

Wareham Area Men's Shed

General Induction for Use of Lenctenbury Farm Workshop

All members who wish to attend sessions at the workshops at Lenctenbury Farm 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 Lenctenbury Farm is used by Tim Salter to store vintage vehicles and run as a Pick-your-own blueberries.

Arriving at and leaving the Workshop	<ul style="list-style-type: none"> Members will not be admitted to the workshop until the start time and should leave at or before the finish time. Members should enter and leave by the front door into the main workshop. On arrival members must report to the session host, sign the attendance book and pay their session fees by cash or BACS payment. 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. 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. Smoking is not permitted in any of the buildings.
Fire Evacuation	<ul style="list-style-type: none"> There are Firealarms in both buildings. If firealarms sound go to the Assembly Point which is in the 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 onto the field from the social area, turn right and go to the fire assembly point. 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 safety footwear. 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.
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.



Wareham Area Men's Shed

General Induction for Use of Lenctenbury Farm Workshop

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"> • No Work outside the workshop at Lenctenbury Farm. • No tools or mechanical and electrical equipment should be left unattended outside the workshop. • Work on outside projects should be carefully planned and the session host informed.
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. • Members should clear up any liquid spills.
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 members the limit would be anything weighing more than 20 kgs, but members 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.