



# Supervisors and Workshop lead responsibilities

## Training

Those who are left in charge of the workshop, overseeing members must have the following training:

- General workshop safety
- Disability awareness
- Safeguarding (Secretary only)
- Data Protection (Secretary only)
- Evacuation procedure including PEEPS.

## Record keeping

Logs to be initialed, with date every time checks are carried out.

To be carried out at the set review date, unless there is a change. See workshop policy.

- Risk assessments review (2 years)
- Access and Inclusivity (3 yearly)
- Machinery maintenance log (monthly inspection)
- Fire safety checks (weekly)
- Breakages and repairs (monthly)
- Incidents and accidents (monthly)
- Visitors (weekly)
- New members (weekly).

Members are responsibility for their own machinery records.

The board has a responsibility to review all documentation annually, or with a major operational change.

## Roles

### **Supervisor**

The Workshop Day Supervisor, a volunteer member, ensures the smooth running of a Shed workshop session, is knowledgeable of the workshop tools and supports members training in the use of high-risk machinery. He is supported by the H&S Officer/Workshop Lead and the Maintenance Officer.

### **Workshop Coordinator**

They support the Board in its goals to run a safe workshop, support members and the wider community. This is a paid role, in attendance at every workshop session, to ensure continuity and maintain a reliable service.

The Coordinator focusses on the members welfare.

The role will develop so the coordinator is able to run workshop sessions, with training.



## Workshop sessions

We are committed to running a safe Shed - applying best practice. Workshops are run in accordance with our workshop policies, including machinery instructions, maintenance, risk assessments, and training policies.

All members are expected to take all necessary steps to ensure their safety and the safety of others at all times. Day-to-day responsibility for ensuring the Health & Safety policy is put into practice is delegated to the workshop supervisor.

The daily workshop sessions are run by the Day Supervisor, supported by the Workshop coordinator. Collectively called the **Session leaders**.

All members have a duty to co-operate with the Session leaders and use equipment correctly in accordance with training and instructions.

- Members must be competent to use any high-risk equipment unsupervised
- Members are responsible for ensuring they receive safety training on the machines they wish to use and are responsible for their own training record.

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The session leaders are committed to sessions in advance as per the rota. It is the responsibility of the person on duty to arrange a substitution on the rota or arrange via the Whats app group.

Key holders are the workshop coordinator, Debbie Landsbert, and Day Supervisors: Sam Phillips, Anna Davey, Paul Jones and Geoff Trout. There are also keys in the OT site office.

The workshop day starts with the opening and inspection of the facilities to ensure the facility is safe and clean, ready for use. See DAILY WORKSHOP INSPECTION arrival checks. This role is usually carried out by the Workshop coordinator who arrives by 09:45. The Day Supervisor should arrive in good time (before 10am). Both put their names daily on the duty board

Session leaders are to notify a.n other to take responsibility if they leave the workshop even for a short time. They are not to carry out their own work if they cannot supervise comprehensively.

In the event that only one session leader is in attendance the following procedures can be implemented, so that the session can still run.

- Only the Supervisor: The supervisor can appoint a workshop coordinator for the day from any willing member present.
- Only the Workshop Coordinator: The workshop coordinator can assume the role of Day Supervisor and appoint a workshop coordinator for the day from any willing member present.

If the Supervisor feels at any time that the workshop cannot operate safely, they can close the session.

At the end of the session, instructions on exit are to be followed.

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Note: Site agreement: The Forest Community Shed agrees to all supervisors and session leaders being registered as an Orchard Trust volunteer and hold an enhanced DBS check. The Forest Community Shed will always provide at least one supervisor per session.