



General Shed facility rules

The site is fully accessible and offers a friendly environment in the grounds of the Orchard's Trust Day Centre, part of a 7-acre smallholding.

Shedders are invited to explore the whole site, making use of the outside space as well as the workshop facilities in line with Orchard's Trust visitors policy. The site has multiple areas of seating and shelter available for use as well as the Shed workshop.

Please look after this lovely environment and behave in a proper and responsible manner; be thoughtful and courteous to all other site users.

On arrival

- Park neatly in the main visitors car park, only using the accessible parking and drop off car park if needed
- Sign into the workshop immediately
- The premises are as inclusive as possible, given the constraints of the building and site. Personal access and Emergency Evacuation Plans (PEEPs) for members can be tailored to individual needs. See Access guide for further details.

Smoking

- The site is a non-smoking and non-vaping environment
- There is a designated smoking area in the main car park only
- Please use the disposal bin provided.

Dogs

- Dogs must be supervised at all times and kept on a non-extendable lead on the site.
- Dogs must not be allowed into the kitchen at anytime or in eating areas
- Dogs are not permitted in the workshop
- Owners/handlers must take full responsibility to clean up after their dog and dispose of waste appropriately. Dogs should be toilet trained and walked periodically to avoid accidents occurring.
- Dogs must be discouraged to lick Orchard Trust clients faces, and if clients hands are licked these must be washed immediately. Any dogs coming on site must be regularly tested and treated for roundworm, tapeworm and fleas
- Dogs must be discouraged from being on soft furnishings/furniture
- Dog owners need to be aware that residents/visitors may have allergies, fears or dog phobias and make allowances accordingly
- Dogs must not be allowed near or to scare any other animal.

Fire

- Emergency procedures are in place; practice drills completed annually
- Fire exits are identified and signed - evacuation point assigned
- Fire alarm system, detectors and lighting inspected and tested by contractors annually
- OT personal complete weekly/monthly inspections
- Firefighting equipment is inspected and tested by contractors annually.
- H&S training incorporates use of firefighting equipment/best practice in the event of a fire
- Emergency routes and exits are identified with clear signage. Orchard trust staff trained in Fire Safety and Fire wardens identified
- Workshop to begin emergency evacuation as soon as Barn fire alarm is raised
- Electrical mains circuit testing completed by a suitably qualified electrician every 5 years
- All appliances are to be switched off at plug source when not in use, and at the end of a session
- All appliances must be PAT tested annually.

Smallholding

- Handwashing and anti-bacterial cleansing facilities are available at the rear of the workshop. Use after any animal contact and before eating /drinking.
- There are signs to advise on appropriate contact with the livestock. The gates remain locked to prohibit access to the paddocks



- Do not to enter any animal field/cage unless authorised by Orchard Trust management
- Do not feed any of the smallholding animals unless authorised by management. The pigs bite!
- Any electric fencing has clearly displayed warning signs
- Pheasants, boar and deer as well as other small wild animals also visit the site
- If you see an animal in distress please report to management without delay. If the site is closed use the emergency numbers.

Toilets

- There are toilets opposite the workshop for general use
- There is a fully accessible toilet near the main car park.

Workshop

- Leave the workshops, social spaces and kitchen area as you would like to find them
- Clean up after yourself, and clean all work areas used
- Restore equipment used to a state where it is readily usable by the next user
- Return all tools to their correct place
- Only use equipment as instructed. Always ask for advice in the use of any tool or item of equipment, or if unsure of its use for a specific project
- Ensure tools and equipment are in safe working order before use. If a fault is noticed you must immediately notify the Workshop supervisor and ensure it is recorded in the fault log
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities
- Always clean equipment after use
- Clean up your own mess
- Always report any damage or breakages and ensure recorded in the breakages log book
- All work for others follows the 2-man rule. Design/make/repair and then review
- Process scrap and dispose of waste correctly
- Wash and dry up your mugs, return them to the correct place
- No lone working
- Do not waste power or waste resources.

Start and end of day

Start

- Unlock boot room door, inner door and double doors.
- Ensure that doors on escape routes swing freely and close fully, and check escape routes to ensure they are clear from obstructions and combustible materials, and in a good state of repair.
- Check that all safety signs and notices are legible.

End

- Clear and clean worksurfaces and sweep the floor
- Ensure central workbenches are clear
- Clean sink
- Clean up any outside space used
- Turn off all machinery at plug source
- Turn off all lighting
- Close and lock the windows
- Lock the workshop: bolt the double doors, lock the inner door and also boot room if Orchard Trust staff not on site.

Health & safety

- Risk assessments must be adhered to at all times
- Orchard Trust staff are first aid trained and will try to support in the event of a serious injury, however they may be called away if required to meet a clients need
- A defibrillator is available on site, located on the side of the barn opposite the Therapy Suite. The code is C123x and is written on the side of the secure box.
- The site postcode is GL179PD and the what3words location for the front door of the workshop is: Embraced, described, heads



- Members cannot work alone unless authorised by management and they must be registered with the Orchard Trust, hold an enhanced DBS, risk assessed and all necessary induction and training carried out and signed off by management.
- It is important to wear suitable clothing in line with Orchard Trust policies, especially with regard to footwear
- All firefighting equipment, and smoke control systems are tested and maintained by the site owners.

Waste Disposal

- Please keep the site as clean and tidy as possible, place waste into the appropriate bins and pick up any rubbish you may find on site
- Waste bins can be found at the bottom of the main Lodge car park and are emptied weekly at a cost to Orchard Trust
- Please recycle paper and card in the green bin. At this time there are no on-site facilities for recycling other materials so please take these home with you and dispose of appropriately
- General waste can be placed into the red Biffa bin
- Clinical waste can be placed into a yellow bag, request to be made to Day Service management
- Bins are for the use of all people on site, including the two residential homes so fill up quickly. If you have a significant amount of rubbish please remove from site and dispose of elsewhere.

Working with Orchard Trust Clients

- Any sessions must be agreed with Day Service management before going ahead.
- There must always be a supervisor that is DBS checked and registered with the Orchard Trust in order for a client to take part in a Shed session
- A staff member from Day Service must always be present to support the client(s)
- Any information about our clients they may be given is confidential and must not be repeated out of the work environment.

Deliveries

- One weeks notice to be given to OT, if possible, with date and approximate time of delivery
- Deliveries can be made to the drop off area next to the pool or main car park
- FCS to notify any delivery companies that HGV's and large lorries will struggle to get on site and turn
- Should delivery fall outside a normal shed session, we will arrange for someone to be there to receive the goods wherever possible
- The day service office must be notified if any vehicle intends to deliver directly to the Shed door between the hours of 9am and 3pm. Access is via the drop off area only.