



at **Chelston Workshops**

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Welcome to The Shed!

Contents

About the Shed	2
Chelston Workshops	2
Funding and funding support	4
Committee structure	4
Shed membership	5
Registration document	5
Photograph for Member ID sheet.....	5
Current membership numbers	5
Shed working arrangements	5
Days and times of opening.....	5
Supervision.....	5
Maximum number of participants	6
Toilet facilities	6
Protective clothing and equipment	6
Car parking	6
Cleaning up!	6
Shed Safety	7
Safe use of equipment	7
Routine Shed personal skills assessment.....	7
Registration disclaimer	7
Expertise of certain members.....	7
Fire safety.....	8

About the Shed

The Shed is a 'community workshop' open to local men and women over the age of 18. It is run by an annually elected committee of local volunteers.

The voluntary community group was initiated by Torbay Community Development Trust in May 2017 and the workshop officially opened in November 2017. Ben and Jenny Benjamin had purchased the old barns in order to set up a pottery but were pleased to make space available for a community activity – hence The Shed!

The idea was that a wood and metal workshop would be created, open to the local community, for use by individuals for their own projects or to generally help with other community type projects.

The project is entirely run by volunteers who have made work benches, loaned and donated equipment and raised funds by making and repairing things for local people and other local organisations.

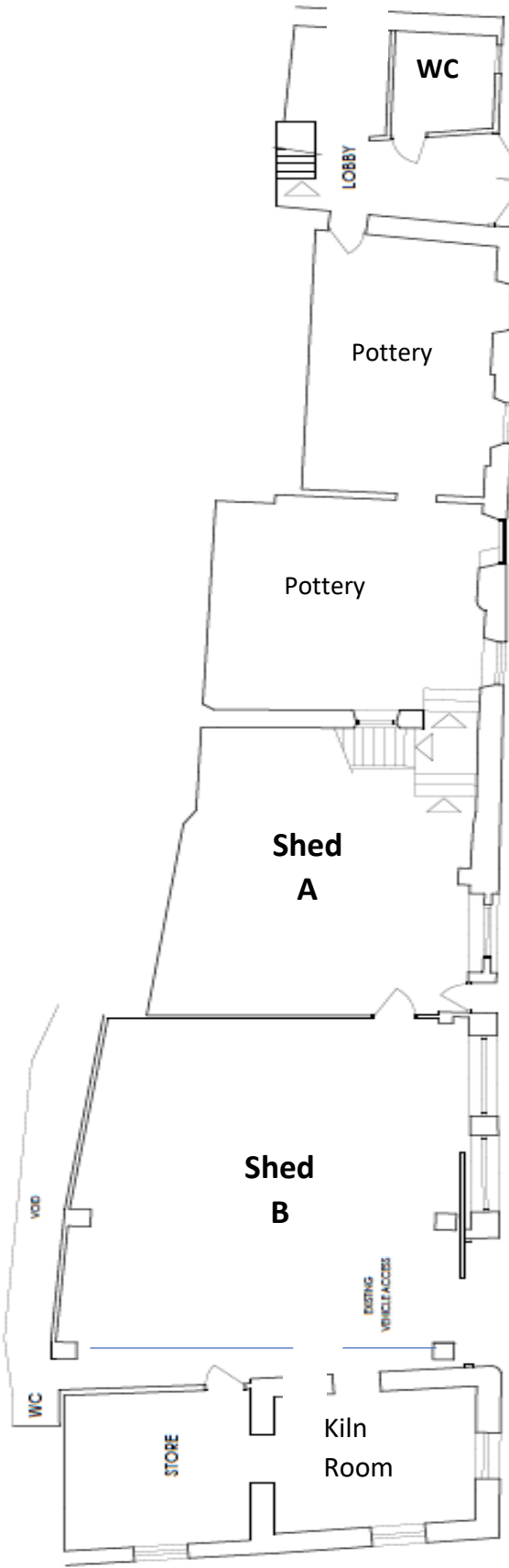
The Shed's stated aim is "to provide a safe, social space for all the community to share and learn a variety of skills", and although women are very welcomed, the core group of members are mainly retired men – a group who notoriously can find retirement socially challenging and isolating.

Chelston Workshops

Manorside Barns in Old Mill Road is a stone and cob built 50metre-long building. With parts of the structure over 200years old, it has had many uses. In its early life it is believed to have been stables for the original Chelston Manor house that was on the site of the now Chelston Manor pub. In more recent times it has housed businesses including: coal merchant, electrical supplies, pine stripping, furniture making and most recently vehicle maintenance!

Chelston Workshops

Chelston Manor Pub



Fire Exits

Old Mill Road (TQ2 6HW)

Funding and funding support

The Shed aims to be self-funding. Registered members contribute towards running costs in 4 ways:

- If you have joined the Shed with a view to simply learning skills (e.g. basic woodturning, carpentry joints and tool usage) – the suggested donation for a morning session is £10. You can discuss this with the Supervisor of the day and the person who has given guidance during the session.
- If you are working on your own projects (with or without support) you are asked to make a minimum donation of £3.00 per morning session plus the cost of materials used, including consumables (screws, glue, sandpaper, etc.)
- If you are helping on a group project (e.g. improving the workshop facilities in some way) or on a project which will earn income for the Shed, then no donation is expected!
- If you are enjoying coffee, tea and the occasional biscuit – then a donation of £1 every now and again helps to support this facility!

The cost of establishing the workshop during the first two years has been £18,000 and approximately 40% of this cost has been covered by income from local donations and projects completed by members. Some successful applications for grants have enabled us to improve the workshop and storage facilities in 2018/19 and we anticipate that grant aid will be less necessary when the workshop improvements are all complete.

Committee structure

The group is managed by a small committee of volunteer members, elected by 'voting' members (see below) at the Annual General Meeting held at the end of June each year. The financial year runs from 1st June to 31st May.

The committee is made up of Chair, Vice Chair, Treasurer, Secretary, and four other voting members. It meets four times a year – see our **Constitution** on the Workshop Notice Board.

Shed membership

Registration document

Before undertaking any activity in the Shed, new members must complete a registration form. This form requires personal information and also a signature to acknowledge the responsibility that individuals have for their own safety and that of others. New members can opt to be a 'voting member' or not. Voting members pay a small annual subscription (currently £1) and are entitled to vote at any General Meeting, including AGMs.

Photograph for Member ID sheet

New members are also asked for an ID photograph which helps people to be more quickly recognised and integrated into the group.

Current membership numbers

The Shed has registered over 60 members in the first 2 years. Approximately 25 people are regular attenders; others have attended for one-off personal projects only.

Shed working arrangements

Days and times of opening

The Shed is currently open from 0930 to 1230 on Monday, Wednesday and Friday each week. Any variation to this will be notified to members via our facebook page: www.facebook.com/ShedChelstonWorkshops

It is possible that additional sessions will be organised in the future. This will depend on demand and the availability of suitably qualified supervisors to oversee safe practice etc.

Supervision

Each session is overseen by a '**Volunteer Supervisor**' who has been nominated by the committee. The supervisor is responsible for Shed security, safe practice, and ensuring that the workshops are left in good order for the next session.

Maximum number of participants

For safety reasons the maximum number attending any session is 12 including supervisors and visitors. The sign-in attendance record (for fire safety purposes) must be signed on arrival – and in the event of 12 people being present, the supervisor will restrict further people attending on grounds of safety.

Toilet facilities

The toilet (WC) is shown on the building's plan on page 3. It is a single facility provided for both men and women. Please leave it as you would hope to find it!

Protective clothing and equipment

Members are recommended to wear sensible, warm clothing and safety footwear when attending the workshop. Avoid any risks of long sleeves or long hair being caught in machinery by taking obvious precautions. Eye protection, ear defenders, face masks, and dust masks are available but members are asked to provide their own protective equipment depending on the work being undertaken.

Car parking

Car parking can be an issue but there is plenty of roadside parking within 200 metres of the workshops. Please do not park in the pub car park which is for pub patrons only! We have permission for 3 less mobile members only who carry a permit agreed by the pub landlord and we do not want to lose those permissions by abusing the landlord's goodwill.

Cleaning up!

There is no employed cleaner to clean up the workshop at the end of a session! Please look back when you exit and ask if there is anything you could have done to help leave the place as you would hope to find it! Has the workshop floor been swept? Are the work benches clear of all the tools you've used? Have the cups been washed up and work surface wiped down? Coffee/Tea/Sugar put in cupboard and milk in the fridge? Has the toilet floor been mopped? Is the rubbish bin full (please take a black bag home for your black bin occasionally – there is no rubbish collection for the workshop.

Shed Safety

Safe use of equipment

Many of the tools in the Shed can cause injury if not handled correctly. The electrical items can be particularly dangerous and we have procedures in place to check that members are minimising the risk of endangering themselves or others.

Routine Shed personal skills assessment

Everyone who registers with the Shed, as part of their induction, will be practically assessed for competence with those tools which are considered most likely to cause injury.

If members wish to make use of such tools, they can be given guidance on their safe use and may use that tool either with direct supervision, or, depending on their recorded level of competence, use it without direct supervision. A record sheet for each tool showing members' names and their level of competence will be maintained by the Shed supervisor team. If you are not 'on the list' - you are not permitted to use that tool.

Registration disclaimer

You will have signed a Registration Form agreement relating to the risks and we would ask you to carefully re-read your responsibilities outlined in Sections 2 and 3 of the registration form.

Expertise of certain members

A number of members are ex-tradesmen. We have members who are experienced carpenters, bricklayers, metal workers, electricians, engineers and wood turners but we are NOT qualified teachers. If you are uncertain how to go about a task – members will be pleased to help 'as one friend to another' but we are NOT holding ourselves out as a TEACHING organisation!

Fire safety

The Shed Committee and the owner of the building have worked together to conduct a fire risk assessment. This has been appraised by Devon and Somerset Fire and Rescue Service and we are following all recommendations made. This has involved better heat and smoke detection alarms, additional fire exit signage and appliances, emergency lighting, and a reduced use of the loft space for anything other than storage.

The 'sign-in sheet' in the black folder is vital information for the Supervisor to use for checking that, in the event of a fire, everyone is safely out of the building. Please ensure you **sign in on arrival to every session** you attend to make this document reliable.

There are Fire Evacuation Plan notices around the workshop. There are two nominated fire exit doors (see plan on page 3)

- * **the garage door out of the toilet lobby**
- * **the main entrance door to the workshops**

Please familiarise yourself with what is expected of you in the event of a fire and where the Assembly point is.

There will be regular fire evacuation practices so that members can become familiar with the process in the event of a real fire. There is a general principle of personal safety before property safety. Please be aware of who is in the building, especially when there are visitors, so that a complete roll-call is possible at the Assembly point.

On advice from the Devon and Somerset Fire and Rescue Service, the loft space above the workshop shall only be used for storage. **Access is therefore restricted to supervised specific tasks of short duration that do not involve lone working.** The key will be held by the supervisor for the session and anyone accessing the loft space storage must ensure that the supervisor is aware of the activity being undertaken.