



# Totton Men's Shed Session Manager Agreement

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Session name
Session Description
Dates & Times
Who May attend & how many?

I will

- Open and close workshop at the beginning and the end of the session,
- **Be responsible for the session,**
- Record attendance,
- Turn power to all devices off at end of the session,
- Know what to do in the case of an emergency. (See Men's Shed and the Community Association's Policies & Procedures)
- To record any accident or injury in the accident book, to take immediate action to prevent recurrence and to ensure the Centre Administrators/Trustees are informed.
- Ensure all required safety notices and safety equipment is available for each machine.
- Ensure that the 'Operators Instructions' for each device are correctly displayed and followed,
- Ensure participants are dressed appropriately for the job and using the safety equipment correctly.
- Monitor participants and correct unsafe working practices.
- Ensure safety and suitability of tools and equipment used.
- To be able to advise and support the participants with their projects.
- Ensure that the 'Shed' is always clean, tidy and safe.
- Ensure security of all tools at end of session.
- Record any issues concerning tools and equipment in the Equipment Safety Book.

Name.....

Signed.....

Date.....