

Culter and District Men's Shed

Sign-On Documentation for:.....

Welcome to membership of the Culter and District Men's Shed (CDMS).

Please go through this document with a Trustee to ensure that you understand the primary safety framework with which you are expected to comply for your own wellbeing and that of other members. When you sign this document you will also be (1) confirming your personal information and giving your consent to the use of it under GDPR (2) providing your emergency contact details and (3) advising CDMS whether you are willing to be included in photographs or videos.

SAFETY BRIEFING FOR ALL MEMBERS AND ANY GUESTS:

This is required by our Insurers and also under Fire Regulations.

- The Shed can be open for operations only when there is a Safety Supervisor present.
- There must also be a trained First Aider present if the Safety Supervisor is not such.
- Safety is a shared responsibility and everyone present needs to be alert to risks and issues.
- Ensure that you know who (amongst the users present) is the duty Safety Supervisor.
- He is responsible for ensuring that - with the co-operation of all users present - proper procedures are observed to ensure the safe and efficient operation of the Shed.
- Whilst your co-operation with the Safety Supervisor is expected, you retain personal responsibility and liability for your own actions and the consequences thereof.
- You need to know the locations of the 2 First Aid kits and the Defibrillator.
- You need to know the locations of the 2 Emergency Exits, the locations of the Fire Extinguishers and the locations of the Fire Alarm Call Points.
- In case of fire:
 - Alert all other users present at the Shed and call 999
 - Do NOT attempt to control the fire using the appropriate fire extinguisher(s) unless the Safety Supervisor decides or agrees that there is no personal danger in so doing.
 - Exit the building, closing all doors and also any windows which are safely accessible.
 - Assemble at the entrance gates and take a roll call.
- There is to be no smoking in the Shed.
- Alcohol Policy:
 - There is to be no alcohol consumed in the Shed unless specifically authorised.
 - Don't attend the Shed after drinking alcohol elsewhere.
- No animals are allowed in the Shed other than assistance dogs.

WORKSHOP SAFETY:

Not every member will want to use the workshop but for those who do there are additional safety requirements with regard to the use of equipment and the wearing of PPE. No member can work in the workshop unless there is at least one other member in the building.

In general, hand tools including most battery-operated tools can be used provided the member has some experience and common sense is applied. Guidance / training in the use of hand tools can be provided as needed. You must check in with the Supervisor before using the battery-operated saws.

The Shed's mains-powered tools and workshop machines cannot be used by any member until they have demonstrated existing competence with that specific machine or have been trained to use it safely. There will be a specific risk assessment and operating procedure notice adjacent to each

stationary machine. Competence will be assessed and approved by one of the Workshop Safety Supervisors and a checklist / skills matrix will be kept that shows which machines each member is qualified to use. There will be training sessions for members who wish to extend their capabilities across the full range of available machines.

PERSONAL INFORMATION:

CDMS is constituted as a Scottish Charitable Incorporated Organisation (SCIO) and regulated by the Office of the Scottish Charities Regulator (OSCR) with registration number SC047990. This matters because OSCR obligates CDMS (under its Constitution) to keep a register of the full name and address of all members. Furthermore, in case of illness or mishap whilst at the Shed you are also required to provide your emergency contact information, which will be kept securely within the Shed for use only if needed. When you sign this form you are providing consent for the personal information you enter below to be used for both of these purposes.

You are also requested to register your personal email address and telephone number(s) so that we can keep you fully informed and up-to-date with regard to Shed activities and operations. You are providing consent for these purposes if you enter such information on this form and sign it.

CDMS will not pass on any of your personal information to 3rd parties other than the Emergency Services (should you be involved in an incident) or to organisations that can legally require it.

Photography:

It is probable that from time to time photographs or videos of members will be taken whilst they participate in Shed activities. If you do not consent to being included in such images then you can strike out the 2 sentences in this paragraph and initial the deletion before signing below.

It remains your own responsibility to advise the photographer before the images are captured that you have not consented to photography and / or to move yourself 'out of frame' as appropriate.

CODE OF CONDUCT:

Please read and take note of the Shed's Vision, Purpose and Code of Conduct statement that is posted on the main notice board and the website.

MEMBER INFORMATION: (Please print except for signatures)

Surname:

Forenames:

Address incl Postcode:

Telephone Number(s):

Email Address:

Emergency Contact Name:

Relationship to you:

Emergency Contact Number(s):

MEMBER SIGNATURE:

DATE:

Trustee Name:

Signature:

Date: