



Wareham Area Men's Shed

General Induction for Use of Purbeck Connect Workshops

All members who wish to attend sessions at the workshops at Purbeck Connect should receive a General Induction as described below. This will normally be given by a Session host or member of the Management Committee. This induction only covers general rules and use of hand tools. Members should be aware that Purbeck Connect is used by vulnerable adults with learning difficulties and/or physical impairments and should take care to protect other people from harm from the activities carried out at workshop sessions.

Arriving at and leaving the Workshop	<ul style="list-style-type: none"> • Members will not be admitted to the workshops until the start time and should leave at or before the finish time. • Members should enter and leave via the outside door into the workshop in the main building. They should not come through reception. • On arrival members must report to the session host, sign the attendance book and pay their session fees by cash or cheque or by BACS payment. • Members must wear a name badge when they attend a session. This will be handed to them on arrival and must be handed back at the end of the session. This is a security requirement from the operators of Purbeck Connect. • Members must enter the time of leaving in the attendance book when they leave the workshop. If they leave before the end of the session they should also inform the session host.
Facilities available	<ul style="list-style-type: none"> • There are toilets available in the corridor outside the workshop in the main building. Members should leave these clean and tidy. They should not be used for washing brushes or equipment. • Tea, coffee and biscuits will be available free to those attending sessions. Cakes may also be available on payment of a small charge. • Smoking is not permitted in any of the buildings
Fire Evacuation	<ul style="list-style-type: none"> • It should be noted that the Fire Alarm is not tested on Thursdays or Fridays. Therefore, if the alarm goes off Shed members must leave the building and go to the Assembly Point which is in the staff car park. • The normal fire exit to the workshop in the main building will be the outside door unless there is a fire preventing exit through this door. In this case the exit will be the door into the corridor, turn right and then go out through the main entrance doors. Exit from the Garage Workshop is through the main doors. • Report to the Session host on arrival at the Assembly Point.
Clothing	<ul style="list-style-type: none"> • Members should wear suitable clothing avoiding any loose scarves or material that might get caught in machinery. They should also wear appropriate footwear with non-slip soles and not sandals or flip-flops. • Personal Protective Equipment (PPE) including gloves (latex and heavy-duty), face masks, goggles and ear defenders are available for members use. • The correct PPE must be worn when using electrical or mechanical equipment as specified in the instructions and training for that piece of equipment. • Latex gloves should be worn when applying paints, varnishes, glues or other substances as described in the instructions or leaflet for that particular substance. • Heavy duty gloves should be worn when handling or moving large pieces of materials or equipment.



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Use of hand tools and equipment	<ul style="list-style-type: none"> Members should check the condition of hand tools before using them. In particular check for loose or damaged handles or blunt blades. Any issues should be reported to the session host. Tools should only be used for the purpose for which they are intended. E.g. screwdrivers should not be used as chisels; hammers should not be used with chisels as an alternative to wooden mallets. Materials should be held in place as far as possible using a vice or clamps in particular when using chisels or drills.
Use of mechanical and electrical equipment	<ul style="list-style-type: none"> Use of mechanical and electrical equipment will be covered by specific training for each piece of equipment and members may not use this equipment until they have received this specific training. Mechanical and electrical equipment may only be used when there are two or more people present in the workshop.
General Health & Safety	<ul style="list-style-type: none"> Be aware of the Health & Safety Policy and Risk Assessments prepared by WAMS. Copies of these are kept in the Shed ring binder. Before carrying out any activity that could cause injury or harm, check that other people present are at a safe distance away and are aware of what you are doing. A First Aid box is available in the workshop. All accidents, however small, should be reported to the session host.
Work in outside areas	<ul style="list-style-type: none"> Work outside the workshop at Purbeck Connect should normally be confined to the area to the rear of the garage. This area may need to be cordoned off by barriers or ropes to prevent other people entering the area. No tools or mechanical and electrical equipment should be left unattended outside the workshop.
Slips and Trips	<ul style="list-style-type: none"> Members should clear up offcuts and shavings at regular intervals using the brushes provided and put any waste in rubbish bags so as to prevent slips and trips.
Manual handling	<ul style="list-style-type: none"> Members should not attempt to lift any materials or equipment that they consider is too heavy for them to lift or carry on their own. Generally, for a fit man the limit would be anything weighing more than 20 kgs, but men should be aware of their own limitations due to fitness, back injuries etc. When lifting items try to keep your back straight and bend your knees. If an item is too heavy for you to lift on your own, ask for assistance from another member.
Flammable materials	<ul style="list-style-type: none"> Keep all flammable materials away from sources of heat.
Working on your own projects	<ul style="list-style-type: none"> If a member wishes to work on his own projects, he will be expected to provide or pay for any materials that he uses.