



Wareham Area Men's Shed Role of Session Hosts

Each session of Wareham Area Men's Shed (WAMS) will be led by a host who will have the following responsibilities:

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| Opening and Closing | <ul style="list-style-type: none"> • Arrive at least 15 minutes before the session starts. • Sign in at Reception and Liaise with staff from Wareham Connect. • Open the workshop external door to provide access for Shed members • At the end of each session, put away all tools and equipment, lock up cupboards, clear up any mess and rubbish, lock the external door and sign out at Reception. |
| Welcoming | <ul style="list-style-type: none"> • Welcome Shed members to the session, particularly those who are new to WAMS. Show new members locations of fire exits, toilets and the café. • Keep a register of those who attend the session and collect session fees from them. • Encourage good social interaction between members, particularly looking to include those who may be more reserved. • Fill out name badges for members to wear during the session. |
| Session Programme | <ul style="list-style-type: none"> • Brief those members attending on any aims of the session or any particular training or instruction that will be provided. (NB – it is not a requirement that Session Hosts should provide or deliver this training.) |
| Fire Evacuation | <ul style="list-style-type: none"> • Be aware of the Fire Evacuation procedures for Wareham Connect. Induction will be provided. • Be responsible for evacuation of the workshop in the event of a fire alarm and check that all who have attended the session have left the building and gone to the Assembly Point. Report to the Fire Marshall appointed by Wareham Connect. |
| Health & Safety | <ul style="list-style-type: none"> • Be aware of the Health & Safety Policy and Risk Assessments prepared by WAMS. • Check condition of tools and equipment prior to the start of each session. • Carry out inductions of new members in the safe of use of tools and equipment provided for their use. Fill in register confirming that members have been inducted and get them to sign the register. • Check for any unsafe activities during the session and ask members to stop or alter what they are doing. • Check that members use appropriate Personal Protective Equipment (PPE) such as gloves, goggles, masks, hearing protectors as required under the Risk Assessments provided. |
| Shopping | <ul style="list-style-type: none"> • Buy milk (one pint) and biscuits (one packet) for each session (cost can be taken from session fees, but a receipt should be provided). Take away surplus milk at end of session. |
| Liaison with WAMS | <ul style="list-style-type: none"> • Deliver fees collected to the treasurer with a completed form. • Send e-mail or written note to Management Committee on any issues arising including tea/coffee/sugar supplies or tools or equipment needed, Health & Safety concerns or concerns over behaviour of any members during the session. |