New Members Induction

Date …………………

Name of member …………………………………………………….

Carried out by …………………………………………………….

		comments	complete
1	Welcome		
2	Layout of Building, fire exits, toilets, workshop,		
3	Location of fire bell and fire assembly point		
4	Outside areas and shed		
5	Introduction to Trustees and management team		
6	UkeBox/ Music Group		
7	Nomination of a 'Buddy' if required		
9	Health and Safety – risk assessments, location of PPE Use of power tools and hand tools		
10	Location of First Aid kit		
11	Location and use of defibrillator		
12	Addition to email distribution lists – Gloria, Ervin		
13	Are there any mobility/ health issues we should know about		
14	Members handbook		
15	Members Badge		
16	Add to WhatsApp Groups (if agreed)		

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Please also bear in mind the following guidelines for Shedders members:

DO's

1. Understand that the two main aims of Shedders are to reduce social isolation and to contribute to the Green Agenda (by Re-using, Re-cycling, or Repairing)

2. Understand that we use a variety of ways to achieve our aims. These include creating a safe environment for people to meet, talk, enjoy camaraderie, etc. and take part in a variety of activities including repairs, musical instrument playing, etc.

3. Be aware and conversant with the key documentation held in the Members Handbook, related to the governance of Shedders.

4. Observe all instructions laid out in the Health, Safety and Risk Section to minimise risk to yourself, fellow Shedders, members of the public and the buildings we occupy.

5. Wear your name badge at all times when at Wraxall Village Club

6. Pay subs (currently £10.00 per month) in a timely manner.

7. Be aware that new members are allocated a "Buddy" to ensure that the new member is looked after and is effectively "acclimatised".

8. Be mindful that Wraxall Village Club own the premises that we use and to whom we pay a monthly amount for "rent".

9. Above all, enjoy your membership.

DON'T's

10. Don't hesitate to ask your allocated Buddy or Trustee if you would like further info on something.