



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.

Procedures

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

Workshop Supervisor

The Workshop Supervisor ensures the smooth running of a Shed workshop session. He is supported by the H&S Office/Workshop Lead. They are also supported by the Maintenance Officer.

General Duties

- Ensure you are competent in the use of high risk machinery and have received adequate training
- Have a general knowledge of tool availability and location in the workshop, and any instructions that are available to the users
- Supervise a workshop session
- Ensure members follow The Workshop Rules and any current government guidance
- Ensure members maintain up-to-date training records on high risk machinery as appropriate.

Workshop Sessions

- Run weekly workshop sessions
- Open workshop and ensure it is clean & tidy before operation
- Ensure the number of attendees are in line with current government guidelines and have used the booking in system, with assistance of the Company Secretary
- Welcome new members with support of Membership secretary
- Ensures all members receive health & safety and Induction 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 on which they use unsupervised
- Monitor use of high-risk machinery and support members training to use such equipment
- Ensure members maintain up-to-date training records on high risk machinery as appropriate
- Ensure adequate workshop supervision at all times
- Users are encouraged to keep their workspace tidy and free of obstacles
- Record & report and damages or breakages
- Ensure time is allowed for a clean-up at the end of the session.

Qualities

- Dedicated to the organisation's cause and objectives
- Good communicator and listener
- A desire to help people
- A good supervisor/teacher



- A team-oriented approach to problem solving.

Your commitment

- Running a workshop session with other Supervisors.

Training

The insurance requires members to be proficient in any equipment they use unsupervised. All members should receive health & safety training and on-the-job training in the skills required to perform the chosen activities.

For each activity (usually a machine) users are given a briefing on how to use it and then observed using the machine and when they are competent, they are asked to describe what the risks are, methods of reducing the risks and what operating procedures should be used - followed again by observation while they use it and a discussion where Shed procedures differ.

Safety starts as soon as you walk in the door, our shed procedures emphasise this.

Supporting documentation:

- H&S Policy
- Shed Policy
- Fire Action notice
- Training for High Risk Machinery
- Training Record