



**West Wight**  
**Men In Sheds**

# **Members Handbook**

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## What is Men In Sheds?

Men In Sheds is part of a movement which started in Australia where there are now over 2000 sheds. In the UK there are now over 300. More information on the history of Men In Sheds can be found on our website:

<https://westwightshed.org/history/>

Men In Sheds is a place for men to meet, socialise and do practical activities. It's a place for men to meet informally and safely do 'hands-on' stuff together. The Shedders are active and equal participants and not clients, customers or patients. We cannot be a 'Caring' agency. Men In Sheds is a resource for men only to use or develop practical skills that can be put to good use; to make or repair things in a friendly workshop environment working 'shoulder to shoulder' with other men using a pooled fund of knowledge, tools and equipment.

We aim to be a 'sign-posted' organisation with the following aim: -

"To relieve distress derived from unemployment or enforced retirement at the end of our working lives. This distress can include loss of purpose and direction, loss of social interaction, loss of opportunity to exercise skills, loss of identity and status, and loss of control over your life. These and other factors, e.g. the effects of reduced income and ageing, can lead to further health problems, including depression, reduced confidence, decline in abilities etc. Research indicates that this distress tends to be worse in men because men are less likely to have developed social relationships to the degree women usually do, and men are less likely to be able to have a validating domestic role which they can continue after retirement"

# **Introduction and Overview.**

**Welcome to the West Wight Men In Sheds. Our aim is to be a special place where men can get together and enjoy having a chat or doing 'men's stuff' in the company of other men.**

We are a Charitable Incorporated Organisation (ICO), Registered Charity Number: 1189211 and are reliant upon funding from donations and grants. We have five trustees all of which comprises of men who are shed members - so we run ourselves and are responsible for our own future. A copy of our governing constitution can be viewed at The Shed.

The Shed provides a friendly and safe environment for men to meet, to share and develop practical skills, learn new ones and enjoy their hobbies and interests. We make and repair things for ourselves, sometimes to sell and sometimes for others in the community. We also make our contribution to society by engaging in community-based projects.

All users are asked to abide by our principles and follow the safety guidelines when using tools and machinery, and when using the working area.

To this end you will be required to have a Shed Induction and to be cleared to use certain machinery unsupervised.

## **These are our principles**

### **Safety is everyone's responsibility**

- West Wight Men In Sheds is committed to providing a safe working environment.
- As individual Shed users we observe safe working practices and personal conduct.
- We are all responsible for our own safety and that of fellow Sheddors.

We must ensure that we follow safety instructions when using machinery, tools and equipment and are aware of relevant Health & Safety guidelines and Risk Assessments that are in place.

### **We treat every Shedder with equal respect and consideration**

And whatever his background, age, race or religion & whatever his level of practical skill.

## **No alcohol or drugs**

We do not attend the Shed if we are under the influence of drugs, alcohol or prescribed medicines that might affect our ability to use equipment or machinery safely.

## **There is no shame in asking**

If we don't know how to use a particular tool or machine, or do a particular process. We ask someone who does. It's about taking part not the output.

## **We make everyone welcome**

It's about belonging, feeling a part of it – and having a good time.

## **Our motto is:**

***“Learn Things, Make Things & Drink Tea”***

# Mission Statement

## Vision

- To address the issues of Men's Health (physical, emotional & social) in the West Wight.
- To engage Men of all Ages of the West Wight.
- To support the social interaction of men in transitional periods in a non-exclusive, non-judgemental way.
- To share, disseminate and preserve the skills, abilities and interests that are relevant to the Men of the West Wight.

## Mission Statement

- Be a place for nurturing friendship and creating feelings of belonging
- Have a structured program for advancing men's health and well being
- Have developed a positive and participative culture among its members
- Meet the needs of its members and their families
- Be supported by members and their families to help in the community
- Generate sufficient income to be financially independent
- Be a valuable asset & connected to the community, respected and supported
- Have effective partnerships within the community
- Be a place for learning
- Will be inclusive of men 18+

## Values

- Recognise that each member needs to get as much value out of the shed as they put in to it.
- Sincerity and devotion to improving of men's health,
- Honesty and integrity in all our activities,
- Responsiveness to the needs of men, their families and their communities,
- Wisdom in applying technology and innovation,
- Respect for the value added by teamwork and participation to life-long learning,
- Appreciation of the value of contributions by partners and sponsors,
- Responsibility and generosity in giving back to the community.
- Shared responsibility and willingness, to accept delegated work.

# Code of Conduct

The Code of Conduct will be applied to every person in West Wight Men In Sheds (the Shed) at any time.

1. No form of abuse, neglect, violence, anti-social behaviour or infringements of the rights of others will be tolerated. For the good of the shed it is recommended that we do not discuss religion or politics while attending the shed.
2. Alcohol and drugs are prohibited in the Shed and any person entering the Shed showing signs of being under the influence alcohol or drugs will be asked to leave immediately.
3. Members of the Shed will respect the confidentiality of all individuals, whether present or not, and refrain from mentioning specific information which may cause embarrassment to any member.
4. Members must accept that the Shed exists for the benefit of all of its members, irrespective of religion, political views, nationality, disability, age, race or sexual orientation.
5. Members of the Shed shall treat each other with respect and consideration, showing regard for people's feelings and acknowledgement for their contribution.
6. Sheds work best when members work as a team. Every member should take responsibility for helping and supporting each other.
7. Every member has a responsibility for Health and Safety and ensuring procedures are adhered to at all times by all members. Every member should see themselves as a safety officer, regardless of any formally appointed positions for that purpose.
8. Differences can sometimes get personal or be hard to resolve for other reasons. Members should be prepared to recognise when this is happening. And for the benefit of everybody, find a resolution. If a resolution cannot be found, the Management Committee will use the grievance procedure.
9. No member of the Management Committee shall use their position for personal gain or inappropriate treatment of others.

Any person breaching the Code of Conduct will be asked to leave the Shed and the Management Committee will make a decision as to whether the person will be permitted to return to the Shed.

## Some guidelines to make the Shed run Safely & Smoothly

- Respect other users and our neighbours
- By all means join in friendly banter but be sensitive to the situation or circumstances of other men and our neighbours - use moderate language
- All users are responsible for working in a safe manner, considering not only their own safety but that of others around them.
- If you see others working unsafely, tell them – it's your duty. You are saving yourself and maybe others from being harmed.
- Respect another man's work Don't criticise or mess with it.
- There is no harm in making suggestions about alternative methods or facilities for doing a particular task, but we are all free to do things in our own way if we choose, providing we use equipment safely and appropriately.
- On entering the shed please enter your name in the Attendance book. If leaving early please indicate by filling in the appropriate column in the Attendance Book.
- This is very important so that we are aware of who is in the building in case of an emergency.
- In case of accidents or emergencies, we require you to provide the name and contact number of someone we can contact on your behalf.
- In case of fire shout "FIRE", then leave the building by the nearest exit and assemble in the car park.
- Do not attempt to tackle the fire unless you are competent to use the equipment.
- Hazardous substances are to be stored in the assigned storage cupboard, and the door is to be kept closed when not in use.
- Waste flammable materials, including used rags, paper etc., are to be disposed of safely as soon as practically possible.
- Accidents do happen, hopefully only minor. If a trained First Aider is present immediately report to them. Minor cuts etc., may be dealt with using the Shed's First Aid supplies. More serious injuries should immediately be referred to the emergency services.
- All accidents are to be reported and details witnessed in the Incident Log Book.

- Clearly mark up any jobs which you are doing over several sessions as ‘Work in Progress’ with your name, and if possible, store them out of the way of other members or take them home for safe keeping.
- Respect the property and work of others, do not help yourself to tools or other items they are currently using or borrow their tools unless you have their permission. And return them afterwards.
- Space in the Shed is at a premium. As appealing as the idea may be of adding more tools and materials, think about where they would be stored. Obtain permission from the Management Committee before doing so.
- Please do not remove any equipment from the Shed. If there is a special reason why you wish to borrow an item, please ask the Responsible Person for approval and sign the Loan Book.

## **Using the workshop area and tools**

- You may only use tools and equipment that you have been cleared to use by a **Competent Person (CP)**
- Even when you have been cleared to use a machine, ensure that you work within the bounds of your skills and knowledge.
- A CP will be pleased to show you how if you are not sure – don’t feel embarrassed to ask.
- Look after tools and equipment.
- Check to make sure the tool it is not damaged before using it and report any damage or faulty equipment to whoever is in charge of the session.
- Clean tools and machinery when you have finished, and replace in their proper place.
- Ensure the work bench and surrounding floor area is cleaned and safe to use and free of potential trip hazards, including leads and cables.
- If stocks of consumables are getting low, report this in the same way.
- Ensure machine guards are fit for use and keep them in place whilst using the machine to ensure your safety.
- Adjust for each job as necessary.
- Ensure leads and materials are not trip hazards

- Do not distract people when they are using a machine.
- Personal & Protective Equipment (**PPE**)
- Protect your eyes from potential injury from objects, sparks etc., thrown from a power tool. Always wear safety glasses when necessary.
- Wear ear defenders when necessary.
- Wear a face or dust mask if a cutting operation produces dust.
- Dress properly.
  - Do not wear loose clothing or jewellery, secure neckties and loose cords – they can easily be caught in moving parts.
  - Overalls and thick leather boots/shoes are recommended.
- Ensure power tools you plan to use carry a green power PAT test label and it is still current.
- **If you bring in your own power tools, they must have been PAT tested and carry a current certificate.**
- Each machine & hand power tool should have a Machine Safety and Operating Instructions which must be read and followed.
- Use dust extraction equipment if available whenever possible. Dust can spoil other areas of the Shed and also affect the health of users and others present.
- After you have finished with a machine, isolate it before moving to another machine or equipment or leaving the area.
- Clean and return tools when you have finished with them to their designated storage space.
- Do not throw tools or materials to one another – someone might get in the way. The tools or materials could also be damaged.
- Minors (under 18) are not allowed in areas where equipment or tools are being used.

## Clearance Procedure for Using Tools

- If not used properly, some machinery and tools in the Shed could cause serious injury to the operator or bystanders, and could damage costly equipment.
- West Wight Men In Sheds has a duty of care to protect users and visitors from harm.
- The most effective means of meeting this responsibility is by ensuring that all machine operators and tool users are competent in their use, and are fully aware of the associated hazards.
- The West Wight Men In Sheds therefore operates a 'Clearance to Use' policy.

# Induction of New Members

Date of Induction \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name \_\_\_\_\_

Has completed a Membership Form

Has been made aware of the Members Handbook

**Has been made aware of the location of: -**

Sign in book		First Aid Kit		Kitchen Area	
Honesty box		Accident Book		Tea/Coffee	
Toilets		Fire Extinguishers		Parking	
Noticeboard		Fire Exit		Smoking area-outside	
Website Address		Risk Assessments File			
Constitution		PPE			
Emergency Phone		H&S Notices			

**Has been made aware of the need to: -**

Observe Shed Rules, Procedures & Policies

Respect decisions of the Responsible Person

Wear appropriate footwear & clothing

Wear PPE when using power tools

Be accredited before using power tools

Clean as you go

Clean all workspaces & machines at end of session

Report any safety issues to Responsible Person

Report all accidents to Responsible Person

Refrain from smoking on Shed property

Member's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Inducted by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Equipment competency checklist

For reasons of safety, the Shed's users have to be able to demonstrate that when using hand, power tools, machinery and equipment in the Shed, they fully understand the risks present and are fully aware of how the tools should be operated to minimise harm to themselves, to others and damage to the tools.

As a basic step in ensuring this understanding and awareness is established, shed users are required to record which of the following tools, machinery and equipment they have used, by indicating their level of experience for each tool using the ratings as indicated below.

This will form the basis of the Self-Accreditation Process for the use of the tools and equipment.

Users Name (please print) \_\_\_\_\_

Please rate yourself against each of these tools:

1=No experience. 2=Novice DIY. 3=Intermediate DIY. 4=Experienced DIY. 5=Professional

Item Description	Self assessment	Observed by Competent Person	Date	Cleared by Competent Person	Date
<i>Eg A tool</i>	<i>1</i>	<i>Name</i>	<i>Date</i>	<i>Name</i>	<i>Date</i>
<b>Woodwork - Electric Tools</b>					
Band Saw					
Belt Sander					
Chop Saw					
Circular Hand Saw					
Compound Mitre Saw					
Jig Saw					
Lathe					
Mortiser					
Orbital Sander					
Pillar Drill					
Planer					
Planer/thicknesser					
Router					
Scroll Saw					
Wet Stone Sharpener					
<b>Woodwork – Hand Tools</b>					
Chisels					
Drills					
Hammers					
Planes					
Saws					

## Users Commitment

I confirm that to the best of my ability, I have given a true representation of my skills profile in the use of workshop machinery, when completing the form.

Further, I agree to adhere to the Equipment Clearance Process for the West Wight Men In Sheds. This commits me to:

- Not use any equipment in the Shed unless directly supervised by a recognised Competent Person.
- Only use equipment on my own, when I have completed the accreditation process for that tool

Full Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Health & Safety Policy Statement

## **Statement of General Policy:**

We

- encourage & support a culture whereby all members may identify, report, assess & control safety risks in the Shed;
- endeavour to continuously improve member's safety to reduce the risk of work-related injury, illness or harm;
- provide induction training & briefings to ensure that all members and visitors to the Shed have the relevant, knowledge & awareness to understand the risks, and their own safety obligations;
- endeavour to comply with all applicable laws, regulations, statutory obligations, & other relevant requirements;
- ensure that the information, resources & skills necessary to effectively manage our identified safety risks are available;
- seek to maintain & improve our safety management system;
- consult & communicate with our members about safety;
- provide information & documentation to assist with effective safety management;
- also accept our duty of care for the Health & Safety of other persons who may be affected by our activities, e.g., the general public who visit the Shed or who attend events held by West Wight Men In Sheds at other venues.

This policy will be subject to review & revision as considered necessary.

## **Responsibilities:**

Responsibility for ensuring this policy is put into practice at the Shed devolves upon any Responsible Person present at the Shed at such times the Shed is open.

Members of the West Wight Men In Sheds taking part in activities must ensure that they understand the limits of their own competence and responsibility to deal with any Health & Safety issues which may arise.

All members have a duty to

- co-operate with the Responsible Person(s) and the Management Committee on Health & Safety matters;
- not interfere with anything provided to safeguard their Health & Safety;
- take reasonable care of their own & other's Health & Safety;
- use equipment correctly & in accordance with training & instructions.

# Vulnerable Adults Policy

Men In Sheds operates an 'open door/drop in' policy to all men aged 18 years or over.

Our primary objective is to offer a safe and welcoming place for men to meet and socialise whilst carrying out craft activities around hobbies or similar interests, to address the issues of male social isolation. This will include the provision of training, encouragement, tools, and equipment, and may include organised trips to places of interest. We will also engage in work in the community.

We will always have a 'responsible person' in attendance at all sessions but we do not provide any healthcare professionals. If anyone needs healthcare support, we expect them to come with that support, which may be a professional or informal carer. We expect such supporters to take responsibility for the person/people in their care.

As volunteers, the Management Committee, the 'responsible person', and other members have no formal duty of care to anyone who comes, but we accept that we have a moral duty to do the best we can in whatever circumstance.

If we suspect signs of abuse in anyone, or they tell us of abuse or critical problems they are suffering, we can consider the following options: -

1. If they have a care co-ordinator who is known to us, we can tell them about it.
2. We can ask the person if they would like us to contact adult social services or the police or any other agency on their behalf.
3. We can refer them to an advocacy service, the Wellbeing Service or other relevant organisation. We will hold contact details and leaflets of useful organisations.

The following is a guide to the standards of behaviour we expect from all those who come to our sessions: -

Everyone must be accepting of, and supportive of, all the other people who are there. Their own behaviour must be acceptable, that is, not threatening and they do nothing to distress other people. They will not be under the influence of alcohol or non-prescribed drugs.

It is understood that some people's behaviour may be adversely affected by illness or medication. They can be asked to leave. This behaviour may be temporary and so, in most but not all cases, they may be welcomed back on another day. We will, as a matter of course, assist anyone who may need help due to disability or illness. We will be welcoming, friendly and helpful to anyone who comes and lend a friendly ear to people. We will do our best to be totally accepting of everyone and encourage all who attend our sessions to behave likewise.

The kettle will always be on, with tea, coffee and biscuits available.

## **Equal Opportunities Policy**

Men In Sheds is an organisation which has an open-door policy and aims to treat everyone with respect and dignity. This is regardless of age, beliefs, colour, physical disabilities, sexual orientation, mental health, learning disabilities, or any other possible reason for social exclusion.

In the appointment of Management Committee members or 'responsible persons' or other volunteering posts, all applicants will be selected according to their abilities and suitability for the post or tasks to be undertaken.

## Summary of Adult Safeguarding Policy

Safeguarding of our Shedders is vitally important to us and the below summarises our values and the people you can contact should you have any concerns.

West Wight Men In Sheds recognises that by providing a Men's Shed (referred to as Shed) for the community, it has a duty of care to protect its members from harm. West Wight Men In Sheds Management Committee has the following values in safeguarding its members:

1. All Shedders have the right to participate in the activities of the Shed, free from of abuse or neglect or fear of abuse or neglect
2. All Shedders have the right to have their views, wishes, feelings and beliefs respected and taken into account
3. All Shedders have the right to be provided with a safe environment with adequate health and safety procedures in place
4. All Shedders have the right not to be discriminated against for their age, gender, sexuality, race or other personal characteristic
5. All Shedders have the right to have any allegation they make about abuse or neglect taken seriously and acted on immediately

## Safeguarding Contacts

Below are the Sheds main contacts if you need to report a safeguarding issue as detailed in this policy, or need further information.

Safeguarding Contact (SC): Mr I G Wright  
SC Tel: 07954 752001  
SC Email: [men@westwightshed.org](mailto:men@westwightshed.org)

The above-named people are responsible for **recording** safeguarding issues or concerns, **alerting** the local authority or police if an issue arises, **getting advice** from the local authority on safeguarding in the Shed and **arranging training**, if necessary.

You should contact the above-named contacts if you have any concerns about an adult in the Shed, including yourself. They will follow the procedures of the Shed's Safeguarding Policy, which you can view on request. It is kept by the Shed's management committee.

# Data Protection Policy

## Data Protection Statement

West Wight Men In Sheds is classified as a Data Controller under the General Data Protection Regulation (the GDPR). This policy outlines our commitment to protecting the personal data of people in relation to our organisation's work in accordance with the GDPR – as regulated by The Information Commissioner's Office (ICO), the UK authority on data protection - and carrying out any data processing with transparency, accountability and good governance.

### Main Contacts

Below are the Sheds main contacts for data protection in line with this policy. They should be your primary contact should you wish to discuss something related to data protection, or need further information.

Data Protection Officer (DPO): Ian Wright Tel: 07954 752001 Email: [men@westwightshed.org](mailto:men@westwightshed.org)

The DPOs' are volunteers of the Data Controller, West Wight Men In Sheds and have responsibility for ensuring personal data is collected and processed lawfully in line with this policy and the GDPR, and is kept secure.

### Definitions

This policy uses the GDPR's definitions for the following key terms.

**Personal data** – *any information relating to an identified or identifiable natural person, both 'direct' and 'indirect' identification.*

**Natural Person** - an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.

**Data Controller** - a 'person' who determines the purposes for information processing and the manner in which it is done. A data controller will be a 'person' recognised by law i.e. individuals, organisation and corporate bodies.

**Data Processor** - any 'person' (again, a person as recognised by law), other than an employee of a data controller, who processes the data on behalf of the data controller.

Other key terms are defined within their sections.

## Data Collection

From time to time, we will need to process the following examples of personal data from volunteers, service users and other natural persons related to our work. We may also, at times, need to collect and process personal data not listed here. The following are some examples of the types of personal data we may collect and process.

- Name
- Contact information e.g. address, telephone numbers, email addresses
- Information about your age, ethnicity, gender, nationality, disability status
- Your occupation and job title
- Information about your skills, qualifications and expertise
- Information relevant to our human resources procedures

We may use this information to:

- Manage memberships
- Understand the views and opinions of Shedders and other related persons
- Handle complaints
- Monitor the impact of our work e.g. through case studies or consultation
- Improve our services
- Carry out administration functions
- Get help if somebody is in danger e.g. contact next of kin if an accident or emergency occurs
- Send information we think might be of interest to you
- Comply with legal obligations

In line with the GDPR, West Wight Men In Sheds will ask for and record individuals' consent prior to collecting and processing data for certain purposes and provide clear and concise privacy notices to provide information on how and why we are collecting and processing particular data. West Wight Men In Sheds will ensure it provides ongoing opportunities to give or revoke consent where appropriate and necessary in line with the GDPR. West Wight Men In Sheds privacy notices will also state clearly our lawful basis or bases for collecting the data in each instance that we collect and process it. This will be in line with the six documented legal bases of the GDPR; consent, contract, legal obligation, vital interests, public tasks or legitimate interest.

West Wight Men In Sheds will maintain a live log of the exact types of data, reasons and lawful basis for collection and processing which allows us to demonstrate our compliance with the GDPR with the ICO, if ever necessary.

West Wight Men In Sheds will never, under any circumstances, use personal data to discriminate against a person for any reason.

West Wight Men In Sheds will audit personal data on file on an annual basis to ensure it is still relevant, needed and lawfully held. If ever we need to use data for another purpose, we will make sure we inform and/or request consent from the relevant persons, in line with the GDPR. West Wight Men In Sheds will carry out a Data Protection Impact Assessment (DPIA) prior to implementing new data handling technology and/or where processing personal data is likely to significantly affect individuals.

## **Data Handling**

West Wight Men In Sheds understands its obligations under the GDPR, when collecting, controlling and managing personal data. We will ensure that we:

- process data lawfully, fairly and in a transparent manner.
- collect data only for specified, explicit and legitimate purposes and not further processing in a manner that is incompatible with those purposes.
- process data adequately, relevant and limited to only what is necessary.
- ensure personal data is accurate and kept up to date, rectifying and erasing any errors or inaccuracies without delay.
- will keep personal data in a form that permits identification of individuals for no longer than is necessary for the purpose.
- process personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against loss, destruction or damage.

As a data controller and in line with the GDPR, we will keep a record of our processes, consistent with the above and be able to demonstrate our compliance at any given time.

## **Data Storage and Security**

West Wight Men In Sheds takes the matter of safety of personal data very seriously and will always ensure we put in place robust safety measures, appropriate to the type of information we hold and process.

In order to secure personal data kept by West Wight Men In Sheds we will use a mixture of the following methods, appropriate to the data held.

- Physical security including
- good quality doors and locks, alarms, security lighting and CCTV
- Computer security including
- passwords, encryption or two-factor authentication

We will check our storage and security practices regularly to ensure they are in line with regulation and appropriate for the personal data held. We will build a culture of awareness and security within the Shed ensuring good communication with key people, and we will only ever provide access to personal data for people that need it for lawful processing.

The exact way we store personal data for each purpose will be documented in our Data Protection Log.

## **Individual Rights**

West Wight Men In Sheds is aware of the rights for individuals whose personal data we hold. In line with those rights we will ensure we process data in accordance with these rights. We will:

- Be transparent and inform them of how and why we will process their personal data, as well as the lawful basis for doing so.
- Respond within 30 days if people ask to access their personal data, allowing them to verify its lawful collection and processing.
- Rectify any inaccurate or incomplete personal data without delay.
- Erase any personal data when it is no longer needed or there is no lawful reason for it being held.
- Take immediate action if an individual request that we suppress the processing of their data or objects to its collection, retaining just enough to respect their wishes in future.
- Never process personal data for more than it's lawful, documented purpose(s).
- Obtain clear, active consent from each individual where we are lawfully obliged to do so.

## **Data Breaches**

West Wight Men In Sheds recognises the GDPR's guidelines to record, rectify and report, where necessary, data breaches; where a breach of security leads to the destruction, loss, alteration or unauthorised disclosure of, or access to, personal data.

West Wight Men In Sheds DPOs are allocated the responsibility for minimising the likelihood of breaches and taking prompt action if ever they happen. West Wight Men In Sheds will ensure it notifies the individuals whose data is involved if there is any adverse risk to them as a result of the breach, and where necessary notify the Information Commissioner's Office (ICO).

## **Accessing Information**

Under the GDPR, individuals have the right to access the information held about them. If you would like to request information held, or be reminded of the reasons, lawful basis and methods of keeping your personal data, please send a request in writing to:

FAO Ian Wright  
West Wight Men In Sheds  
Totland Recreation Ground  
Totland Bay  
Isle of Wight  
PO39 0AS

We will respond to all requests within 30 days.

## The Information Commissioner's Office (ICO)

The ICO is “the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals” (ICO website). It is responsible for administering the provisions of the GDPR. Under the GDPR, organisations must register with the ICO unless exempt.

West Wight Men In Sheds is exempt from registering with the ICO because it is a non- profit-making organisation / only makes a profit only for its own purposes.

### West Wight Men In Sheds

- processes information necessary to establish or maintain membership or support.
- processes information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it.
- shares the information with people and organisations necessary to carry out the organisation’s activities unless given permission otherwise.
- keeps the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

# Dignity Policy (*Bullying & Harassment*)

## Purpose & Scope

The purpose of the Dignity Policy is to state clearly **West Wight Men In Sheds's** opposition to bullying or harassing behaviour in the Shed environment by members, volunteers, including trustees, or clients and to provide a clear process for dealing with such behaviour.

## Statement

**West Wight Men In Sheds** recognises the right of every individual to be treated with dignity and respect and to work in an atmosphere free of bullying and harassment.

## Principles

**West Wight Men In Sheds** is opposed to bullying or harassing behaviour in the Shed environment and will respond seriously, sensitively, confidentially and fairly to any genuine allegations of such behaviour.

**West Wight Men In Sheds** recognises that bullying or harassing behaviour is not only damaging to the individual recipient(s), but also damaging to the organisation.

All members, volunteers, trustees, and clients are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviours of others.

Supervisors are responsible for leading by example and will be expected to treat their fellow Sheddors and other colleagues with respect, dignity and sensitivity.

**Definitions of Bullying & Harassment** **Bullying** may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient

**Harassment** in general terms, is:

Unwanted conduct affecting the dignity of people in the Shed environment. It may be related to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Further examples are listed in more detail below, but it is not an exhaustive list:

- Spreading malicious rumours, or insulting someone (particularly on the grounds listed above);
- Ridiculing or demeaning someone – picking on them or setting them up to fail;
- Exclusion or victimisation;
- Overbearing supervision or other misuse of power or position;
- Unwelcome sexual advances – touching, standing too close, display of offensive materials;
- Deliberately undermining a Shedder by overloading and giving criticism;
- Preventing individuals progressing

### Process

**West Wight Men In Sheds** recognises that an individual experiencing or witnessing bullying or harassing behaviour may find it hard to raise the matter and may have concerns about how their complaint is perceived or responded to. **West Wight Men In Sheds** is committed to taking all such allegations seriously and will deal with them in a sensitive, confidential and fair manner.

Many incidents of harassment can be dealt with effectively in an informal way by raising the matter with the alleged perpetrator without invoking this procedure. Often the alleged perpetrator has no idea of the effect their behaviour is having on others. Once it is drawn to their attention the behaviour ceases. Therefore, where possible, individuals are encouraged to raise the issue directly with the alleged perpetrator.

**West Wight Men In Sheds** recognises that there will be circumstances where the individual experiencing or witnessing bullying or harassment will not feel comfortable raising the matter directly with the alleged perpetrator. In these instances, or where the problem has been raised but the behaviour of the alleged perpetrator has not changed, the individual is encouraged to approach their Supervisor or Chairman/Vice Chairman, as appropriate for advice and support.

Should a complaint be made against a trustee, the matter should in the first instance be raised with the Chair or Vice Chair as appropriate and an investigation will take place.

If the complainant then experiences further bullying or harassment as a result of raising their concerns, this will be regarded as victimisation and the alleged perpetrator will be liable to further possible legal action, as appropriate.

# Grievance Procedure

## Introduction

The aim of this Grievance Procedure is to settle grievances or complaints fairly and it is intended to operate simply and quickly. Every effort will be made to resolve the issue at the earliest possible stage, and at each stage efforts will be made in order to avoid proceeding to the next stage and to settle the issue amicably.

If a member has a problem with any other member, and is unable to sort it out informally, the matter should be referred to the Chair of the Management Committee. You may be able to agree an informal solution between you.

If the problem is serious or remains unresolved or the member wishes to raise the matter formally, the member can use the formal grievance procedure.

In the case of a grievance being taken out as a counter-grievance, or in response to the start of disciplinary action, it may be appropriate to deal with both issues at the same time. If appropriate, the disciplinary procedure may be temporarily suspended in order to deal with the grievance.

## The Procedure

### i. Raise the grievance in writing

The member should raise a grievance with the Chair of the Management Committee without unreasonable delay, normally within one month of the incident (or final incident) which gives rise to the complaint.

If the grievance is against the Chair of the Management Committee, the matter should be raised with the Treasurer. Whoever deals with the grievance at the meeting, will normally be excluded from hearing any appeal.

The member must detail in writing the specific circumstance or circumstances which constitute the grievance, with dates, times, witnesses, etc. as applicable. Members should stick to the facts and avoid insulting or abusive language.

## **ii. Invitation to a Grievance Meeting**

The Chair of Management Committee will invite the member to attend a meeting, without unavoidable delay to discuss the matter.

The chair of the Management Committee will also state that the member is entitled to be accompanied by a trade union representative or another member of the shed at the meeting.

## **iii. Grievance Meeting**

Where possible, a note-taker, who must be uninvolved in the case, will take down a record of the proceedings.

The Chair of the Management Committee will introduce the meeting, read out the grounds of the members' grievance, ask the member if they are correct and require the member to provide clarification regarding details of the grievance if unclear.

The member will be given the opportunity to put forward his case and say how they would like to see it resolved. The member may call witnesses and refer to any documents previously provided to the Chair of the Management Committee.

The Chair of the Management Committee may question the member and any of the members' witnesses. The member/companion will be given the opportunity to sum up but may not introduce any new material.

The meeting may be adjourned by the Chair of the Management Committee if it is considered necessary to undertake further investigation. Any necessary investigations will be carried out to establish the facts of the case. The meeting will be reconvened as soon as possible.

Having considered the grievance, the Chair of the Management Committee will give his decision regarding the case in writing to the member which will normally be within five working days. If appropriate, the decision will set out what action the member intends to take to resolve the grievance or if the grievance is not upheld, will explain the reasons. This will also include notifying the member of his right of appeal and the procedure to be followed.

#### **iv. Appeal**

If still unresolved, the member may refer the matter, in writing, to another member of the Management Committee, or if all the members of the Management Committee have already been involved in an earlier stage of the procedure, to the Isle of Wight Men In Sheds Forum.

The member wishing to appeal against a grievance decision, must do so in writing within five working days of receiving written notification of the grievance decision, stating the reasons for the appeal. Any documents submitted in support of the appeal must be attached.

Arrangements for the appeal meeting will be made by the Chair of the Management Committee who will ensure that a note-taker is present if possible. The appeal meeting should be held without unavoidable delay. Where possible, at least two members of the Management Committee will constitute an Appeal Panel. The members of The Management Committee hearing the appeal should, if at all possible, have had no direct involvement in the case.

The member is entitled to be accompanied by a trade union representative or another member at the appeal.

The meeting may be adjourned by the Appeal Panel or person hearing the appeal, if it is considered necessary to undertake further investigation. The meeting will be reconvened as soon as possible.

The decision of the Appeal Panel or person hearing the appeal shall be final.

# Appendix 1

## Trustees Committee

David Waldock – Chairman

Tel: 07398 177527

Email: [david.waldock@westwightshed.org](mailto:david.waldock@westwightshed.org)

Paul Robinson – Treasurer

Tel: 07849 068036

Email: [paul.robinson@westwightshed.org](mailto:paul.robinson@westwightshed.org)

Ian Wright – Secretary

Tel: 07954 752001

Email: [ian.wright@westwightshed.org](mailto:ian.wright@westwightshed.org)

Roger Spivey – Trustee

Tel: 01983 756577

Email: [roger.spivey@westwightshed.org](mailto:roger.spivey@westwightshed.org)

Anthony Saunders – Trustee

Tel: 07976 981411

Email: [tony.saunders@westwightshed.org](mailto:tony.saunders@westwightshed.org)

# Appendix 2

## Key Holders

David Waldock - 07398 177527

Ian Wright – 07954 752001

Paul Robinson - 07849 068036

Totland Parish Office - 01983 756028

## Responsible Persons

David Waldock - 07398 177527

Ian Wright - 07954752001

## First Aiders

**Ian Wright - Workplace First Aid, Expires: 04/06/2022**

**If a First Aider is not available assess the seriousness of the injury &/or the individual's condition and if considered necessary call 999 or 112.**

# Appendix 3

## Responsible Person Duties

There must be at least one Responsible Person (RP) present during each period that the Shed is open.

1. Unlock and check the building as safe before use.
2. Ensure that all Sheddors and Visitors complete the Attendance Register (H&S and Fire Evacuation Requirements).
3. Direct, as necessary, persons present to the Health & Safety, Safe Working and use of Personal Safety Equipment procedures that are in place, including procedures for emergency evacuation. And ensure that the procedures are observed.
4. The Duty RP to act as a 'meeter & greeter' to any visitors to the Shed to introduce them to the Shed and explain the Shed's function & rationale behind Men In Sheds to any interested party. And refer to 2. & 3. above.
5. For parties interested in joining provide them with a Membership Form to complete and return at their next visit. At second visit take them through the Induction and complete an Equipment Use Experience form.
6. Where necessary or as requested, arrange Competency Checks and liaise with a member of the Shed who is designated a Competent Person at a particular operation to advise & guide the correct use of equipment.
7. ONLY power tools which have been PAT tested can be used at the Shed. Tools brought by Members to use must have been PAT tested.
8. Closing the Shed:
  - 15 minutes before the Shed is due to close, Sheddors need to stop whatever they are doing and start clearing up.
  - The RP must ensure that everything inside the building and the surrounding area is safe, the heating is turned off, computer is shut down, and CCTV Monitor is turned off & all lights and appliances are switched off.
  - Ensure the building is left as tidy as possible, tools stowed away, hazardous materials locked away, funds and member's records locked away, the floor areas and the kitchen area are clean, windows & doors are secured, all persons have left the area and the alarm is set and the building is locked.



# Appendix 5

## Evaluation Form

**Before** you came to the Shed did you feel:

1. Involved in your local community

(Isolated and alone) 😞 1 2 3 4 5 😊 (Very involved and social)

2. That you had opportunities to meet and make new friends

(No opportunities) 😞 1 2 3 4 5 😊 (Plenty of opportunities)

3. That you had a positive outlook

(Feeling very low) 😞 1 2 3 4 5 😊 (Feeling very positive and happy)

4. That you are physically and mentally fit and healthy

(Not doing well at all) 😞 1 2 3 4 5 😊 (Feeling great)

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**Now** after six months how do you feel about the shed:

1. Your involvement in your local community

(Isolated and alone) 😞 1 2 3 4 5 😊 (Very involved and social)

2. Your opportunities to meet and make new friends

(No opportunities) 😞 1 2 3 4 5 😊 (Plenty of opportunities)

3. Your outlook

(Feeling very low) 😞 1 2 3 4 5 😊 (Feeling very positive and happy)

4. That you are physically and mentally fit and healthy

(Not doing well at all) 😞 1 2 3 4 5 😊 (Feeling great)

**Comments** – please tell us what coming to the Shed means for you. Is there anything that we can do differently? Use the back of this page if you need more space.