



## MEMBERSHIP FORM

<b>Applicants details</b>	<b>Date:</b>
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<b>First Name:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Post Code:</b>	<b><sup>2</sup>Date of Birth:</b>
<b>Telephone number:</b> (please include area code)	<b>Mobile number:</b>
<b>Email address:</b>	

<b>What skills or experience could you bring to the Frome Women's Shed?</b>
<b>What activities interest you? E.g. woodwork, metalwork etc.</b>

**Would you like to be on the Shed Committee ?**

Yes

No

<sup>1</sup>Terms: In order to be accepted as a member of the Frome Shed you need to complete the Applicant information in full, acknowledge the Disclaimer and Privacy Statement, agree to comply with both the Code of Conduct and the Health & Safety Policy. You will also need to have paid the Annual Membership fee.

<sup>2</sup> – Why do we ask for Date of Birth ? – In the event of a medical emergency where NHS staff/999 are contacted, they may ask for the patients age. Answering this question will help them to give you important first aid advice while NHS staff are on the way.

**Please complete second page.**

<b>EMERGENCY CONTACT</b>	
<b>Name:</b>	<b>Telephone number(s):</b>
<b>Relationship to you ?</b>	
<b>Do you have any medical conditions we should know about ?</b>	
<b>Are you a full time Carer for anyone who depends on you on a daily basis ? (please provide some details)</b>	

**DISCLAIMER**

I confirm that I have read and understand the terms<sup>1</sup> of this Membership Form, and fully understand and accept the risks associated with participating in the Frome Shed programme, including the risk of personal injury or death. I agree to wear any safety equipment provided to me, to comply with any safety instructions provided to me, and to take all other steps reasonably necessary to ensure my safety and the safety of others at all times. I further acknowledge and accept that (to the fullest extent permitted by law) neither the Frome Shed nor any of its trustees, employees or affiliates shall be liable for any direct or indirect loss, damage of injury (except in instances of death or personal injury caused by the negligence of such persons) arising from or in connection with my participation in the Frome Shed programme, and I waive all and any claims in this respect. I accept that I will be responsible for an injury I cause to others, and I undertake to comply fully with any instruction I may have received from the Frome Shed or any of its affiliates with regards to the use of the facilities and equipment provided. I confirm that, to the best of my knowledge (having made all reasonable checks and enquiries), I do not suffer from any medical or other condition which might increase the likelihood of my involvement in an incident which could result in injury to myself or others.

**Applicants Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRIVACY STATEMENT**

The Frome Shed collects personal information from its members to:

- Allow the provision to members of information they have requested.
- Provide members with information on products and services offered by the Organisation and its affiliates.
- Use their name, address, email address and telephone numbers to advise them of organisation activities and to undertake the normal running of the organisation.

We will not intentionally sell, share, or distribute your personal information to third parties, except as required by law.

## Photographic / Media Consent

I hereby consent to the collection and use of my personal images by photography or video recording. I acknowledge these may be used on the Frome Shed website ([www.fromeshed.org.uk](http://www.fromeshed.org.uk)), in newsletters, publications in future events as well as distributed to members. I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that this consent can be withdrawn at any time in writing to the Frome Shed, The Welsh Mill, Park Hill Drive, Frome, BA11 2LE (or by email to [info@fromeshed.org.uk](mailto:info@fromeshed.org.uk))

I consent to the use of photographs or video footage for use on the Frome Shed website ([www.fromeshed.org.uk](http://www.fromeshed.org.uk)), in newsletters, publications in future events as well as distributed to members.

**Applicants Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## DECLARATION

The details provided by me are correct and I have read and understand the above 'Privacy Statement'

**Applicants Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### Please complete this Membership Form and return to:

Membership Secretary  
Frome Shed  
The Welsh Mill,  
Park Hill Drive,  
Frome, BA11 2LE  
Email: [info@fromeshed.org.uk](mailto:info@fromeshed.org.uk)

### Fees associated with Membership

The annual fee for Membership of the Frome Shed is £10. Fees for attendance of the Frome Shed workshop is £4 per session, although we operate on the basis of "Pay what you can" (You can pay more)

#### Methods of payment:

1. In person - payment can be made by visiting the Frome Shed
2. By Cheque - sending a personal cheque, made payable to Frome Shed.



## Gift Aid Declaration

### Boost your donation by 25p for every £1 you donate

I want to Gift Aid my donation of £.....and any donations I make in the future or have made since 24<sup>th</sup> April 2017 to The Frome Shed.

I am a UK Taxpayer and understand if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

(If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.)

Donor's details:

Title..... First Name/Initials .....

Surname .....

Full home address .....

.....(At least house number or name and postcode)

Postcode .....

Email ..... (Optional)

Signature .....

Date .....

Please notify us if you: want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains

**Thank you**

Please return the form to:

**Frome Shed, The Welsh Mill,  
Park Hill Drive,**

**Frome, BA11 2LE Or by email to: [info@fromeshed.org.uk](mailto:info@fromeshed.org.uk)**

## CODE OF CONDUCT

### Purpose of "The Frome Shed":

- To provide a venue for people to talk and connect with others while participating in group or individual projects.
- To provide opportunities for friendship and socialising in a safe environment while at the same time providing the space, expertise and facilities for people to pursue hobbies, crafts and other creative activities.
- To undertake projects, acceptable to the group, which are of benefit to individuals, other groups and the broader community.

To achieve this we will:

- Maintain an open door policy and will not reject any person on the basis of race, sex, disability, religion or age, though some conditions may apply.
- Certain restrictions may be placed on participation for physical safety reasons or in if a participant needs the assistance of a carer (which must be provided by the participant).
- Provide a safe physical environment
- Provide a safe and supportive social environment
- Provide referrals to other services or agencies when appropriate or requested
- Respect the rights and decisions of participants
- Respect the confidentiality and privacy of participants

### THE WORK ENVIRONMENT IN "THE SHED":

- We will not tolerate abuse, violence, anti-social behaviour or infringements of the rights of others - persons indulging in this type of behaviour will be asked to leave the Shed.
- Neither Alcohol nor drugs are allowed in the Shed - Any person arriving at the Shed obviously suffering from alcohol or drugs, will be invited to leave immediately and return when sober.
- Participants are expected to conduct themselves in a courteous manner towards Duty Managers, Management Committee members, key holders and other users of "The Shed" - this includes being considerate of other persons need for space, tools, materials and equipment.
- Each and all of the members will be responsible for implementing health and safety requirements and ensuring they are adhered to at all times. Each member is responsible for the safety of his fellow members. Everyone is a safety officer. Fortunately it mostly calls for care and common sense. See attached the Health & Safety Policy for the Frome Shed.
- We will share learning, celebrate success and acknowledge and recognise participants.
- Have respect and consideration for life outside the shed.

### GENERAL SHED RULES

- Always clean equipment after use and return tools to the appropriate place.
- Always ensure tools and equipment are in safe working order
- If a fault is noticed you must immediately notify the Shed Duty Manager.
- Ensure your immediate work area is free of obstructions and your operations shall not interfere with other shed activities.

### CODE OF PRACTICE

- "The Shed" resources are for "collective profit" not for personal profit.
- Programs and activities need to be suitable to the aims and objectives of the project.
- To commence a community or major project, a brief written proposal needs to be submitted to the "The Shed" Committee who will assess the proposals for suitability.
- No projects are to compete unfairly with local business
- The Shed identifies that it is necessary to make a profit from events and some projects and activities to ensure future financial viability.

## HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of the Frome Shed

### **Our statement of general policy is:**

- We encourage and support a culture whereby all members may identify, report, assess and control safety risks in their sheds;
- Continuously improve their safety to reduce the risk of work related injury, illness and harm;
- Provide induction training and briefings to ensure all members, and visitors have the relevant skills and knowledge to understand risks, and their safety obligations;
- Comply with all applicable laws, regulations, statutory obligations, and other relevant requirements;
- Ensure they have the resources and skills necessary to effectively manage our identified safety risks;
- Maintain and improve a safety management system;
- Consult and communicate with their members about safety;
- Provide information and documentation to assist with effective safety management.
- We also accept our duty of care for the health and safety of other people who may be affected by our activities, such as the general public who visit the Frome Shed or attend events held by the Frome Shed at other venues.

This policy will be reviewed and revised as necessary.

### **Responsibilities**

Day to day responsibility for ensuring this policy is put into practice at the Frome Shed is delegated to the Appointed Health and Safety Officer. (Usually the Duty Manager)

Members of the Frome Shed taking part in activities should ensure that they understand the limits of their own competence and responsibility to deal with any Health and Safety issues that arise.

All volunteers have a duty to:

- co-operate with the Duty Manager and the committee on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own and others' health and safety
- use equipment correctly in accordance with training and instructions

Health & Safety Policy – The Frome Shed – 8<sup>th</sup> August 2014

Membership Form V6 – September 2019

Patrick Abrahams