



Purchasing Policy

The Shed uses work equipment, we therefore must manage the risks from that equipment.

We will follow the HSE guidance on buying new machinery for use - **A guide to the law and our responsibilities when buying new machinery for use at work**. Please refer to the full guide for detail. We will verify safety of second hand machinery, purchased or donated, by testing and inspection.

We will ensure that all new work equipment provided conforms with the essential requirements of the product supply law relating to its design and construction, and that all machinery is maintained to a standard. Therefore, reasonable checks for safety and health will be made when selecting and acquiring work equipment, including checks for obvious danger (such as missing or damaged guards), appropriate conformity marking and labelling, and that the instructions and Declaration of Conformity (or Declaration of Incorporation) are in English.

Purchasers of new machinery should:

- Select and provide suitable work equipment, taking account of working conditions and the health and safety risks in the workplace
- Ensure equipment complies with all relevant supply laws

Ensure that it is used correctly; and kept maintained in a safe condition. (Covered by our maintenance and workshop policies. Responsibility of H&S Officer and Maintenance Officer).

Before we buy new machinery, we will think about:

- Where and how it will be used?
- What it will be used for?
- Who will use it (skilled, trainees etc)?
- What risks to health and safety might result from its use?
- How well health and safety risks are controlled by different manufacturers, comparing things such as noise or vibration levels produced, to keep them to a minimum
- Any space restrictions?
- Bench/floor mounted?
- Diversity of equipment to suit multiple needs
- Ease of use and any special needs of users
- Is it good value for money?
- Is there good after sales support, (spares and repairs)?

When purchased and received, machinery must be checked to ensure it is correctly marked (UKCA conformity marking, or until 31 December 2021, with CE marking) and accompanied by:

- the Declaration of Conformity, which covers all of the relevant product supply legislation including the Supply of Machinery (Safety) Regulations 2008 as amended, or where CE marked the Machinery Directive (2006/42/EC)
- and a set of instructions in English, stating how the machine should be used and maintained.

A machine is normally regarded as being a piece of equipment which has moving parts and, usually, some kind of drive unit and usually are hand fed. Described as high-risk machinery the following items are subject to ongoing inspection as part of our Shed Policy:

Circular saws and sawing machinery, Surface planer and thicknesser and combined machinery, Band-saws, Tenoning machinery, Vertical spindle-moulding machinery, Presses, Milling machines, Lathes.



Purchasing process

This process has been designed to help control costs and get better spend visibility, to define standard methods and procedures for the Company to purchase products and services from different vendors. This process covers all expenses for the company including new tools and equipment, used tools and equipment, repairs and replacements, administration costs and re-imbursements.

- Purchasing must be done without conflicts of interest and personal incentive.

Any member can request an item for the Shed, which will be considered by the Board, Workshop Lead and Tool & Equipment Lead.

Current Signatures

Directors - Paul Head (ex Chair), Sam Phillips, Gina Richardson.

Secretary - Jane Trout

The Shed holds 2 debit cards, in the name of the ex Chair and Secretary, a cheque book and operates an on-line business bank account at Lloyds.

Authority & responsibility

- Purchasing of items up to £100 is delegated to the Secretary (without secondary authorisation)
- All requests for expenditure over £100, must be detailed on a purchase request form and authority sought prior to purchase
- All cheques require two signatures
- Upon the monthly reconciliation of the accounts, the Treasurer is to send the monthly detailed expenditure to a director for approval. This is to be done in a rotation of all the directors to allow them an independent view of expenditure.

Determination of need/selecting a vendor

- Identifying the need and replacement for consumables used in the workshop up to £100 is delegated to the Workshop Lead
- Identifying new tools and equipment for purchase is delegated to the Tool & Equipment Lead
- Second hand equipment will be purchased, after careful consideration, in line with the purchasing policy
- Competitive prices must be sought, the make & model of choice justifiable
- Wherever possible local suppliers will be used, if the price is competitive.

Petty cash

A £50 float is kept for small expenditure, monitored by the Workshop coordinator.

- Any member can purchase a needed item, repair or replacement up to £50, but it will require a counter signature by a Director, for re-imbursement
- A receipt must be presented
- A cash book is to be kept of all expenditure
- The Treasurer is to maintain the £50 float monthly.

Repairs and replacements

If an item is found to be damaged or broken during or after a workshop session, the liability of the cost or repair or replacement has to be determined and the item replaced accordingly. The liability will be determined by a third party, usually a Director.

Re-imbursement

All Members and Volunteers are entitled to be reimbursed for out-of pocket expenses which they legitimately incur while promoting and supporting the delivery of the Sheds activities, on submission of an appropriately authorised claim form and relevant supporting point-of-sale receipts.

Account code ASSET / TOOLS & MACHINERY / CP MATERIALS / COST OF SALES /
CONSUMABLES / REPAIR / OFFICE