



1. Induction

All members or prospective members must undergo an initial induction.

The purpose of this is to provide sufficient information for the prospective member to:

To know how to be safe;

Know what is available in the Shed;

Who to ask for assistance;

What policies there are with respect to health and safety;

What to do in the event of an emergency;

Where to find information;

To provide the Shed with appropriate personal information to register the member.

Induction will include:-

Provision of personal details for records;

Location and use of Signing in book;

Knowledge of Shedditi! Health and Safety Policy;

Identification of Committee members;

Rules for using machinery;

Medical equipment and procedures;

Emergency numbers for contacts and First Aiders;

Payment of attendance fees, where appropriate;

General workshop layout and equipment location;

Opening times, activities and key holders;

Rules for car parking

Evacuation.



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Members Registration Form

Date of Joining/Induction		
Forename		
Surname		
House No. & Street		
Town or City		
County		
Post Code		
Home Telephone No.		
Mobile Telephone No.		
Email Address		
Interests/Experience/Background		
Personal/Medical Information		
Membership Fee paid	£	
Signature		
Inductor & Signature	Name	Signature