



Operational Policies & Procedures Manual

Issue 1
May 2025

Introduction

- 1) This document will help to ensure that the day-to-day operation of The Pulham's Men's Shed is in accordance with good practice, in a controlled and safe environment which enhances the enjoyment and fulfilment of members, whilst ensuring that all legal obligations are met and risks to members, visitors, and Trustees are minimised.
- 2) The Constitution sets out the objectives and legal obligations of the charity. This document sets out the operational policies and procedures which will enable those objectives and obligations to be met.
- 3) This document will be re-issued each time that an amendment is made and a new issue number will be assigned to the revised document.
- 4) A current, printed copy of this document will be located in the shed and accessible to all members.

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Membership

- 1) Members are required to:
 - a) complete, sign and submit a membership form
 - b) agree to abide by the 'Shed' rules, including personal conduct, health and safety and all other procedures as set out in the Operations Manual
 - c) pay the membership fee as set out in the current Membership Form or as agreed with the Treasurer who in exceptional circumstances may consider an individual case.
- 2) New members will be required to attend a short induction which will include key information about practices and procedures in the 'Shed' which will help to keep everyone safe
- 3) All members have the right to vote on appropriate 'Shed' matters as set out in the Constitution
- 4) Only fully paid-up members can vote, serve on 'Shed' committees or hold positions of responsibility in the 'Shed'
- 5) Members who fail to comply with the 'Shed' rules and principles may be required to leave and may be excluded from the 'Shed'

Principles

The Pulhams Men's Shed will:

- 1) Inclusivity and Equality
 - a) Welcome people of all ages and abilities, irrespective of background, ethnicity, gender or religion
 - b) Foster an environment of mutual respect and equality
 - c) Endeavour to ensure that all members feel valued and included
- 2) Community Focus
 - a) Actively engage with the local community to understand its needs and how the Pulhams Men's Shed can contribute
 - b) Participate in community projects and events to support and enhance the local area
- 3) Health and Wellbeing
 - a) Promote physical and mental wellbeing through participation in shed activities
 - b) Encourage open discussions about health, wellbeing and provide resources for support and information
 - c) Create a safe and supportive space where members can socialize, find support and camaraderie
- 4) Skill Sharing and Learning
 - a) Encourage members to share their skills and knowledge with others
 - b) Provide opportunities for members to learn new skills
- 5) Sustainability and Responsibility
 - a) Consider environmental responsibility in all shed activities
 - b) Promote recycling, up-cycling, and sustainable use of resources
 - c) Ensure the shed operates in a financially sustainable manner
- 6) Safety and Wellbeing
 - a) Provide a safe environment for all members, whilst adhering to current health and safety regulations
 - b) Provide appropriate training and safety equipment as required
 - c) Conduct regular safety audits and risk assessments
 - d) Encourage a culture of safety awareness
- 7) Collaboration and Partnership
 - a) Build partnerships with local organizations, businesses, and other community groups
 - b) Collaborate on projects and initiatives that benefit the shed and the wider community
 - c) Seek opportunities for joint activities that align with the shed's goals and values
- 8) Transparency and Accountability
 - a) Operate with transparency in all decision-making processes and financial matters
 - b) Maintain clear and open communication with all members regarding the shed's activities and plans
 - c) Ensure that members have a say in the running and overall direction of the shed

9) Enjoyment and Fulfilment

- a) Foster a relaxed and enjoyable atmosphere where members can work on projects at their own pace
- b) Encourage members to pursue hobbies and interests that bring them personal satisfaction and fulfilment
- c) Celebrate achievements and milestones within the shed community

10) Respect and Integrity

- a) Uphold the highest standards of integrity and honesty in all interactions
- b) Treat all members and visitors with respect and courtesy
- c) Address any conflicts or issues promptly and fairly

These principles can help guide the development and operation of The Pulhams Men's Shed, creating a vibrant, supportive, and inclusive community.

Members' Conduct

In common with other community organizations, The Pulhams Men's Shed is guided by a set of rules and expectations designed to foster a safe, respectful, and fulfilling environment. Members are requested to familiarise themselves with these rules.

- 1) Respect and Inclusion
 - a) Treat all members and visitors with respect and courtesy
 - b) Respect diversity and ensure an inclusive environment for everyone, regardless of age, ability, background, ethnicity, gender, or religion
 - c) Members acknowledge that other members might hold views and beliefs different to their own
- 2) Safety
 - a) Follow all safety guidelines and protocols especially whilst using tools and equipment
 - b) Report any hazards or unsafe conditions immediately (normally) to the Duty Member
 - c) Use personal protective equipment (PPE) as required
- 3) Collaboration and Support
 - a) Work collaboratively with other members
 - b) Offer help and support to fellow members
 - c) Share knowledge and skills to benefit the group
 - d) Do not assume others have the same levels of knowledge and skill, as yourself
- 4) Responsibility and Accountability
 - a) Take responsibility for your own actions and behaviour
 - b) Conduct oneself in a manner that reflects positively on the organization
 - c) Avoid behaviour that could bring the group into disrepute
 - d) Be accountable for the tools and equipment you use
 - e) Clean up after yourself and maintain a tidy workspace
 - f) Do not use tools and materials belonging to others without their consent
 - g) Do not undertake any illegal activity in the Shed
 - h) Abstain from any violent behaviour. Violence of any sort will not be tolerated in the Shed
- 5) Communication
 - a) Communicate openly and honestly
 - b) Listen actively and value others' input
 - c) Address conflicts constructively and seek resolution through discussion
- 6) Commitment and Participation
 - a) Members are encouraged to:
 - i) Participate actively in group activities and projects
 - ii) Attend meetings where possible and contribute to the decision-making process
 - iii) Take on voluntary roles and responsibilities
 - b) Diligently fulfil any assigned roles or responsibilities undertaken
- 7) Confidentiality
 - a) Respect the privacy of other members
 - b) Do not share any personal information without consent
- 8) Compliance

- a) Failure to comply with the code of conduct may result in the member having their Shed membership revoked

These principles help ensure that Pulhams Men's Shed remains a positive, fulfilling, and enjoyable place for all its members

Management

- 1) Day-to-Day Management of the Shed
 - a) The Steering Committee will appoint volunteer 'Duty Members' to undertake the day-to-day management of the shed
 - b) All volunteers must be fully paid-up members of the Men's Shed
 - c) A 'Duty Member' will be scheduled for each day that the shed is open to members
 - d) The shed will not open without a Duty Member present
 - e) The Duty Member will be responsible for the safe and orderly running of the shed while they are on duty
 - f) The Duty Member will have authority to make any decision or take any action which they feel is in the interests of the shed and its members and, in line with the constitution and the procedures set-out in the Operations Manual
 - g) The duties and responsibilities of the Duty Member will apply to an individual volunteer only while they are on duty. At all other times, the individual will have the same responsibilities as any ordinary member
 - h) Other duties and responsibilities in the shed will be undertaken by volunteers, who are willing to accept responsibility for specific tasks and activities
- 2) Closure of the Shed at short notice
 - a) It may be necessary to close the shed or cancel a planned session at the shed at short notice, e.g. for inclement weather or if no Duty Member is available or if an incident occurs
 - b) The decision to close the shed may be taken by the Duty Member or by a member of the Steering Committee
 - c) Best efforts should be made to communicate the decision as quickly as possible, using WhatsApp and any other method that is appropriate at the time
- 3) Visitors to the Shed
 - a) All visitors must be introduced to the Duty Member upon arrival
 - b) When a visitor arrives/leaves the shed the Duty member will:
 - i) Welcome the visitor
 - ii) Record their arrival in the attendance book
 - iii) Issue a name badge
 - iv) Introduce the visitor to other members
 - v) Appoint a chaperone if required
 - vi) Make the visitor aware of any safety issues and issue safety equipment appropriate to the tasks being undertaken
 - vii) Recover the visitor's name badge
 - viii) Record their departure in the attendance book
- 4) Evacuation Procedure
- 5) In the event of an incident which requires evacuation of the shed:
 - i) The Duty Member will signal the evacuation by sounding the emergency bell
 - ii) All members must evacuate the shed immediately and assemble at the designated assembly point where they must remain until the Duty Member has accounted for all persons present by checking the attendance book
 - iii) The Duty Member must ensure that appropriate emergency services are contacted as quickly as possible and liaise/assist them upon arrival
 - iv) If anyone is missing, the Duty Member may initiate a search if it is safe to do so
 - v) The Duty Member must inform the Steering Committee and Trustees of any incident and ensure that details of the incident/accident are recorded in the accident book

Finance and Accounting Procedures

- 1) Compliance, Financial Accounting and Reporting
 - a) All financial accounting and reporting for The Pulhams Men's Shed will be carried out in accordance with Charity Commission and Companies House requirements and good accounting practice
 - b) The financial year will run from 1st April to 31st March
 - c) Annual Accounts will be prepared for approval by members at the AGM and reviewed by an independent person with accountancy or financial management experience before submission to Charity Commission and Companies House by the required date
 - d) All income and expenditure will be recorded by the Treasurer on an appropriate spreadsheet and reconciled with the bank statement each month
 - e) Monthly financial reports will be presented to the Steering Committee at each meeting
- 2) Banking
 - a) A bank account in the name of 'The Pulhams Men's Shed' is held at Lloyds Bank
 - b) 3 Trustees are required as signatories to the account
 - c) The Treasurer will hold the cheque book and debit card for payments as required
 - d) Cash transactions will be kept to a minimum and any cash will be banked as soon as possible after receipt
- 3) Receipts and Payments and Authorisation
 - a) Expenditure over £250 will be subject to approval by the Steering Committee
 - b) Expenditure below £250 but above £50 will be subject to approval by two members of the Steering Committee, including at least one Trustee
 - c) All payments will be made by BACS wherever possible, with two Trustees required to authorise all payments by BACS, cheque
 - d) Small items of expenditure up to £50, whether cash or BACS, may be agreed by the Duty Member on production of a receipt
- 4) Cash Handling
 - a) All cash will be kept in a locked cash box, stored in a locked cupboard and managed by the Duty Member
 - b) No more than £50 petty cash should be stored in the 'Shed' at any time
- 5) Disposal of Assets
 - a) On occasion, it may be appropriate to sell or otherwise dispose of 'Shed' assets. The value of such assets shall be determined by at least two members of the Steering Committee and the transaction will be recorded in the accounts
- 6) Insurance
 - a) Appropriate insurance cover for The Pulhams Men's Shed will be put in place and reviewed annually
 - b) The Steering Committee will be required to approve any proposed revisions and renewal
- 7) Gift Aid
 - a) The Pulhams Men's Shed will apply to become Gift Aid registered to enable Gift Aid benefits to be claimed

- b) The Pulhams Men's Shed will endeavour to obtain signed Gift Aid declarations from all Members and Donors
- c) Gift Aid declarations will be passed to the Treasurer to record and submit a claim to HMRC, as required
- d) Small cash donations from unidentified donors will be separately recorded to support applications for Gift Aid under the GASDS scheme

Training

- 1) Shed members will be encouraged to share knowledge and skills informally
- 2) Training will only be provided by the shed where:
 - a) There is a legal requirement to do so
 - b) Specialist skills or knowledge are required to undertake an activity competently and safely
- 3) Wherever possible, training will be provided by a shed member who has appropriate knowledge and skills, either informally, or in pre-arranged training sessions
- 4) Where there are no members with appropriate knowledge and skills, a member will be enrolled on an external course, or an appropriate trainer will be engaged

Tools & Machinery

- 1) Tools and machines for many practical tasks will be provided by the Shed
- 2) Tools may be removed from the shed only for work in the community. They must be returned to the Shed at the end of each working session
- 3) Tools and machines must only be used for their intended purpose. Alterations and modifications are strictly prohibited
- 4) All power tools and machines must be accompanied by an instruction manual or other clear instruction
- 5) At the end of each working session, all tools must be cleaned, accessories (e.g. drill bits, saw blades etc.) must be removed and returned to their designated storage location
- 6) Safety
 - a) Members are individually responsible for their own safety and the safety of others
 - b) Signs will be posted adjacent to fixed machinery and in the storage areas for portable power tools, indicating hazards and Personal Protection Equipment (PPE) to be worn
 - c) The Shed will provide PPE. It is the member's responsibility to wear appropriate PPE and to wear it correctly
 - d) Members must not use any powered machinery while wearing loose clothing. Long hair must be netted or tied back
 - e) Tools and machinery must not be used by anyone who is impaired by alcohol, drugs or fatigue
 - f) All portable power tools used in the Shed or in the community must be PAT tested and display an up-to-date PAT test label
 - g) The Duty Member has the authority to stop any member (or group of members) immediately from using any tool or machine if they consider that there is significant risk to the user or others around them
- 7) Training and Certification
 - a) The Shed will include a basic introduction to the safe use of tools and machinery as part of the new members' induction
 - b) The Shed will endeavour to provide training to enable members to become competent in the use of any tool or machine available in the Shed
 - c) Members will be encouraged to share their knowledge and skills
 - d) Members must only use tools and machinery for which they have been given 'Clearance to use', as described below.
- 8) Risk Assessment
 - a) For the safety of the all members and visitors, who will have a diverse range of skills and capabilities, all tools and machinery in the Shed will be marked with a 'Traffic-Light' colour code indicating the risk categories and restrictions on use:
 - i) Green = Low Risk
 - ii) Amber = Medium Risk
 - iii) Red = High Risk
 - b) The colour code will be marked on the tool and/or the storage area to enable easy identification for all members

- c) Very high-risk tools and machines will not be allowed in the Shed (e.g. tools which use compressed air) except if used by specialist contractors
- 9) Low Risk
- a) Where a tool has a Green (low risk) marking, it may be used by any member after they have attended induction training
 - b) Members may decide individually, whether they have the knowledge and skills required to use a tool or machine with a green marking. If they wish to upgrade their skills or learn to use a new tool, they may seek guidance from other competent members
 - c) Members may sharpen blades, change blades and make normal working adjustments to tools or machines with green markings
- 10) Medium and High Risk
- a) Tools which have Amber (medium risk) or Red (high risk) markings will require 'Clearance to Use'
 - b) The Steering Committee will appoint experienced competent persons to assess and provide training for members who wish to use tools and machines with Amber or Red markings. If there is no member available with appropriate skills and knowledge, an external trainer/assessor may be appointed
 - c) Members that can demonstrate that they have the required levels of skills and knowledge will be given 'Clearance to Use' a tool or machine that has Amber or Red markings
 - d) Where a member is unable to demonstrate that they have the appropriate skills and/or knowledge to use a tool or machine safely, they may request training from the Shed. The Shed will endeavour to provide training as requested at the earliest opportunity
 - e) On completion of a training course, members who can demonstrate that they have achieved the required levels of skills and knowledge will be given 'Clearance to Use'
 - f) Any member with 'Clearance to Use' a tool or machine with an Amber marking, may change blades, cutters etc. and make normal working adjustments
 - g) Any member with 'Clearance to Use' a tool or machine with a Red marking, may make normal working adjustments, but may NOT change blades, cutters etc
 - h) 'Clearance to Use' does not permit members to carry out maintenance or repairs
 - i) A list will be maintained of members who are allowed to use tools and machines which require 'Clearance to Use'. This clearance may be withdrawn at any time, if a member is unable or unwilling to use the tool or machine safely
- 11) Fixed Machinery
- a) Fixed machinery will be situated in a dedicated zone, isolated from the general meeting areas
 - b) All fixed machines will be located and oriented to minimise the risk of accident or injury
- 12) Guarding
- a) All machines must be equipped with the appropriate guarding which must be used at all times
- 13) Dust, Swarf, and Fumes
- a) Chippings, dust, swarf etc. must not be allowed to accumulate around machines at any time
 - b) Dust extractors will be provided by the Shed and must be used at all times with any machine or tool that has a dust extraction port
 - c) Where fumes may be generated (e.g. welding, soldering, painting etc.) fume extraction will be provided by the Shed and must be used at all times

- d) The user must ensure that the extractor/collector is in good working order before commencing work
- e) Training and assessment for each tool or machine will include the use of any associated extraction or collection equipment

14) Maintenance and Repairs

- a) The Steering Committee will appoint experienced competent persons to maintain and repair tools and machines that have Amber or Red markings
- b) Every tool (or group of tools) and every machine will be assigned to Tool Maintenance Volunteers who have appropriate skills and knowledge to ensure that they are correctly maintained
- c) Tool Maintenance Volunteers will make regular checks to ensure that tools and machines are:
 - i) Functioning correctly
 - ii) Safe to use, with correct guarding, safety information, and safety markings
 - iii) Fitted with a sharp blade which is correctly specified for the intended use
 - iv) Correctly maintained and clear of dust/swarf
 - v) Supplied with correctly specified spare parts as required
- d) If there are no members with the appropriate level of skills or knowledge to undertake the Tool Maintenance Volunteer role for a particular tool or machine, then external training will be sourced to ensure that a member is able to undertake the role

15) Breakdowns

- a) If any tool or machine with an amber or red marking is damaged or malfunctioning:
 - i) It must be taken out of use immediately, the power switch must be locked off, an 'Out of Order' sign must be placed on a machine and the issue must be recorded in the daybook
 - ii) An appropriate Tool Maintenance Volunteer will attend to the issue at the earliest opportunity
- b) An 'Out of Order' sign must only be removed by the Tool Maintenance Volunteer after they have checked the condition of the machine, made repairs as necessary, certified the machine safe to use and recorded the removal of the 'Out of Order' sign in the Day Book. No other member is authorised to remove an 'Out of Order' sign

16) Member's Tools

- a) Members may use their own hand-held tools in the Shed subject to the Shed's 'Traffic-Light' colour coded risk categories and their associated restrictions on use. Any tool that has not already been risk assessed, must be assessed and given a risk categorisation before it can be used in the Shed
- b) The owner and/or user must demonstrate that they have the skills and knowledge to use the tool safely, and have 'Clearance to use' where appropriate
- c) Member's tools must be well maintained, in good working order and be safe to use. Power tools must be PAT tested and display an up-to-date PAT test label
- d) The Shed will accept no responsibility or risk for damage or loss of members tools
- e) The Duty Member has the authority to stop the use of any tool or machine belonging to a member immediately, if they consider that there is significant risk to the user or others around them

Health & Safety Policy

- 1) The Appointed Safety Officer *[To be Appointed]* has overall and final responsibility for health and safety of The Pulhams Men's Shed.
- 2) The Duty Member has day-to-day responsibility for ensuring implementation of this policy.
- 3) The Pulhams Men's Shed will:
 - a) Prevent accidents and cases of ill-health arising from Shed activities by managing the health and safety risks of the Shed
 - b) Provide clear instructions and information and provide adequate training to ensure Shed members act in a safe manner at all times
 - c) Engage and consult with Shed members on day-to-day health and safety conditions
 - d) Implement and display clear details of emergency procedures such as evacuation in case of fire or other significant incidents
 - e) Provide Personal Protective Equipment and ensure it is used where appropriate
 - f) Provide and maintain First Aid and firefighting and protection equipment
 - g) Maintain safe and healthy conditions, regularly maintain equipment and machinery and ensure its safe storage
- 4) This Health and Safety policy is always displayed in a prominent position in the Shed.

First aid box is located at: In the Shed

Accident Book is located at: Locked enclosure in the Shed (accessible by Duty Member)

Fire assembly point is: In the Carpark

Signature (Chair)



Date: 9th May 2025

Personal Protection Equipment PPE

- 1) Shed members and visitors must always use appropriate, PPE when any hazardous activity is being undertaken by themselves or others
- 2) The Pulhams Men's Shed will endeavour to provide each member or visitor with appropriate PPE for any activity which they or other members undertake
- 3) PPE issued by the shed, must not be removed from the shed, except for use during Men's Shed community activities
- 4) There will be no charge for any PPE item, but members may make a voluntary contribution towards the cost of PPE as appropriate
- 5) Members may use their own PPE provided that it is equal to the standard of equipment issued by the Men's shed
- 6) PPE for shed members will be reusable where possible and will be marked with the member's name
- 7) A storage facility will be provided, enabling each member to store their PPE in a safe and clean space
- 8) Members must always wear footwear appropriate to the task being performed
- 9) PPE will include, but is not limited to:
 - a) Gloves.
 - b) Safety Glasses/Visors.
 - c) Masks (for dust and/or chemicals)
 - d) Ear Defenders.
 - e) Protective / High Visibility clothing

First Aid

- 1) There must be a trained first aider on site whenever the shed is open and members are present. This must be someone with an Emergency First Aid at Work (EFAW) certificate issued within the last 3 years, or equivalent qualification, or someone who has attended a first aid training session held by an appropriately qualified person within the last year. This person will take charge in an emergency and is responsible for calling the emergency services if necessary
- 2) First aid training courses will be provided annually, either an externally run and assessed Emergency First Aid at Work (EFAW) one-day course, or internal first aid awareness session, and will be available to all members
- 3) A First Aid Kit will be fitted in the workshop together with an eye-wash station. Additionally, a portable First Aid Kit will be available to take out when members are undertaking community work away from the shed. All First Aid Kits will be checked annually to ensure that the contents are complete and that all items are within their expiry dates
- 4) Any incident causing injury must be recorded in the accident book by the first aider on duty, and where appropriate, any attending emergency services

Fire Safety

- 1) The shed will provide basic training in fire safety not less than every two years, run by a person with appropriate fire safety knowledge and skills
- 2) All members will be invited (but not compelled) to attend fire safety training
- 3) All members are required to keep fire exit routes clear
- 4) All members are required to minimise the risk of combustible materials becoming ignited, e.g. from naked flames, sparks from equipment such as angle grinders
- 5) All work which creates heat or sparks, must cease not less than 30 minutes before the shed closes
- 6) The shed will provide and maintain appropriate fire extinguishers and fire protection equipment suitable for the activities undertaken
- 7) The shed will provide appropriate fire detection and fire extinguishers which will be regularly tested in accordance with the Fire Service and manufacturer's guidelines

Housekeeping

- 1) Buildings (including grounds), facilities, toilets and equipment will be regularly cleaned
- 2) Work areas and facilities must be left clean and tidy at the end of each working session
- 3) Tools, equipment, and materials will be stored in designated places at the end of each working session
- 4) Spills will be cleaned up immediately to prevent accidents
- 5) Rubbish and waste materials will be placed in appropriate containers and must not be allowed to accumulate
- 6) Preventative pest control measures will be implemented as required
- 7) Hazardous substances in the Shed, will be minimised by:
 - a) controlling products and materials which are brought in to the shed
 - b) substituting less hazardous materials where possible
- 8) All hazardous substances in the Shed, will be risk assessed and appropriate control measures taken to ensure that they are maintained and used effectively, in accordance with Control of Substances Hazardous to Health (COSHH) regulations

Waste Management

- 1) General Waste:
 - a) Waste products will be minimised by recycling and re-using materials where possible
 - b) Non-hazardous waste will be sorted into categories, e.g. recycling, general waste and compostable materials
 - c) Non-hazardous waste bins will be emptied and collected regularly by waste management services
 - d) Valuable waste materials (e.g. metals) will be sorted and sold for scrap value
- 2) Hazardous Waste:
 - a) Hazardous waste in the Shed, may include: chemicals, spirits, acids, oils, batteries and electronic waste
 - b) Hazardous waste will be minimised by:
 - controlling products and materials which are brought in to the shed
 - substituting less hazardous materials where possible
 - c) Hazardous waste will be clearly labelled and stored in appropriate containers in designated, secure areas, in accordance with Control of Substances Hazardous to Health (COSHH) regulations
 - d) A licensed hazardous waste disposal service will be engaged to ensure that waste is transported and disposed of responsibly, according to current regulations and with appropriate documentation and recording
- 3) Compliance and Safety:
 - a) All members will be made aware of:
 - measures used to control the use and the disposal of hazardous materials
 - the risks due to inappropriate use and disposal of hazardous materials and substances
 - b) Appropriate Personal Protective Equipment (PPE) must be used when handling hazardous materials e.g. gloves, masks, overalls and goggles
 - c) Clear procedures will be implemented for dealing with spills, leaks or exposure to hazardous substances
 - d) Emergency contact numbers are will be clearly posted in the shed
- 4) Project Waste:
 - a) All waste created by the Shed and Community project work will be disposed of by the Shed
 - b) All waste created by private projects for an individual member, or group of members, must be removed from the Shed by the project members and disposed of appropriately

Projects

1) Management of Projects

- a) Activities in the Men's shed will be a mix of social activities and projects
- b) Projects may be for:
 - i) An individual member or group of members
 - ii) The benefit of the Men's Shed and its members
 - iii) Fund raising to enhance the Men's Shed finances
 - iv) The benefit of the wider community
- c) Projects undertaken in the shed may not be for the personal financial gain of any individual member or group of members
- d) Every project must have a designated project leader who will be responsible for the management and progress of the project
- e) If a project 'stalls', and no work is done for an extended period of time, the Steering Committee may arrange for the project to be progressed by other members, or for the project parts to be removed, stored elsewhere or disposed of
- f) Basic materials from the Men's Shed store (e.g. nails, screws, adhesives, consumables etc.), may be used free of charge for any project in the shed

2) Personal Projects

- a) Any individual member, or group of members, may undertake their own private/group project provided that it meets the assessment criteria below

3) Men's Shed Projects

- a) Men's Shed projects which have been approved by the Steering Committee, will be financed from Shed funds
- b) A Project Co-ordinator, who is a member of the Steering Committee, will liaise with project leaders and provide regular updates to the Steering Committee on live projects
- c) Any member or group of members, may propose a 'Men's Shed' project
- d) The proposer(s) should demonstrate how the project will benefit the Shed and its members, and should provide an estimate of costs and materials and timescale for completion
- e) The project leader is responsible for controlling and recording the finances and resources of the project and providing progress reports to the Project Co-ordinator

4) Community Projects

- a) The Men's Shed may be asked to take on projects for the community. These could be:
 - i) Requested by the Parish Council, or other official bodies
 - ii) To help a local resident or residents
 - iii) To help a local school or community group where there is genuine need
- b) All proposals or requests for community projects must be assessed by the Steering Committee before any agreement is given that the Men's Shed will undertake the work
- c) It is expected that most community projects will be funded by the organisations that are requesting the work. Projects which benefit people in genuine need may be funded by the Men's Shed at the discretion of the Steering Committee
- d) Wherever possible, the person or organisation commissioning the work, should provide:
 - i) A clear brief of the work required
 - ii) Evidence that they have finances in place to pay for the work

- e) A written contract describing the work, delivery expectations and financial commitment, must be signed by a representative of the commissioning group before any parts are purchased or work commenced

5) Assessment Criteria

- a) All projects must be assessed before commencement, to ensure that:
 - i) There are members that are willing and able to undertake the work
 - ii) The work can be safely undertaken within the shed
 - iii) There is space in the shed to undertake the project without impeding space, access, and availability of facilities for other members
 - iv) There is space in the shed to store the project materials
 - v) The Men's Shed is willing and able to fund any costs which may be attributable to the Shed
- b) A project may be refused on any of the above grounds, or may be deferred until funding, labour, space or other facilities, are available
- c) Projects which are entirely funded by an individual member, or group of members, may be assessed by that member or group
- d) Projects that will require significant resources, funding, working space or storage should be referred to the Steering Committee and agreed before any materials are purchased or work commenced

6) Storage

- a) Parts for 'Personal' projects, belonging to an individual member or group of members may be taken home for safe keeping between working sessions. Parts for all other projects must be stored in the Shed
- b) Storage facilities will be allocated to each project according to need
- c) All parts for a project must be clearly marked with the project name and the name of the project leader and stored in the allocated space, unless they are currently being worked on, or permission has been granted for 'work-in-progress' to be stored elsewhere in the shed
- d) On completion of any project, all parts must be removed from the allocated storage area which will then be made available for future projects

Donated Items

- 1) All donated items will become the property of The Pulhams Men's Shed, and may be used by, or sold for the benefit of, the shed
- 2) Donors will be required to confirm that they own the items, and that they are gifted to the shed for use or disposal at the discretion of the shed
- 3) Each donation will be considered individually
- 4) Donated items will only be accepted if a member manages the donation, including collection, repair, and/or sale or disposal of any items that are not required by the shed
- 5) Storage space in the shed will be very limited. Donated items will, therefore, generally be accepted only if they:
 - a) Will be used by shed members in pursuit of their chosen activities
 - b) Have a financial (sale) value which can be easily recovered
 - c) If there is a shed member that has the skills and is willing to repair/restore any damaged items
- 6) Small donations may be accepted at the discretion of Duty Member
- 7) Large donations (e.g. bicycles, machinery, tools, workshop clearance etc.) must be reviewed and accepted by the Steering Committee
- 8) Items which contain hazardous materials, or which may be costly to dispose of, will not be accepted for donation
- 9) A storage area will be assigned for donated items. All donated items must be stored in the assigned space
- 10) Records of all donations will be kept for a period of three years

Stores & Stock Control

- 1) The shed will maintain stocks of materials, tools, parts, and, consumables.
Stock will comprise:
 - a) Materials – Timber, sheet materials, metal bar-stock etc.
 - b) Consumables – Screws, nails, adhesives, abrasives, housekeeping products etc.
 - c) Tools & Equipment – Tools & machinery which are not in current use (non-consumable items) e.g. hand tools, power tools, machinery, and safety clothing PPE
 - d) Spare Parts – Spares for tools, machinery and shed utilities
 - e) Project Parts and Materials – Any item which is assigned to a project
- 2) 'Shed' members are responsible for adhering to stock handling procedures
- 3) Stock will be stored in designated areas, organized and clearly labelled to ensure easy access and identification
- 4) Valuable tools and materials (over the value of £50) will be kept in a secure location, with access restricted to Duty Members
- 5) Donated Items
 - a) A stock of parts and materials will be accumulated from donated items
 - b) Parts and materials may be donated to the stores by members and others
 - c) Donated items for the stores must be in good condition and be useful in the shed
 - d) Donations will be accepted in accordance with the 'Donations' section of this document
 - e) Low value donated items will be available 'free-issue' for the use of any member
 - f) Higher value items (over the value of £50) will be stored in a secure area and will be issued by the Duty Member
 - g) No records will be required for stocks or issue of donated items
- 6) Purchased Items
 - a) Duty Members will be informed by the Steering Committee when items have been purchased and delivery is pending.
 - b) On delivery, the Duty Member must check that the product is as ordered and in good condition, and record the arrival and acceptance of the product in the stock book
 - c) Products and materials that have been purchased for Shed or community projects must be clearly marked with the appropriate Project Identification Number (issued by the Steering Committee) and stored in a separate storage area, where they will be reserved for use on that project. A secure area will be available for high value items (over the value of £50)
 - d) Products and materials that have been purchased for Shed or community projects, but which remain unused at the end of the project, will be placed into the stores and will be available for use by members
 - e) No materials will be purchased by the shed for 'stock'
- 7) Member's Projects
 - a) Storage facilities will be allocated to member's projects according to need

Recording

- 1) Record Books
 - a) Day-to-day records will be kept in three books:
 - i) Attendance Book
 - ii) Day Book
 - iii) Incident/Accident Book
 - b) Record books will be stored in the shed, in a secure fire-proof box. The Duty Member will hold the key for access to these books
- 2) Attendance Book
 - i) All members and visitors will be required to 'sign' the attendance book when arriving and leaving the shed
 - ii) This record will be used in the event of a fire or major incident, to ensure that all persons in the shed are accounted for
- 3) Day Book
 - a) Used by the Duty Member and other members with specific responsibilities (e.g. Trainers, Tool Maintenance Volunteers etc.) to record significant events, e.g.:
 - i) Routine maintenance, safety and security checks
 - ii) Decisions that have been made, in the moment' which may require ratification or further action by the Steering Committee
 - iii) Machinery that has been taken out of use, giving the reason why and what action is required
 - iv) Record damage, breakages or missing items
 - v) Record data/information that might be helpful in securing future funding/grants etc.
- 4) Incident/Accident Book
 - a) Used by the Duty Member, First Aider, or other medical professionals to record all accidents where there has been injury, however small, or where there has been serious risk of injury or damage to health
- 5) Review
 - a) The Day Book and the Accident Book will be monitored monthly by the Steering Committee, to ensure that critical procedures are being followed and correctly recorded and that remedial actions are taken where necessary to minimise the risk of further incidents

Disputes

- 1) Disputes in the shed of any kind should initially be managed by the Duty Member at the time. Full details of the incident and any resolution made should be recorded by the Duty Member in the Day Book
- 2) If the Duty Member is in dispute with other members, then the dispute should initially be managed by a Steering Committee member or other 'Duty Member' (if present) and details of the incident and any resolution made should be recorded in the Day Book
- 3) Disputes which cannot be resolved on the day, should be referred to the Steering Committee
- 4) The decision of the Steering Committee in any dispute will be final
- 5) Any dispute concerning the purchase of goods or materials, or the finances of the shed must be referred to the Steering Committee

Risk Management

- 1) The Shed will endeavour to minimise risk wherever possible
- 2) Members must consider the risk of harm to themselves and others before undertaking any activity in the shed and take any necessary action to minimise risks
- 3) Risk assessments will be used to minimise the risk of accidents and injuries by:
 - a) Identifying potential hazards
 - b) Identifying who may be harmed and how
 - c) Evaluating risks and deciding on appropriate precautions
 - d) Recording and reporting significant findings
 - e) Taking appropriate control measures
- 4) Hazards in the shed may include:
 - a) Environmental conditions
 - b) Slips and trips
 - c) Working at height
 - d) Using equipment
 - e) Loud noise and vibration
 - f) Electricity
 - g) Fire
 - h) Workstation and task design
 - i) Manual handling
 - j) Hazardous substances
 - k) Use of alcohol, drugs and/or inappropriate behaviour
- 5) Risk assessments will be undertaken by any of the following assessors:
 - a) A Steering Committee or Duty member
 - b) A person with appropriate skills and knowledge appointed by the Steering Committee
- 6) The risk assessment should record:
 - a) The name of the assessor
 - b) Date of assessment
 - c) The hazard/risk which is being assessed
 - d) Who may be harmed and how
 - e) How the risk is being/will be mitigated
 - f) Any further actions which are required
 - g) Who is responsible for taking further action
 - h) A date by when the action must be completed
- 7) Risk assessments will be stored in a locked cabinet or secure electronic device
- 8) Risk assessments will be reviewed:
 - a) Annually
 - b) When a new piece of equipment is introduced
 - c) When there is a significant change to an activity or environment in which the activity takes place
- 9) Control Measures will be used to minimise risks by:
 - a) Eliminating/removing the hazard

- b) Using a safer alternative method
- c) Using physical controls e.g. physical barriers, guarding, ventilation etc.
- d) Using visible controls to reduce/minimise risk, e.g. signs, training, etc.
- e) Ensuring that personal appropriate protective equipment is used

10) Where a piece of equipment or activity is found to be of high risk, the assessor must remove the equipment from use with immediate effect, and prevent the activity from proceeding until the risk has been mitigated

Safeguarding Policy

- 1) What is Safeguarding?
 - a) Safeguarding means making sure TPMS is run in a way that actively prevents harm, harassment, bullying, abuse and neglect, wherever it occurs. This includes:
 - i) Keeping people safe whilst they are taking part in our activities.
 - ii) Knowing how to recognise when someone in the group is affected by abuse or neglect, wherever it is happening, and knowing how to respond supportively to enable them speak up and take action.
- 2) Recognising safeguarding concerns
 - a) There are many signs and indicators that may suggest someone is experiencing abuse or neglect. There may be other explanations too, but TPMS will not ignore any of these signs if they are apparent. An adult may confide in a Trustee, Volunteer or other member of TPMS and disclose that they are experiencing abuse, inside or outside the activities of the group. Or another member may notice signs of abuse or neglect in a particular individual. The signs we will look out for include:
 - i) Unexplained bruises or injuries.
 - ii) Belongings or money going missing from the person.
 - iii) The person no longer attending or enjoying TPMS activities or responding to contact from other members of the group.
 - iv) A change in confidence or behaviour of a person e.g. if they are withdrawn and quiet around a particular person or people, when usually they are outgoing and confident.
 - v) A change in appearance of the person e.g. losing or gaining weight, deterioration in personal hygiene or way of dressing.
 - vi) Someone else (e.g. a parent, carer or family member) always speaking for the person and not allowing them to make their own choices.
 - vii) The person showing fear of, or not wanting to be around, a particular individual or group of people.
- 3) Responding to concerns
 - a) TPMS has a designated safeguarding lead whose contact details are below. We recognise that it can be difficult for many reasons to speak up if you think someone is being abused or neglected. However, we expect our Volunteers, Trustees or members to take action in response to any concerns by contacting the designated safeguarding lead. The safeguarding lead will support the person raising the concerns, as well as the person of concern and is responsible for investigating further once concerns have been raised with them.
- 4) Confidentiality, consent and information sharing
 - a) Timely information sharing is key to keeping people safe and responding appropriately to concerns about their welfare. In general, TPMS expects all Trustees, Committee Members and Volunteers to maintain confidentiality and act in accordance with our Data Protection Policy which is in line with the UK General Data Protection Regulations (GDPR). We will share information within the group (e.g. with other Volunteers) in situations where this is necessary in order to deal effectively with safeguarding concerns or to provide continuity of support. If necessary, we will share information with other organisations in order to keep a person safe.

5) Review

- a) This policy will be reviewed at the end of the first year and subsequently every two years.

Signature (Chair)



Date: 9th May 2025

6) Key contacts:

TPMS Designated Safeguarding Lead

Name: [To be appointed]

Contact details:

Norfolk Safeguarding Adults Board

<https://www.norfolksafeguardingadultsboard.info/>

Adult Social Services

If you are concerned about someone's safety, ring Adult Social Services on 0344 800 8020

Data Protection Policy

1) Definitions

- a) *Personal data* is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.
- b) *Data protection* is about how we, as an organization, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2) Responsibility


- a) Overall and final responsibility for data protection lies with the Trustees, who are responsible for overseeing activities and ensuring this policy is enforced.
- b) All members are responsible for observing this policy and related procedures, in all areas of their work for the group.

3) Overall policy statement

- a) The Pulhams Men's Shed (TPMS) needs to keep personal data about its Trustees, members and supporters in order to carry out group activities.
- b) We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
- c) We will only collect, store and use the minimum amount of data that we need for stated purposes, and will not collect, store or use data we do not need.
- d) We will only collect, store and use data for:
 - i) purposes for which the individual has given explicit consent, or
 - ii) purposes that are in our group's legitimate interests, or
 - iii) contracts with the individual whose data it is, or
 - iv) to comply with legal obligations, or
 - v) to protect someone's life, or
 - vi) to undertake tasks for the community.
- e) We will provide an individual with details of the data we hold when requested by that individual.
- f) We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
- g) We will endeavour to keep personal data up to date and accurate.
- h) We will store personal data securely.
- i) We will keep clear records of the purposes for collecting and holding specific data to ensure it is only used for these purposes.
- j) We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
- k) We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by recovering any lost or shared data. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may infringe an individual's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
- l) To uphold this policy, we will maintain a set of data protection procedures for our Trustees and volunteers to follow.

4) Review

- a) This policy will be reviewed at the end of the first year and subsequently every two years.

Signature (Chair) 

Date: 9th May 2025

Data Protection Procedures

1) Introduction

- a) TPMS has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
- b) These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

2) General procedures

- a) Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
- b) When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
- c) We will keep records of what personal data we hold, where it is stored, consent given for us to collect, use and store data. These records will be stored securely.

3) Mailing list

- a) We will maintain a mailing list. This will include the names and contact details of people who wish to receive news, publicity and fundraising appeals from TPMS.
- b) When people sign up to the list, we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time. We will ask them to give separate consent to receive publicity and fundraising messages, and will only send them messages which they have expressly consented to receive.
- c) We will not use the mailing list in any way that the individuals on it have not explicitly consented to.
- d) We will provide information about how to be removed from the list with every mailing.

4) Supporting individuals

- a) From time to time, individuals contact TPMS to ask us to provide some form of support or advice.
- b) We will request explicit, signed consent before sharing any personal details with any other relevant third party.
- c) We will not keep information relating to an individual's personal situation for any longer than is necessary for the purpose of providing them with the support they have requested.
- d) Personal data will be stored securely by a member of the committee, and not shared among the rest of the committee or with other members unless necessary for the purpose of providing the support requested.
- e) Details relating to an individual's circumstances will be treated as strictly confidential.

5) Contacting members

- a) We will maintain a list of contact details of our recent members. We will share for example project news and requests for help with the people on this list.
- b) People will be removed from the list if they have not responded to the group for 12 months.

- c) When contacting people on this list, we will provide a privacy notice which explains why we have their information, what we are using it for, how long we will keep it, and that they can ask to have it deleted or amended at any time by contacting us.
 - d) To allow members to work together to organise for the group, it is sometimes necessary to share member contact details with other members. We will only do this with explicit consent.
- 6) Contacting committee members
 - a) The committee members and Trustees need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
 - b) Committee contact details will be shared among the committee.
 - c) Committee members will not share each other's personal contact details with anyone outside of the committee, or use them for anything other than TPMS business, without explicit consent.
- 7) Review
 - a) These procedures will be reviewed at the end of the first year and subsequently every two years.

Food and Drink

- 1) The shed will be equipped with a galley for preparing drinks and serving food which has been prepared elsewhere
- 2) A kettle or water boiler, small refrigerator and microwave oven will be provided. There will be no other cooking equipment provided
- 3) The Men's Shed will supply tea, coffee, sugar and biscuits which must be stored in sealed containers. No other food or drink may be stored in the shed
- 4) Milk will be purchased brought in by the Duty Member each day that the Shed is open
- 5) All used crockery, cutlery etc. must be cleaned, dried and stored appropriately at the end of every working session
- 6) Worktops, sink, equipment must be cleaned at the end of every working session; cleaning materials will be supplied