in place.

The Management Committee

All the members are invited to join the Management Committee, where members can bring ideas and suggestions to the Board and influence the workings of the Shed.

Procedures

We have procedures to ensure the environment and members are safe. We are committed to running a safe Shed - applying best practice.

Health & Safety Officer/Workshop Lead

The H&S Officer/Workshop Lead ensures the smooth running of The Shed workshop sessions, oversees the equipment and ensures all necessary Risk Assessments are carried out. They are responsible for the Shed Policy. They are supported by the Maintenance Officer.

General Duties

- Ensure risk assessments are carried out to identify hazards primarily presented by the machinery and the Workshop fire risk assessment
- Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair. This is supported by the Maintenance Officer
- Ensures all members receive health & safety training and on-the-job training in the skills required to perform the chosen activities. The insurance requires members to be proficient in any equipment they use unsupervised
- Ensure members maintain up-to-date training records on high risk machinery as appropriate
- Maintain safety and maintenance records, supported by the Maintenance Officer.

Workshop Sessions

- Run weekly workshop sessions
- Ensures adequate workshop supervision at all times
- Carry out Induction & tool training and ensure written instructions are available to the users
- Train other supervisors to run workshops in their absence
- Limit of attendees in line with current government guidelines
- Run a booking in system of members attending, with assistance of the Company Secretary.



Workplace management

- Considers the general layout of the workshop and storage areas, as it affects the safety of the members and premises
- Machines are positioned to take account of project requirements as well as the safe movement of people and materials
- Timber and board materials are kept to a minimum and stacked safely in the workshop, other bulk timber is kept outside
- Flammable gases are kept in a metal cabinet. Highly flammable liquids are kept outside
- Users are encouraged to keep their workspace tidy and free of obstacles
- Arrange workshop in line with any Government guidelines on social distancing
- Ensures members operate under Government guidelines and maintain social distancing.

Maintenance

- The fixed electrical system and any portable electrical equipment is under continuous maintenance
- The workshop machinery has a maintenance log and the log is kept up to date.
- A Maintenance Office helps with equipment maintenance
- The purpose of an inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example defect, damage, wear) can be detected and remedied before it results in unacceptable risks. Maintenance is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively
- Maintenance is part of a planned programme and can also be carried out at short notice after a breakdown
- Actions are taken to eliminate/control any risk.

Qualities

- Dedicated to the organisation's cause and objectives
- Good communicator and listener
- A desire to help people
- A good teacher
- A team-oriented approach to problem solving.

Your commitment

- Running weekly workshop sessions
- Maintenance of records

Supporting documentation:

- H&S Policy
- Shed Policy
- Risk Assessments
- Fire Action notice
- Maintenance log
- Training Record and Content