

MEMBERSHIP FORM - PERSONAL DETAILS

MY DETAILS	
FULL NAME	
HOME ADDRESS	
POSTCODE	
Year of Birth	
HOME Phone	
MOBILE NUMBER	
EMAIL ADDRESS	

EMERGENCY CONTACT	
NAME	
CONTACT TELEPHONE No	
RELATIONSHIP TO YOU	

ANY MEDICAL OR HEALTH ISSUES IN CASE OF EMERGENCY, E.G., EPILEPSY, ASTHMA, ETC.....

ARE YOU A TRAINED FIRST AIDER? <i>Please tick relevant answer</i>	Yes	Expires Date:
	No	I would like to do a one-day course:

ANY SKILLS OR EXPERIENCE THAT YOU COULD BRING TO THE MEN'S SHED?

WHAT ACTIVITIES/HOBBIES INTEREST YOU? E.g., WOODWORK, METALWORK, CRAFTS, ETC
<ul style="list-style-type: none"> ▪ <i>Following a probationary period and acceptance, there is a £24 membership fee for the year to be part of the Men's Shed at South Woodham Ferrers to cover Insurance and Utility costs.</i> ▪ <i>There will be a £3 charge for the session and tea/coffee. Other refreshments may be available in the fridge (honesty box).</i>
Annual Payment received - DATE:
<i>The person receiving the money (Name & Sign)</i>

A donation will be made to the Shed for materials used to construct personal projects. SWF Men's Shed intends that I will:

- Undertake a probation period of 4 visits for assessment purposes within four weeks.
- The Committee will then decide on full membership, and you will be notified of the outcome and pay the membership fee. The Committee's decision is final.
- Respect other people and their possessions.
- I will take responsibility for my own safety and those around me.
- Only use tools and equipment that I am competent to use or use under supervision for training to be competent.
- Pay for any damage to tools and machinery through misuse.
- Comply with rules, regulations, and the spirit of the Men's Shed operation.
- Any failure to comply with rules and regulations after requests and guidance will relinquish my membership. The Committee's decision is final.
- Follow the Code of Conduct as it is presented. DISCLAIMER

"I participate in the SWF Men's Shed and understand that every effort will be made to maintain a safe environment for myself and other participants. I will wear appropriate Personal Protective Equipment (PPE) as deemed necessary when using tools and machinery and will adhere to all safety instructions.

The sponsoring operations, their representatives, and people appointed as Supervisors at the Men's Shed do not take responsibility for the personal health, safety, and well-being of the people participating in projects. We, the organisation mentioned above and individuals, take no responsibility for loss or damage of any personal items taken to or from the Shed and waive all and any claims in this respect of the above."

[DATA PROTECTION ACT 2018 – Statement](#)

The information you have provided on this form will be treated as confidential and will be held following the Data Protection Act 2018

[DECLARATION](#)

The details I have provided are correct, and I have read and understood the above statement.

[APPLICANTS SIGNATURE](#)

Signed:

Date:

South Woodham Ferrers Men's Shed

CODE OF CONDUCT

This Code of Conduct has been prepared to ensure that members of SWF Men's Shed are to act safely and properly, and this is your copy to retain.

Following a probationary period and acceptance of membership by the Committee, the following code applies:

- **Complete a membership application form and information consent form.**
- Pay a Membership subscription following a successful probationary period.
- Pay the session attendance fee.
- Wear appropriate clothing and footwear within the Shed.
- **Follow Health and Safety practices to prevent accidents and injury to yourself, others and equipment damage.**
- **Do not use machinery or equipment until you undergo training, guidance, and an assessment.**
- Respect the facilities of the Shed.
- Respect others and their possessions.
- **Do not use aggressive language toward members.**
- **Bullying or intimidation of members will not be tolerated.**
- Share skills and advice with other shedders.
- Ensure you have a plan for the project you are to undertake and discuss it with a supervisor to provide a Risk and Methods Statement.
- Ensure appropriate costing and materials are agreed upon before commencing any project.
- Alcohol, Drugs and Smoking are not permitted in or around the Shed area.
- **At the end of each session, dust, shavings and waste materials must be collected for disposal.**
- **All tools and machines used should be cleaned and returned within the Shed to allocated storage.**
- Any accident/incident must be recorded in the accident book.
- Any person failing to carry out reasonable requests from the Session Supervisors will be asked to leave the session. Their judgement and decisions are final.
- Safety signs must be followed.

This Code of Conduct will be reviewed by the Committee at least once per annum.

Version: 2023, October 26th