

CANNOCK CHASE SHED

Policy No: CCSP03

Operational Manual CODE OF CONDUCT

1.0 The Purpose of Cannock Chase Shed :

- 1.1 To provide a place for making, mending, crafts and hobbies where men and women feel at home and pursue practical individual or group projects.
- 1.2 To create a space where members can come together to share the tools and resources they need to work on projects of their own choosing at their own pace – or be part of a larger joint community project if they so wish - in a safe, friendly venue.
- 1.3 To provide opportunities for friendship and socialising, skill sharing and informal learning in an inclusive, informal and welcoming environment.
- 1.4 To undertake projects, acceptable to the group, which are of benefit to individuals, groups & the community.

2.0 To Achieve This We Will, As A Membership:

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

3.0 The Work Environment In “The Shed”:

- 3.1 Members are expected to conduct themselves in a courteous manner towards all other members - this includes being considerate of other persons need for space, tools, materials and equipment.
- 3.2 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 themselves and their fellow members and all are expected to familiarise themselves with the Health & Safety Policy for Shed.
- 3.3 We ask simply that care and common sense are required.
- 3.4 We will share learning, fun, celebrate success and acknowledge and recognise participants.
- 3.5 We will have respect and consideration for life outside the Shed.
- 3.6 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.

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3.7 Neither alcohol nor drugs are allowed in the Shed. Any person arriving at the Shed obviously under the influence of alcohol or drugs will be invited to leave immediately and return when sober.

4.0 General Shed Rules:

- 4.1 Always clean equipment and work areas after use and return tools to the appropriate place.
- 4.2 Always ensure tools and equipment are in safe working order.
- 4.3 If a fault is noticed you must immediately notify the session's Shed Supervisor.
- 4.4 Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

5.0 Code Of Practice:

- 5.1 The Shed resources are for "collective profit" not for personal profit.
- 5.2 Programs and activities need to be suitable to the aims and objectives of the project.
- 5.3 To commence a community or major project, a brief proposal needs to be submitted to the "The Shed" Organising Group who will assess the proposals for suitability.
- 5.4 The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability. However, no projects are to compete unfairly with local business.