



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.

Maintenance Officer

The Maintenance supports the H&S Officer, who ensures the smooth running of The Shed workshop sessions, and oversees the equipment. The Maintenance Officer primarily looks after the main large tools & equipment.

General Duties

- Ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair. Supported by the H&S Officer
- Inspect machinery regularly
 - 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
- Maintain safety and maintenance records, supported by the H&S Officer.

Workplace maintenance

- Ensure all hi-risk equipment is part of the maintenance log
- Clean out and maintain all equipment regularly
- Keep the maintenance log up to date
- 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
- Report areas of concern to the H&S Officer.



Qualities

- Dedicated to the organisation's cause and objectives
- Attentive to and concerned about accuracy and detail.

Your commitment

- Maintenance of records
- Regular attendance to maintain high risk machinery.

Supporting documentation:

- Shed Policy
- Maintenance log.