



## THINGS YOU NEED TO KNOW

**Welcome to RHINS MEN'S SHED. If it is your first visit then the following information should answer most of your questions.**

- 1.) We open on Mondays and Thursdays from 10am until 4 pm.
- 2.) There is no membership fee.
- 3.) Members come and go as they please between these hours.
- 4.) We operate with as few rules as possible. (We are all old enough and wise enough to function without unnecessary rules.)
- 5.) First time that you come, please can you fill in an Enrolment Form with your basic details then our Secretary can get in touch if he needs to.
- 6.) Please can you also sign in and sign out at each visit. This is for Fire Safety purposes and to monitor attendance levels.
- 7.) Name tags are available so that other members know who you are. Wearing one is optional.
- 8.) We normally sit down for lunch from around 12.30 and resume work when we feel like it! Most of us take a packed lunch.
- 9.) Tea and coffee are freely available and we usually have a supply of biscuits brought in by members. Please help yourself whenever you wish. We have a box on the wall for donations to buy coffee, tea, sugar and milk. Most members put in about a pound each day.
- 10.) What you do at the Shed is entirely up to you. E.g. You can make things, fix things, read books, drink tea or just have a natter.
- 11.) Help yourself to any books from the library and bring them back when you have finished with them. Any novels, paper or hard back, are welcomed.
- 12.) We have installed Broadband and a computer system for members to use. We can help members to learn computing skills and assist them in sourcing information and finding the best deals for insurance, utilities, products and services.
- 13.) There are always Men's Shed projects on the go to sell to raise money and to improve the premises. If you'd like to help with these then please volunteer.
- 14.) If you need help with anything, be it technical knowledge, tuition (working the machines, computers etc), or just extra pairs of hands just ask.
- 15.) If you make something for yourself using Men's Shed materials there is no charge but a small donation to help with running costs is always welcome.
- 16.) You can use any of the Men's Shed tools and machines without asking, These are clearly identified.
- 17.) If you have any special skills and are willing to share them, please let us know.
- 18.) We are always on the lookout for free tools, equipment and materials. All donations are welcome.

# THINGS YOU NEED TO KNOW Cont'd

**19.)** There are no bosses at the Shed. We are all equal; so you can have as much (or as little ) involvement in decisions as you wish. The Shed is run by its Members.

**20.)** We have a committee, but its job is to interface with the likes of the Charity Commission, Local Authority, bank and the organisations who help to finance us by way of grants and donations.

**21.)** If you have any ideas for the Shed e.g. possible projects, tools, fund raising, improvements, assisting other organisations etc. then raise them over a cup of tea and if enough members like your idea and we have the funds then we'll go with it.

**22.)** We all do our bit to keep the Shed (including the kitchen and toilets) reasonably clean and tidy. If we don't clean it then nobody will. All those members present tidy up for the last hour or so on a Thursday afternoon.

**23.)** The safety of all our members is very important to us:

If you need help or tuition to use a machine or do a job then ask. Somebody will teach you.

Always wear the eye protection provided when undertaking any job which poses a risk to the eyes.

It is recommended that you wear a mask when machining or sanding timber.

**If you think something may be unsafe, then it probably is so please don't do it.**

**If you see somebody doing something unsafe then you must tell them**

**If you find a tool or machine that is defective then either withdraw it from service, isolate it, or label it and advise a member of the committee.**

**24.)** You are very welcome to bring a male friend or relative along e.g. If you have someone visiting.

**25.)** If you have a disability, which means you may require a little help on occasion, then please let us know. If we don't know then we can't help.

**26.)** If transport is a problem then tell us and we'll try to help.

**27.)** MOST IMPORTANTLY Allow yourself enough time before leaving the Shed to put away your tools, materials and consumables, label whatever you wish to keep and clear the bench where you have been working.

**We do not employ cleaners so please play your part in keeping the Shed clean, tidy and safe.**

**28.)** Finally, we are always looking to reach out to new members, so if you enjoy the Men's Shed then please spread the word.

**WE ARE GLAD YOU DECIDED TO JOIN US.**

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