

Lisnaskea Men's Shed



Membership Form

Terms: Lisnaskea Men's Shed members are required to complete the form in full, acknowledge the Disclaimer and Privacy Statement and agree to comply with both the Code of Conduct and the Health & Safety Policy.

Applicants Details

| | |
|------------------------------------|-----------------------|
| Date Application Completed: | |
| First Name: | Surname: |
| Address: | |
| Post Code | |
| Date of Birth: | |
| Landline Number: | Mobile Number: |
| Email address: | |

Do you feel you have any skills or experience that would be useful at the Men's Shed?

(do not worry if you feel you have no skills for the Shed as training will be provided))

What activities interest you? e.g. woodworking, art, other?

| Emergency Contact /Medical Conditions | |
|--|-----------------------------|
| Name: | Telephone number(s): |
| <p><i>Do you have any medical conditions we should know about? Is there any specific medications you are taking that we need to know about in the event of an Emergency (Dosage/Where is it stored?)</i> <i>(this is asked so we can support members to remain safe)</i></p> | |

CRIMINAL RECORD DISCLOSURE

| |
|---|
| <p>Do you have a criminal record? If so, please provide details of the conviction (s) and the date of conviction. It is essential that you provide details of convictions at the time of registration. Non-disclosure of convictions at the time of registration may result in your exclusion from Lisnaskea Men’s Shed.</p> |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> |
| <p>NB: *All information provided on this form will be kept strictly confidential. **Having a criminal record will not necessarily exclude you from joining Lisnaskea Men’s Shed, however membership will be permitted at Co-ordinator’s discretion.</p> |

DISCLAIMER (to be completed by all members)

I confirm that I have read and understand the terms (page 1) of this Membership Form. I fully understand and accept the risks associated with participating in the Lisnaskea Men’s Shed programme, including the risk of personal injury or death. I agree to wear safety equipment provided, to comply with any safety instructions provided, and to take steps reasonably necessary to ensure my safety and the safety of others.

I further acknowledge and accept that neither Lisnaskea Men’s Shed nor Erne East Community Partnership shall be liable for any loss, damage or injury (except in instances of death or personal injury caused by the negligence of such persons) arising from my participation in the Lisnaskea Men’s Shed.

I accept that I will be responsible for any injury I cause to others, and I undertake to comply fully with any instruction I receive from Lisnaskea Men’s Shed or any of its affiliates with regards to the use of the facilities and equipment provided.

Applicants Signature: _____ Date: _____

Privacy Notice

Data privacy is taken very seriously at Lisnaskea Mens Shed. It is important that you know exactly what we do with the personal information you and others provide to us, why we gather it and what it means to you. This privacy notice outlines our approach to Data Privacy to fulfil our obligations under the General Data Protection Regulation (2018). We also welcome it as an opportunity to reassure you of the importance we place on keeping your personal data secure, and of the strict guidelines we apply to its use. This privacy notice should be read in conjunction with our Data Protection Policy Document (2018).

The personal data we collect will be used for the following purposes:

Our legal basis for processing your data:

- ✓ For the purposes of life saving/first aid situations and to inform NOK/health professionals of incidents.
- ✓ Men's Shed membership information.
- ✓ Men's Shed membership communication
- ✓ To identify and protect vulnerable adult members within our sheds.
- ✓ To provide our funding bodies and management community with outcome and evaluation statistics – The information we provide funders will never be identifiable to any shed member unless their explicit permission to reveal their name, has been given.
- ✓ Health and safety audit and disclaimer information.
- ✓ Criminal conviction audit – for the purpose of safeguarding the applicant member and other members of shed/staff members and shed visitors.
- ✓ To maintain training records for all members, e.g. tool competency or first aider certificates.

Any legitimate interest pursued by us, or third parties we use, are the following special categories of personal data:

Name/address/tel nos/email of *member*. Name/address/tel no of *emergency contact* and *health professional (if applicable)* /Any *Medical information* provided by the member/*criminal conviction information/mental health survey* and *loneliness campaign responses*.

Consent:

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for the Coordinator to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by notifying the Men's Shed Co-ordinator.

We will not pass on your personal data to third parties without first obtaining your consent. The Oak Health Living Centre will never pass your personal data onto marketing companies.

Photographic / Media Consent

I consent to the collection and use of my personal images by photography or video recording.

Yes **No**

If **Yes** please read and sign below

I am happy for these to be used on the Lisnaskea Men's Shed Facebook page, in newsletters, publications in future events as well as distributed to members via, for example, The Men's Shed Whatsapp group*. I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that this consent can be withdrawn at any time in writing.

Applicants Signature: _____ Date _____

***To ensure the well-being of all members abusive, libellous or defamatory language will not be tolerated, and we would ask that repeated posts, spamming and off topic messages are not posted. The admins retain the right to block and/or ban any user engaging in inappropriate behaviour at their own discretion. By signing this registration form you are agreeing to adhere to this code of conduct.**

If you wish a family member to join the Whatsapp group on your behalf, please note their mobile number here, in doing so they are agreeing to be added to the group and to adhere to the code of conduct:

Family/carer mobile no: _____

DECLARATION (to be completed by all members)

The details provided by me are correct and I have read and understand the above 'Privacy Statement'

Applicants Signature: _____ Date _____

Please complete this Membership Form and return to:

Oak Healthy Living Centre Men's Shed Coordinator,
The LITE House,
Cross Street,
Lisnaskea,
BT92 0JE.

Contact Us:

Tel: 028 6772 3291

Mobile: 07497 188117

Email: info@oakhlc.com

Fees associated with Membership

Fees for attendance of Lisnaskea Men's Shed workshop is £1 per session. This covers cost of tea, bread and cleaning equipment. This may be liable to change.

LISNASKEA MEN'S SHED - CODE OF CONDUCT POLICY

Purpose of "Lisnaskea Men's Shed":

- To provide a venue for men to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space, expertise and facilities for men to pursue hobbies, crafts and other creative activities.
- To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.

To achieve this we will:

- Maintain an open door policy and will not reject any person on the basis of race, disability, religion or age, though some conditions may apply.
- Certain restrictions may be placed on participation for physical safety reasons or in if a participant needs the assistance of a carer (which must be provided by the participant).
- Provide a safe physical environment
- Provide a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested
- Respect the rights and decisions of participants
- Respect the confidentiality and privacy of participants

THE WORK ENVIRONMENT IN "THE SHED":

- We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others - persons indulging in this type of behaviour will be asked to leave the Shed.
- Neither alcohol nor drugs are allowed in the Shed - Any person arriving at the Shed obviously suffering from alcohol or drugs, will be asked to leave immediately and return when sober.
- The Shed is a smoke free zone and smoking inside the Shed is not permitted.
- Participants are expected to conduct themselves in a courteous manner towards Tutors, Committee members, key holders and other users of "The Shed" - this includes being considerate of other persons need for space, tools, materials and equipment.
- Each and all of the members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times. Each member is responsible for the safety of his fellow members. Everyone is a safety officer. Fortunately it mostly calls for care and common sense. See attached the Health & Safety Policy Lisnaskea Men's Shed.
- We will share learning, celebrate success and acknowledge and recognise participants.
- Have respect and consideration for life outside the shed.

GENERAL SHED RULES

- Always clean equipment after use and return tools to the allocated place.
- Always ensure tools and equipment are in safe working order
- If a fault is noticed you must immediately notify the Tutor and Chairman.
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.
- Always tidy the shed at the end of the day, and throughout if required.

CODE OF PRACTICE

- "The Shed" resources are for "sustaining the Shed" not for personal profit.
- Programs and activities need to be suitable to the aims and objectives of the project.
- To commence a community or major project, a brief written proposal needs to be submitted to the "The Shed" Committee who will assess the proposals for suitability.
- No projects are to compete unfairly with local business.
- The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability.
- Members may purchase items/services at a discount to be agreed upon by the committee item by item.
- Stealing of resources will not be tolerated and any instances of stealing will be dealt with by "The Shed" Committee. Theft may result in loss of membership and legal action.
- Key holders who are nominated have a duty to keep the keys safe. If another member wants access to the Shed, a key holder must always be present.
- The Shed is intended to be a group of Men who get together to build friendships, share experiences and skills, and support each other. However, it is not intended to be a counselling service. We can signpost members to appropriate services, but expect them to respect other people's boundaries.

Code of Conduct Policy – Lisnaskea Men's Shed – 13/12/17

LISNASKEA MEN'S SHED - HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of Lisnaskea Men's Shed

Our statement of general policy is:

- We encourage and support a culture whereby all members may identify, report, assess and control safety risks in their sheds;
- Continuously improve their safety to reduce the risk of work related injury, illness and harm;
- Provide induction training and briefings to ensure all members, and visitors have the relevant skills and knowledge to understand risks, and their safety obligations;
- Comply with all applicable laws, regulations, statutory obligations, and other relevant requirements;
- Ensure they have the resources and skills necessary to effectively manage our identified safety risks;
- Maintain and improve a safety management system;
- Consult and communicate with their members about safety;
- Provide information and documentation to assist with affective safety management.
- We also accept our duty of care for the health and safety of other people who may be affected by our activities, such as the general public who visit Lisnaskea Men's Shed or attend events held by the Lisnaskea Men's Shed at other venues.

This policy will be reviewed and revised as necessary.

Responsibilities

Day to day responsibility for ensuring this policy is put into practice at the Lisnaskea Men's Shed is delegated to the Appointed Health and Safety Officer.

Members of Lisnaskea Men's Shed taking part in activities should ensure that they understand the limits of their own competence and responsibility to deal with any Health and Safety issues that arise.

All **members** have a duty to:

- co-operate with the tutor and the committee on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- use equipment correctly in accordance with training and instructions

Health & Safety Policy – Lisnaskea Men's Shed – 13/12/17