

## Introducing the IMSA Handbook

The IMSA is pleased to present its first official Handbook. It is the result of learning from the hundreds of Men's Sheds in Ireland and elsewhere.

The aim of the Handbook is to help you to work well together in the development and running of your Shed.

It will be followed by further support and training from the IMSA and more information will be added/updated as time goes by.



IMSA is a national member-based association set up in January 2011. It is a registered charity (CHY no. 19928 and Charity Registration No. 20078591). It is not affiliated to any political or religious grouping, and is non-profit.

**The Patron of the Irish Men's Sheds Association is Michael D. Higgins, President of Ireland.**



The Handbook has been funded by the HSE National Office for Suicide Prevention.



The Handbook has been produced by the IMSA in association with Keenaghan Collaborative February 2016.



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## Legend:

Throughout the document the following symbols are used:



Contact your IMSA office, website or local Advocate for further information or advice.



Go to Handbook Appendices for further details.



## IMSA Vision and Mission

### **Vision:**

“The IMSA works towards a future where all men in Ireland have the opportunity to improve and maintain their health and wellbeing by taking part in a community Men’s Shed.”

### **Mission:**

“The IMSA supports communities, organisations and individuals to establish Men’s Sheds, supports the sustainability of Men’s Sheds and shares information freely between Sheds.”

## IMSA Ethos and Values

Each group of men is encouraged and supported to realise their own potential and to take responsibility and ownership for their Men’s Shed’s projects and possibilities.

Within this ethos are the IMSA’s **values**:

- **Honesty and Openness:** Everything we do is transparent and accountable to the Shedders and to the public.
- **Equality and Inclusion:** Our work creates places of belonging, participatory democracy, mutual respect, companionship and community for all Shedders.
- **Leadership:** We demonstrate and promote leadership in everything we do.

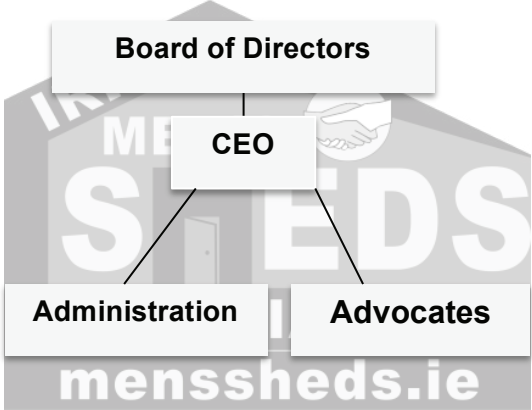
## Aims of IMSA

1. Support the growth of new Men’s Sheds.
2. Provide effective services to Men’s Sheds.
3. Continue to develop a healthy, transparent, effective / efficient Organisation.
4. Raise awareness and understanding of the Men’s Shed Model.



# Structure of IMSA

Member Sheds are supported by the following structure:



## How to join the IMSA

Complete and submit the Membership Registration form

## How to contact the IMSA

### The IMSA Office



**CEO:** Barry Sheridan – CEO  
Email: [barry@menssheds.ie](mailto:barry@menssheds.ie)

**Administrator:** Sandra Purtell – Administrator  
Email: [sandra@menssheds.ie](mailto:sandra@menssheds.ie)

**Telephone:** 01 8916150

**Website:** <http://menssheds.ie/>  
**Office email address:** [info@menssheds.ie](mailto:info@menssheds.ie)  
**Facebook:** [Irish Men's Sheds Association](#)

**Twitter:** [@IrishSheds](#)  
**Office Address:** Irish Men's Sheds Association  
1<sup>st</sup> Floor, Ballymun Civic Centre,  
Main Street, Ballymun, Dublin 9  
D09 C8P5

### Your local Advocate

*Insert Contact Details*

### IMSA Board of Directors



A **Men's Shed** is a place where all men, regardless of age, background, or ability:

- Are respected, valued and belong, and can comfortably use and pass on their practical skills and knowledge.
- Learn through doing stuff together – each man is a teacher and a learner, each having different levels of skills, professional and practical, to share collectively.
- Can come together and help out in their communities.
- Can just come and have a chat and a cuppa if that is all they're looking for.
- Can talk about things that are important to them, and can improve their own wellbeing by keeping physically, mentally and socially active.

## 5 Steps to Starting Your Shed



### Step 1. Hold an Information Meeting

- Are there a few local men you know who might be interested in starting a Shed?
- Contact the Irish Men's Sheds Association (IMSA) and your local advocate for help 🤝.


#### Plan your Meeting (use 5Ws)

- What?** A meeting to check what support / interest there is in the local community.
- Why?** To promote the idea of a Shed, to get local men involved, build up community interest and support.
- Where?** Free location (if possible), accessible, welcoming and comfortable for everyone (maybe a community centre, a sports hall).
- When?** Date and time – suitable for attracting as many men from the area as possible. One that will not clash with other events, e.g. major sporting event or community event.
- Who?** Men from different backgrounds who might attend the Shed; local men and women who might promote/support the idea of the shed; interested community groups; local services – education, employment, health, environment, transport etc.


#### Agenda and Minute-taking:

- Circulate an agenda 📄. Stick to it. It will give direction for the meeting.
- Length of meeting: one hour is a good guideline for a first meeting.
- Plan additional time for a cuppa/some food (a bit of home-baking?) and a chat afterwards.
- Venue for meeting and address (with map if needed).
- Contact phone numbers for queries.
- Take minutes of the meeting (see Sample 📄)

## Advertising

- Message: “Would you be interested in setting up and / or being part of a local Men’s Shed? Or do you want to know more?”
- You want to draw people in to feel part of the starting process and see who is willing to help out so you won’t over commit yourself.
- Use word of mouth.
- Notices / Posters for shop windows, local council, places of worship, local pubs, barbers, hardware shop, doctor, etc. Flyers through letter boxes.
- Media: local radio, newspaper, local newsletters, social media (Facebook, Twitter etc).
- Use the IMSA network .



## Invitations

- Direct invitations to as many people (women and men) as possible.
- Direct invitation letters to a specific contact in organisations who you would like to be present, e.g. Local Authority, Partnerships, local clubs, local health, education, enterprise and employment services.
- Draw on ‘Information on Origins of Men’s Sheds’ .

## Budget and Fundraising

- What will your costs be for running a meeting: e.g. venue, facilitator, advertising materials, tea / food.
- What can you get free?
- Contact local statutory agencies or businesses for sponsorship of the meeting.

## Running the meeting

- Choose a good facilitator – someone who will give everyone a chance to participate without going over time.
- Have someone take notes.
- Present idea for the Shed, what a Shed is, how the idea came about, etc. Use video and/or IMSA Advocate .
- Invite volunteers to form a time limited Working Group to work on developing a Men’s Shed.
- Keep an attendance record , particularly for details of who is interested in getting involved.
- Recap next steps with everyone present.

### Meeting Notes

- The issues raised
- Suggestions made
- Decisions agreed
- Next steps agreed
- Further information

## Step 2: Form a Working Group

- Meet to agree on how you will work together. Discuss your expectations.
- Map skills and attributes in the group and what tasks each of you take on.
- Agree what commitment, energy and time you each can give; where and when will you meet together and how often to work together.

- Develop your action plan for setting up your Shed using SMART objectives (refer to Handbook Running Your Shed p. 2).
- Decide how you will promote your Shed, e.g. through newsletters, media etc.
- Choose a name and logo for your Shed. Make it something that says you are proud of your Shed.
- Contact IMSA for general brochures and for sample individual Shed brochures 📄. Make sure to have the following details on your brochure: your own Shed logo, contact phone number, location/address, opening days and hours, activities. You could also include the IMSA logo.

### TLC

Time Limited  
Contribution

It is easier to  
get  
a volunteer for  
a task  
than a role.

## Step 3: Visit other Sheds and the IMSA

- Organise for your group to visit other sheds (ideally at least three) and to attend IMSA network events. Find out when the next nearest cluster meeting is happening 📅.
- Learn from others about the kind of Shed they have set up; how they went about it, lessons they learned.
- Talk to the IMSA for learning and support 📞.
- Get ideas but don't be afraid to come with your own ideas for your Shed.
- Don't be put off by how other Sheds work. What makes Sheds work is that each one reflects its own context and membership.

## Step 4: Find a suitable premises

- Rent-free / low rent.
- Welcoming to all men.
- Accessible to all men.
- Workshop and storage space.
- Basic kitchen space.
- Toilet facilities.

## Step 5: Register with the IMSA

Each Shed is independent, but is strengthened by its membership of the Irish Men's Sheds Association.

- There are over 300 Men's Sheds, for over 10,000 men, on the island of Ireland, and new sheds are registering with IMSA every week.
- Talk to the IMSA to discuss the benefits of being a member; how they will support you; what you can expect from them; and what you can contribute to the Men's Sheds movement 📞.
- Complete and submit the IMSA Annual Registration form 📄.
- IMSA's events give Sheddors opportunities to network with each other, share and learn from one another's ideas.





## A - Z of Ideas and Activities

A

Allotment

Angling

Archery

Art

B

Baking Basket-making

Beekeeping Bookclub

Bicycle-maintenance

Blacksmithing

Boat-building Bowling

C

Cards Ceramics

Car-mechanics

Carving Choir

Chat Computers

Chess Cooking

D

Dancing

Darts

Day Trips

DIY

Drystone-walling

E

Electronics

Environmental projects

F

Festival

First-Aid

Fundraising

Furniture restoration

G

Games

Gardening

Grow-your-own-food

Golf

H

Heritage

Historical-Explorations

Horticulture

Hiking

I

Irish language

Information talks

Instruments

J

Jigsaws

Jogging

K

Kayaking

Keep Fit

L

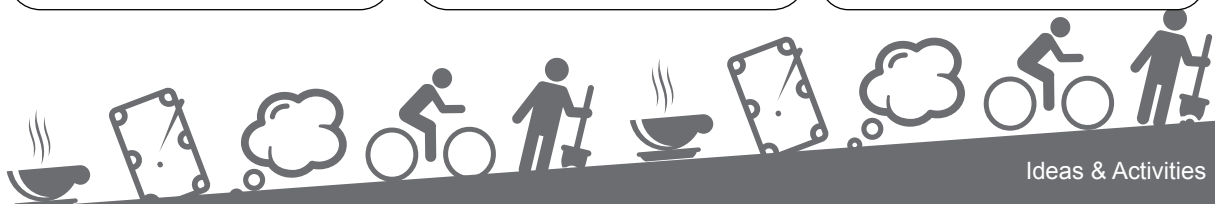
Language

Leatherwork

Literacy

Life-coaching

Local community work



M

Maintenance

Meditation/Mindfulness

Metal-fabrication

Metalwork

Music

N

Numeracy

Nutrition

O

Organic gardening

Open evenings

Orienteering

Outings

P

Painting Panel-beating

Personal development

Photography Poetry

Pitch and Putt

Poly-tunnel Pool

Q

Quartet – Barbershop

Quizzes

R

Reading

Running

Relaxation

Reiki

Restoration work

S

Sheep-shearing

Snooker

Soldering

Story-Sharing

Swimming

T

Table tennis Tea

Tile-Mosaic

Tool-Repair

Traditional Crafts

Trips

U

Ukulele

V

Visiting

Volunteering

W

Walking Group

Welding

Woodcarving/turning

Woodwork

Writing

X Y Z

Yoga

Zoo



A Men's Shed is a safe and enjoyable space. A bit like your car or bike, choosing the right structure for your needs and attending to good preparation and maintenance, can avoid a lot of problems.

All Sheddors should be clear about the purpose of the Shed and 'how things work around here'.

## 5 Steps to Running Your Shed



Refer to Handbook Introduction for IMSA Vision, Mission, Ethos, Values, Aims and Structure.

### Step 1: Vision and Mission

#### Vision

Where do you want to go?

What kind of Men's Shed do you want to have?

#### Mission (Purpose)

What will you do to get where you want to go?

What will you do to create the kind of Men's Shed you want to have?

### Step 2: Ethos and Values

#### Ethos

What's your Shed spirit like?

What is the overall feeling you get when you are in your Shed?

The IMSA ethos states that each Men's Shed 'creates a space for belonging and respect among all the men in it'.

#### Values

Inside the Shed values can be seen in 'the way we do things around here'.

Outside the Shed values can be seen in 'how we relate to others'.

The IMSA values are:

- Honesty and Openness
- Equality and Inclusion
- Leadership



## Step 3: Planning

A good plan helps to state what you want to do as manageable action steps.

Look back over your plan regularly to see what is working well and what might need to change.

### Aims & Objectives

Aims are the broad areas of activities you will do to achieve your Mission.

- Have no more than 3 or 4 aims.
- One aim is about how you manage and look after your Shed, the others are about Shed activities.
- Objectives are the detailed steps you will take to achieve each aim.

**Smart Objectives**  
Specific  
Measurable  
Achievable  
Realistic & Relevant  
Time-Bound

## Step 4: Structure

While Sheds are generally informal spaces, a certain amount of structure and organisation is needed.

This means you are organised well enough to do the work you want to do and in the way you want to do it, i.e. the 'why', the 'what' and the 'how'.



## Step 5: Governance & Shed Management Committee

Governance is your Shed's system for making decisions and taking actions.

Your Shed should have a **Constitution**, ☹ a written document, that establishes a structure to hold the organisation together and sets clear boundaries on its activities.

The IMSA has signed up to '**The Governance Code for Community and Voluntary Organisations in Ireland**', a voluntary code that helps to make sure that organisations are run responsibly.

### Good Governance

- Transparent decision-making.
- Resources are used properly.
- Actions are effective and accountable to the Shed Mission.
- Policies and procedures are in place to ensure the Shed is run well.
- Is not just about rules.
- Is about the attitude and the ethos of the Shed.
- Is about the behaviour of the people on the governing body.

**The Shed Management Committee is your governing body.** It is there to govern the Shed and be accountable to the Constitution and the Annual General Meeting (AGM) for what the Shed does and how it does it; the 'buck stops' with the Management Committee.

The Terms of Reference for the Shed Management Committee, sub-committees and Officer roles should be written up using IMSA guidance document ☹. How the Shed Management Committee is elected, how many members must be on it and the length of time members can serve on it are set out in the Constitution ☹.

Management Committee roles and responsibilities should be clearly understood by all Shedders. This includes understanding Shed systems e.g. petty cash ☹ and policies as detailed in the next section of this Handbook.

### WHO WILL DO THE JOB?

There were once four people  
Everybody, Somebody, Anybody and Nobody,  
There was an important job to be done and  
Everybody thought that Somebody would do it.  
Anybody could have done it but Nobody did.  
Somebody got angry about that because  
it was Everybody's job.  
Everybody thought Anybody could do it.  
But Nobody realised that  
Everybody would not do it.  
It ended up with Everybody blaming Somebody  
and Nobody doing what  
Anybody could have done.



**'How things are done around here'** - being clear about how your Shed operates makes for smooth running of the Shed.

**Policies** are clear, simple statements of how your Shed intends to carry out its work. They act as guiding principles that help with decision-making and influence actions.

**Procedures** describe how each policy will be put into action. Each one spells out:

- What action is to be taken in line with policy.
- Who will do what.
- Which forms or documents to use.

Procedures sometimes work well as forms, checklists, instructions or flowcharts.

#### **Well thought out and implemented policies and procedures:**

- Contribute to effective running of the Shed.
- Provide a how-to guide for the Shed Management Committee and Shedders and are particularly useful for new Shedders.
- Prevent any doubt about how particular situations/issues should be handled in the Shed.
- Are central to the health and safety of Shedders.

#### **Communicate the Policy**

Consider using the following ways to help promote your policies 🌐:

- Signs, Notice boards; Newsletters; Websites; Emails.
- Discussion at meetings, presentations, training.

#### **Review the Policy**

Set dates to review policy 🕒. Ask the following:

- Are people following the policy?
- Are the signs and promotional material effective?
- Is there refusal to comply with policies? Why?
- Is more training/support needed? 🌐

Through training and information IMSA will continue to provide support relating to policy and procedures.

Summarising the key points of key policies on one page is a good idea as outlined on the following pages.



## Suggested Text for Membership Policy Statement

“Membership of Shed Name is open to all men irrespective of ethnic identity, disability, age, political party, nationality, sexual orientation, marital status or religion.

New members are always welcome.

However, there may be occasions when it is deemed that for specific reasons Shed Name does not cater for the specific needs of an individual wishing to join”.

## Ground Rules

Develop and clearly communicate agreed rules about what is expected of Shedders. These will be named in your Constitution ☹️. The following should always be included:

- 1) There will be **no gambling** allowed in the Men's Shed at any time.
- 2) There will be **no smoking** allowed within the Men's Shed building at any time.
- 3) There will be **no alcohol or any other intoxicant** consumed in the Men's Shed at any time.
- 4) No one **under the influence of alcohol or any other intoxicant** is allowed in the Shed.
- 5) All forms of **bullying, harassment and / or intimidation** of members will not be tolerated.
- 6) Inappropriate **use of technology and Internet** will not be tolerated.
- 7) Each and all Shedders will be responsible for implementing **health and safety** requirements and ensuring they are adhered to at all times.

## Respect

- All Shedders are responsible for maintaining the Shed space in a clean, usable and safe condition.
- All Shedders respect each other and ensure the Shed space is sociable and fun.

## Application Forms

- All men who join an IMSA member Shed must complete a Shedder application form ☹️.
- By completing this form you are aligning your Men's Shed with the Vision, Mission, Ethos and Values of the Irish Men's Sheds Association.

An Open Door + Common Sense



## Suggested Text for Anti-Bullying Policy Statement

Shed Name \_\_\_\_\_ promotes a positive Shed culture which:

- Promotes respectful relationships.
- Is welcoming of difference and diversity.
- Promotes a shared understanding of what bullying is and its impact.
- Encourages men to safely disclose and discuss incidents of bullying behaviour.
- Has a system for recording, investigation and follow-up of bullying behaviour.
- Adopts the IMSA Anti-Bullying policy document (☹).

## What is bullying and harassment?

- Repeated inappropriate behaviour which could reasonably be regarded as undermining the individual's right to dignity.
- Harassment includes threatening, intimidating or humiliating behaviour.
- Examples of bullying and harassment include constant ridicule in front of others, hitting, sexual harassment, abusive remarks, display of pornographic material.

## Steps to deal with bullying or harassment:

### Informal Procedures:

- Approach the alleged perpetrator directly for an informal discussion and/or
- Seek the assistance of a Shed Management Committee member.

### Formal Procedures

- Submit complaint in writing to the Chair of the Shed Management Committee who then makes a decision about what happened and about what action will be taken.

**Respect + Common Sense**





## **Suggested Text for Technology and Internet Usage Policy Statement**

Shed Name provides computers/phones and Internet access to support the Shed and its administration and contribute to learning opportunities for Shedders.

Shedders are to utilise technology and Internet services for Shed related purposes.

Shedders are expected to use appropriate judgement and caution in their use of technology and Internet.

### **Unacceptable use of technology and internet includes:**

- Downloading of unnecessary information or unauthorised software.
- Participation in 'Chat Groups' unrelated to the Shed.
- Accessing sexually explicit, pornographic or suggestive content.
- Use in a way that is considered bullying or harassment.
- Conduct of illegal activities.

Alleged or suspected concerns will be investigated by the Shed Management Committee.

Failure to comply with this Policy may result in membership cancellation.

Illegal uses of computers may also result in referral to law enforcement agencies.

In the case of accessing child pornography, police will be immediately notified of the offence.


**Respect + Common Sense**



**A Health and Safety Policy** is the Shed's written statement committing to the protection of the **health and safety** of Shedders and to the public.

It's the law to ensure that all Shed activities are undertaken in a safe and healthy manner and that injury is not caused by careless acts and errors.

The risk of an accident or incident happening is reduced by identifying possible hazards and threats and putting in place reasonable controls (prevention measures).

Each Shed must work out a policy that suits your specific situation. The IMSA will continue to develop resources and training to support Health and Safety in Sheds .



**A Health and Safety Statement** is a written plan which specifically identifies hazards, assesses risks, identifies the controls to be put in place, the persons responsible and resources necessary to secure the safety of Shedders and those associated with the Shed.

**Remember:**

- Risk assessment.
- First aid.
- Incident management.
- Emergency procedures.
- Fire and burglary protection.
- Chemical spills.

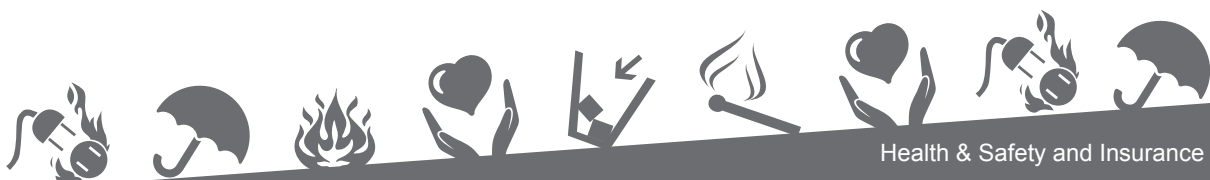
### Health and Safety Checklist

Use the checklist below to ensure you understand your main responsibilities under Health and Safety regulations.

- Decide what could cause harm to people and how to take precautions.
- Decide how you are going to manage Health and Safety in your Shed.
- Access Health and Safety training for your Shedders .
- Getting good advice will help your Shed meet Health and Safety responsibilities .
- Display Health and Safety posters or provide Shedders with Health and Safety leaflets.

**BeSMART.ie** is an on-line tool created by the Health and Safety Authority. It will help you to prepare a risk assessment and safety statement and it has useful accident and investigation form and training logs.

The IMSA recommends the **BeSMART** system to Shedders .



## Risk Management

Health and Safety is about identifying and measuring risks and then responding to them. Risk management should be managed at Management Committee level and information should be passed on to all Sheddors in the Shed.

Risk assessment is central to good Health and Safety management. You examine what could cause harm and you weigh up whether you have taken enough safety measures or should do more to prevent possible harm.

### 5 Steps to Risk Assessment

- Look for the risks / hazards.
- Evaluate risk and decide who might be harmed and how.
- Consider controls and precautions.
- Record and monitor your findings on a Risk Assessment Form ☹️.
- Review assessments.

Anything that can cause harm, injury or ill health to a person can be described as a **hazard**.

A **risk** is the probability that a person will be harmed by the hazard. The severity of the harm can then be graded accordingly.

### Central to risk management are:

- Adequate or appropriate insurance.
- Competence of instructors.
- Safety of equipment and facilities.
- An emergency medical plan.
- Annual review of risk assessments.

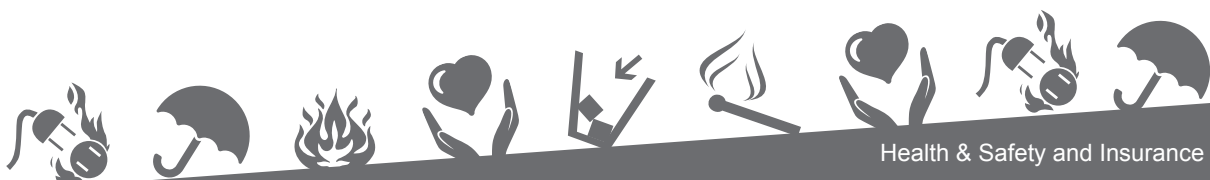
### Tips

Always have at least two men at the Shed at any one time

Have a rota for cleaning the Shed

## Risk Management Checklist

- The management of Health and Safety is the responsibility of all Sheddors individually.
- Each Sheddor is responsible for his own actions and for making his own assessment of risk.
- Have regular 5-10 min Health and Safety talks with all the Sheddors.
- Record who attends Health and Safety meetings and keep records.
- Have a designated Health and Safety noticeboard in your Shed.
- Print off safety guidance sheets and place them in a plastic protective sleeve and leave them near by the relevant machine 🤖.
- Get up to date guidance 📖. [www.BeSmart.ie](http://www.BeSmart.ie); [www.hsa.ie](http://www.hsa.ie); [www.hseni.gov.uk](http://www.hseni.gov.uk).
- Have an incident log that accommodates written and photographic observations.



## Insurance

All member Sheds of the IMSA must have adequate Insurance. The IMSA recommends BHP Insurance group insurance scheme for Men's Sheds. If your Shed is covered with another insurer, check that all of the following is addressed in your policy. This information relates to BHP cover (01/02/16 subject otherwise to the Terms Definitions Exclusions and Conditions of the Policy).

- Each Shed must have and adhere to a **Health & Safety Statement** and each Shedder must sign off that they have read it and understand it.
- Each Shedder must sign off that they know how to use the tools correctly and that all safety equipment, including goggles is used.
- Each Shed must ensure that every tool, including donated or second hand tools, is fit for purpose and in good working order.
- Sheds must keep a record of their Shedders and ensure that each Shedder has been adequately trained to use the tools. These lists should be reviewed annually and the training records for each should be kept and updated regularly
- Qualified trainers in Sheds are persons who have been carpenters, builders, trades workers or people who have been experienced in using the tools such as woodwork or metalwork teachers.
- An incident log should be kept and used by each Shed.
- **Activities that must be referred** to BHP Insurance to ensure that adequate cover is in place:
  - Anything outside of the standard Men's Sheds activities
  - Activities such as working at height, producing furniture or doing work for other groups.
- **Activities not covered by BHP Insurance cover:**
  - Groups engaged in commercial activities. e.g. painting private residences or producing furniture with the sole intent on making profit.
  - Demolition work.

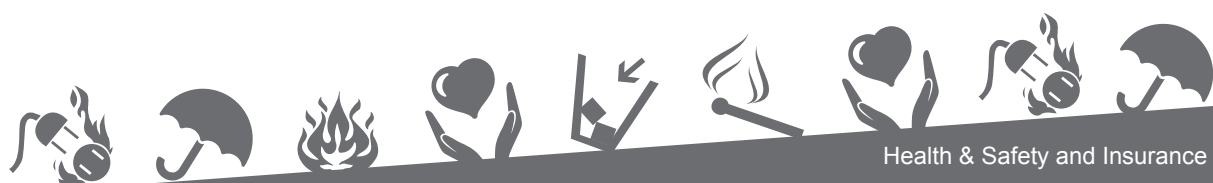
The ownership and responsibility of any items which have been made by a Shed for another community group, such as a bench for a Tidy Towns group, is the responsibility of the other group once the handover has taken place. This must be made clear to the other group before handover.

## Responsibilities of Men's Sheds


- It is up to each Shed to ensure that the premises that is used is fit for purpose and in good condition.
- Each Shed must ensure that its premises has adequate security in place.
- Sheds leasing a premises must ensure that if the onus has been put on them to insure the building, they advise BHP Insurance.
- Sheds must ensure that whilst the Shed is closed, non-Shedders cannot access the premises.
- Sheds must advise BHP Insurance at the earliest possible time of any incidents that may lead to a claim.

It is your Shed's responsibility to ensure you have adequate insurance to cover your activities and the **tools and equipment** being used in your shed. We recommend that you advise your insurance company of a full list of the tools and equipment in your Shed. If you are insured through BHP please contact Mark Lee at [mlee@bhpinsurance.ie](mailto:mlee@bhpinsurance.ie) or 086 389 7749.

**The number for reporting incidents is 01 6202030** [www.bhpinsurance.ie](http://www.bhpinsurance.ie)



**Fundraising** is raising money for your Shed. You may have a membership fee from Shedders.

You may be involved in applying for grants and sponsorships. Seek help with this from those listed in your Handbook Contacts and Resources .

Forms of fundraising addressed in this section are: asking people for donations, or legacies, using a variety of communication methods, asking people to purchase a product or service that supports your Shed, or having people participate in an event.

### 3 Steps to Fundraising




#### Step 1: Develop Your Idea and Get People Involved

- Focus on fun and involvement.
- Have an informal brainstorming session. Encourage less involved Shedders to put forward fresh and fun fundraising ideas and event possibilities.
- Have a suggestion box.
- Consider all ideas equally.
- Be comfortable with your chosen activity.

Keep a regularly updated list of people and their skills in your Shed Handbook.

Involve your Shedders, don't pressurise anyone to do a task they are not comfortable with. Depending on the size of your event/activity, get extra volunteers and supporters.

- Choose your date carefully.
- Check it doesn't clash with other events.
- See if there are any other events you can work with, for example, Men's Health week.
- Consider collaboration with other Sheds at your cluster meetings .

Lots of fundraising ideas from A-Z on the Internet, e.g.

- [www.enableireland.ie/support/fundraising/a-z-fundraising-ideas](http://www.enableireland.ie/support/fundraising/a-z-fundraising-ideas)
- [www.idonate.ie/fundraising-ideas.html](http://www.idonate.ie/fundraising-ideas.html)



## Step 2: Plan Well

### List Tasks

- Work together and agree roles and tasks.
- Agree a realistic fundraising target.
- Draw up a list of everything to be done:
  - In the lead up to event.
  - On the day of the event.
- Who is responsible for each task?
- Have regular meetings to ensure everything is on track.
- Have a list on the wall where you meet.

**Note your SMART steps:**  
(Specific, Measurable, Achievable, Relevant, Realistic, Time specific), goals, timeline, costs.

Once the event has been chosen, work out a budget and remember any cost incurred comes out of the total amount that is raised.

### Set a financial target


- What's the minimum you want to raise?
  - Aim for more as this will motivate everyone to succeed.
  - Record and monitor all income (cash and in-kind) and expenditure.
  - Allow for unforeseen costs.
- Word of Mouth is always best way to advertise. Encourage each Shedder to spread the word. See Communications section of Handbook for more ideas.

### Common costs to consider are:

- Printing and design of tickets and posters, postage, technical equipment.
- Catering, Entertainment, Hire of venue.
- First Aid, Insurance.
- Advertising.

## Step 3: Be Safe

### Know your legal requirements

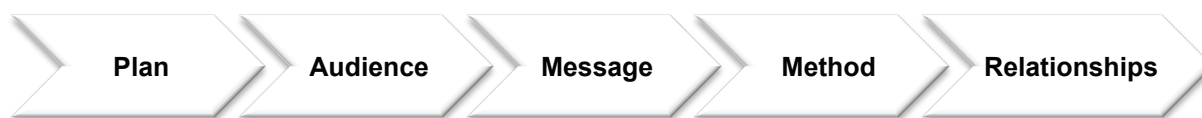
Comply with the public fundraising regulations and laws. See [www.fundraisingireland.ie](http://www.fundraisingireland.ie) 

Check the need for special Permits from the Gardaí or local Council.

- Have a Health and Safety plan in place.
- Cash box and a secure place for storage.
- Have at least two people present when counting money.
- Check sub-contractors' experience and insurance.



## 5 Steps to Effective Communications



### Step 1: Make a Plan

#### Good Shed Communication is Open, Transparent, Accurate and Respectful

- Good communication ensures your success in relationships, in your Shed, in your community and in all areas of your life.
- Write a plan covering audience, message, method and relationships.
- Remember the **5 Ws What, Who, Where, When and Why**.
- Keep a record of contact details for Shedders and for External contacts. Review and update regularly.

### Step 2: Know Your Audience

#### Internal

Management Committee  
Sub Committees  
Sub Working Groups  
All Shedders (active and non-active)  
Volunteers

#### External

The Wider Community  
Other Sheds (local, national, international)  
Families of Shedders  
Community Organisations  
Local State Agencies  
Funders/Sponsors

#### Media

##### Tips for Writing a Press Release

- Know your Key Message and have a Catchy Title.
- First paragraph(s) are the main body of the press release
  - Always include the most important information here. Use the 5 W's.
- Next few paragraphs: Increase the detail around your message as you go down the page. Include:
  - a quote early on for interest
  - Always use the Shed logo
  - Shed spokesperson's name, phone number, and email address
  - Shed contact to be ready to take calls.
- If sending by email insert a catchy title in the subject line and insert the content in the body of the email.



### Step 3: Develop Your Message

Your message will vary depending on Who, What, When, Where and Why.

The following tips will help across internal and external communications in most situations:

- **Be curious**
- **Be a good listener**
- **Prepare**
- **Be Clear**
- **Ask, don't judge**
- **Connect to your audience**

#### The Men's Shed is:

- a central part of the community
- active, alive, positive and progressive
- of benefit to all men involved
- fun, open and welcoming to all men
- transparent and accountable
- well run and organised
- open to collaboration
- involved in .....

### Step 4: Select Your Method

- **Verbal face-to-face** (most important)
- IMSA and Shed newsletters
- Noticeboard
- Minutes of meetings
- Posters/flyers
- Local newspapers; Local radio / TV
- Word of mouth
- Social media (email, twitter, (bulk) text messages, Website)

- The Shed's Secretary has the job of informing people of Shed Management Committee meetings.
- Sub Committees and Sub Working Groups have responsibility for informing Shedders about activities and tasks they are responsible for.
- All Shedders have responsibility for sharing information, for helping to make sure everyone knows what is happening.
- Help to spread the word - face to face communication reinforces the message.





### General Tips for Writing:

- Write naturally and directly.
- Keep sentences short. Avoid unnecessary words (for example: 'I would like to take the opportunity to thank you'. Instead write 'Thank you for.....'.
- Be specific about what and who you are talking about.
- Don't use clichés (e.g. 'it goes without saying'; 'easier said than done')
- Use neutral or positive words, e.g. instead of saying 'I refer to your complaint concerning.....' say 'I refer to your comment concerning.....'.
- Use bias-free terms: e.g. 'fire-fighter' instead of 'fireman'; 'police officer' instead of 'policeman'.
- Avoid unnecessary 'adverbs' such as 'extremely', 'definitely', 'truly', 'very', 'really'.

## Step 5: Build Relationships

### PRO

Must be comfortable about speaking in public. They should be careful in presenting the Shed positively to the public and the media. It is important that they can present consistent and clear informed messages that have positive impact for men.

### Social Media

Have someone who enjoys using Social Media look after your social media. They should also have the authority to approve content according to IMSA guidelines 🌐.

### Writers

Some Sheddors might prefer to be involved in writing and editing rather than speaking.

### Networkers

Identify who in your Shed is good at going out and making links and who is good at facilitating good communications between men in the Shed.

### Regularly review how Sheddors feel about:

- Their voice being heard in the Shed.
- The public profile of the Shed.
- Relationships with external organisations and groups.
- Communication between the Shed and the IMSA.



**Details of Emergency Contact for this Shed:**

It is recommended that all Sheds develop an Emergency Information Poster and affix it to the Shed Noticeboard. At a minimum, the following information needs to be displayed.

**Nearest Doctor** \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**Nearest Garda Station** \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**Nearest Fire Station**

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**Ambulance**

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

**Nearest Defibrillator** \_\_\_\_\_

**Health and Safety contact** \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_



**The Irish Men's Sheds Association** has a team of **Advocates** who work hard to support Men's Sheds around the Country. Each of the Advocates offer their time and experience to help with getting a Shed up and running.

They also assist with the successful day to day running of existing Men's Sheds.

**Our Men's Shed advocate:**

Name \_\_\_\_\_

Contact Number/Email \_\_\_\_\_

**Family and Community Services Resource Centres** provide services and supports to local communities. **Contact details can be accessed on:** [www.tusla.ie/](http://www.tusla.ie/)

**Nearest Family Resource Centre:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number/Email \_\_\_\_\_

**Your Local Health Office** is your entry point to accessing a wide range of community health and personal social services.

**Local Health Office contact details can be accessed on:** [www.hse.ie](http://www.hse.ie)

**Nearest Local Health Office:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number/Email \_\_\_\_\_



**Department of Social Protection** deals with access to income support and other services, enabling active participation, promoting social inclusion and supporting families.

**Local details can be accessed on:** [www.welfare.ie](http://www.welfare.ie)

**Nearest Department of Social Protection Office:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number/Email \_\_\_\_\_

**Local Community Development Committees** will comprises of public and private sector members, including local authority members and officials.

**Local Community Development Committees details can be accessed on:**  
[www.environ.ie](http://www.environ.ie)

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number/Email \_\_\_\_\_

**ETBI** is the national representative association for Ireland's sixteen Education and Training Boards (ETBs). ETBs and ETBI came into establishment on 1 July 2013 and were formerly VECs and IVEA respectively.

**Local ETB details can be accessed on:** [www.etbi.ie](http://www.etbi.ie)

**Nearest Education and Training Board:**

Name \_\_\_\_\_

Address \_\_\_\_\_

ContactNumber/Email \_\_\_\_\_



**Council Community Development** Local Councils provide advice and support to local community groups/organisations.

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

**The Environmental Health Department** within local Councils provides advice on aspects of food safety, health & safety and public health.

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

**Health and Social Care Trusts** provide advice and support to local community groups/organisations working in the remit of health and wellbeing.

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

**Groundwork Northern Ireland** offers support to Men's Sheds through the Men's Sheds Movement Project. This project is funded by the Public Health Agency and runs to November 2017.

Name Carol Follis

Address Groundwork Northern Ireland, SW Office, Aisling Centre, 37 Darling St. Enniskillen, Co. Fermanagh

Contact Number 028 66321529 / 07793041339 carolfollis@groundworkni.co.uk



**Aware** Provide support and assistance to people whose lives are affected by depression, bipolar disorder, postnatal depression or suicidal thoughts. Aware has support groups around the country. Helpline and next-day email support service available:

Website: [www.aware.ie](http://www.aware.ie) Phone: 01 6617211 Email: [wecanhelp@aware.ie](mailto:wecanhelp@aware.ie) [info@aware.ie](mailto:info@aware.ie)

**Samaritans** provides confidential non-judgemental support, 24 hours a day for people experiencing feelings of distress or despair, including those which could lead to suicide.

Website: [www.samaritans.org](http://www.samaritans.org) Free call, Phone : 116123 Email: [jo@samaritans.org](mailto:jo@samaritans.org)

**Aiséirí** provides community and residential services to help young people, adults and families overcome addiction and lead meaningful lives in recovery.

Website: [www.aiseiri.ie](http://www.aiseiri.ie) Phone: 052 7441166 Email: [info@aiseiri.ie](mailto:info@aiseiri.ie)

**Amen** provides a confidential helpline, a support and information service for male victims of domestic abuse. Website: [www.amen.ie](http://www.amen.ie) Email: [info@amen.ie](mailto:info@amen.ie)

**Pieta House** offers specialised treatment to clients who self-harm, suffer from suicidal ideation or have made multiple suicide attempts. Clients receive an intensive programme of one-to-one counselling lasting about four to six weeks. The service is FREE OF CHARGE. They now have branches in Dublin (Ballyfermot, Finglas, Tallaght) and Limerick. Website: [www.pieta.ie](http://www.pieta.ie) Phone: (01) 601 00 00 Email: [mary@pieta.ie](mailto:mary@pieta.ie)

**One in Four** professionally supports men and women who have experienced sexual violence, many of them during childhood. Our aim is to reduce the incidence of sexual abuse by intervening in key areas of the cycle of abuse. We do this through psychotherapy, advocacy and prevention services.

Website: [www.oneinfour.ie](http://www.oneinfour.ie) Phone: 01 662 4070 Email: [info@oneinfour.ie](mailto:info@oneinfour.ie)

The **RISE Foundation** was founded by Frances Black in 2009, and focusses on family members of those with addictive behaviour (alcohol, drugs, gambling, food or sex addiction). RISE (Recovery In a Safe Environment) are dedicated to working towards helping family members to free themselves from the stress, anxiety and worry of having a loved one with addictive behaviour.

Website: [www.therisefoundation.ie](http://www.therisefoundation.ie) : 017645131 Email: [support@therisefoundation.ie](mailto:support@therisefoundation.ie)



The **HSE QUIT** service is an interactive smoking cessation support service. The service delivers stop smoking behavioural support via phone, web, text and social media. The service is friendly, positive, supportive and non-judgemental. The website has lots of useful information about smoking, the health risks and tips on quitting and has a useful Facebook page which has testimonials from other people who have quit smoking and who share their tips.

Freephone Quitline Phone: 1800 201 203. Text QUIT to 50100 Website: [www.quit.ie](http://www.quit.ie)

**The Everyman Centre** was established in 1998 to provide medical and counselling services for men in the area of sexual and reproductive health. The Clinical Director, Dr. Tom Kelly, M.B., B.Ch., B.A.O., Dip in Human Sexuality, has been practising Sexual and Reproductive Medicine for over twenty-five years.

Website: [www.everymancentre.ie](http://www.everymancentre.ie) Phone: 01 678 8010

**yourmentalhealth.ie** has been developed by the HSE National Office for Suicide Prevention as part of the 'Your Mental Health' awareness campaign, which aims to improve awareness and understanding of mental health and well-being in Ireland.

#### **Irish Kidney Association**

LoCall: 1890-543639

Email: [info@ika.ie](mailto:info@ika.ie)

Website : [www.ika.ie](http://www.ika.ie)

**Drug and Alcohol Helpline** provides helpline and email support, information, guidance & referral to anyone with a question or concern related to drugs and alcohol. Confidential and free.

- Freephone: 1800 459 459
- [helpline@hse.ie](mailto:helpline@hse.ie)

**Skills to Work** is a Irish Government jobs campaign, aimed at making it easier for jobseekers and employers to know what Government skills initiatives are available to them.

- Website: [www.skillstowork.ie](http://www.skillstowork.ie)

#### **The Health and Safety Authority (HSA)**

[www.hsa.ie](http://www.hsa.ie)

**Citizens Information Board** (the national support agency responsible for supporting the provision of information, advice and advocacy on social services)

- [www.citizensinformationboard.ie](http://www.citizensinformationboard.ie)



## Northern Ireland

**NICVA, the Northern Ireland Council for Voluntary Action**, is a membership and representative umbrella body for the voluntary and community sector in Northern Ireland. Membership is free if you are a community voluntary or social enterprise organization with an income of under £20,000 per year.

Contact t: 028 90877777 [www.nicva.org](http://www.nicva.org)

**Rural Community Network** is a regional voluntary organization established by community groups from rural areas in 1991 to articulate the voice of rural communities on issues relating to poverty, disadvantage and equality.

Contact t: 028 86766670 [www.ruralcommunitynetwork.org](http://www.ruralcommunitynetwork.org)

**Citizens Advice** is the largest advice charity in Northern Ireland, working against poverty and meeting the information and advice needs of clients across a wide range of categories including benefits, debt, consumer, employment and housing issues. Advice is available from 28 offices across Northern Ireland and from over 110 other outlets. To find nearest bureau see [www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

**Health and Safety Executive Northern Ireland** is the lead body responsible for the promotion and enforcement of health and safety-at-work standards in Northern Ireland.

Contact: t: 028 90243249 e: [mail@hse-ni.gov.uk](mailto:mail@hse-ni.gov.uk) [www.hse-ni.gov.uk](http://www.hse-ni.gov.uk)

**Aware Defeat Depression** supports people in Northern Ireland affected by depression or bipolar disorder, with a network of support groups as well as a telephone helpline and education programmes. Contact: t: 028 90357820 e: [help@aware-ni.org](mailto:help@aware-ni.org) [www.aware-ni.org](http://www.aware-ni.org)

**Alcoholics Anonymous** is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

Contact: t: 028 434848 e: [gso@alcoholicsanonymous.ie](mailto:gso@alcoholicsanonymous.ie) [www.alcoholicsanonymous.ie](http://www.alcoholicsanonymous.ie)

**Al-Anon Family Groups** provide support to anyone whose life is, or has been, affected by someone else's drinking regardless of whether that person is still drinking or not.

Contact: t: 028 90682368 e: [info@alananon.ie](mailto:info@alananon.ie) [www.alananon.ie](http://www.alananon.ie)

### Further and Higher Education Colleges

<a href="#">Belfast Metropolitan College</a>	028 90265000
<a href="#">Northern Regional College</a>	<a href="mailto:info@nrc.ac.uk">info@nrc.ac.uk</a>
<a href="#">North West Regional College</a>	028 7126000
<a href="#">South Eastern Regional College</a>	0345 6007555
<a href="#">Southern Regional College</a>	0300 1231223 <a href="mailto:info@src.ac.uk">info@src.ac.uk</a>
<a href="#">South West College</a>	0845 6031881

**Thanks to Groundwork Northern Ireland for provision of Northern Ireland specific information.**







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# IMSA Annual Membership Registration Form

<b>Name Of Men's Shed:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Address:</b>	
<b>E-mail:</b>	

Your membership fee entitles your Shed to:

- Interaction and assistance from the Irish Men's Sheds Association.
- Promotion of your Men's Shed via our website and publicity materials.
- Membership deals – discounted deals with our partners.

Every IMSA member Shed has **adequate insurance** in place.

(Please indicate here how your Men's Shed is covered by marking X in the box provided)

IMSA recommended insurance with bhp insurance:	<input type="checkbox"/>
Group insurance under the policy of another organisation (e.g. a local development company, City or County Council):	<input type="checkbox"/>
Individual insurance policy with another insurance broker:	<input type="checkbox"/>

Every IMSA member Shed has an **IMSA Anti-Bullying Policy** in place.

The IMSA Anti-Bullying Policy has been adopted by your Shed Please confirm by marking X in the box provided:	<input type="checkbox"/>
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By completing this form and sending it to the IMSA office you are aligning your Men's Shed with the Vision, Mission, Ethos and Values of the Irish Men's Sheds Association.

Cheques or postal orders can be made payable to The Irish Men's Sheds Association.

For additional questions regarding membership contact [info@menssheds.ie](mailto:info@menssheds.ie)

<b>Signature:</b>	<b>Date:</b>
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We encourage each member to sign up to and visit our Website regularly, [www.menssheds.ie](http://www.menssheds.ie), to keep up to date with new information and advice and interact with other Men's Sheds throughout the country. Follow us on Facebook (Irish Men's Sheds Association) and Twitter (@Irishsheds).

Please fill out this section with the information as you would like it to appear on the "Find a Shed" page of our website: [www.menssheds.ie](http://www.menssheds.ie)

<b>Name Of Men's Shed:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>E-mail:</b>	
<b>Address:</b>	
<b>* Second Contact Person:</b>	
<b>* Second Phone Number:</b>	
<b>* Second E-mail address:</b>	
<b>Would you like a @menssheds.ie email address? Y/N</b>	
<b>Your Shed's opening Days and Times:</b>	
<b>Your Shed's Website address or facebook page:</b>	

\* A second email / contact is to ensure all communications are picked up by at least two people.



## Sample Agenda

**Heading:** [...Type of meeting, e.g. Management Committee Meeting]

Date, Time, Venue of meeting

### Agenda items:

1. Record attendance and apologies.
2. Minutes of last meeting (needs two people who attended previous meeting to propose and second them as an accurate record).
3. Matters arising from Minutes of last meeting (if not a separate item on agenda).
4. Correspondence.
5. Financial report.
6. Issue for discussion .....
7. Issue for discussion .....
8. Issue for discussion .....
9. Any other business (A.O.B.).
10. Date, time and venue of the next meeting.

## Sample Minutes

**Heading:** Type of meeting, e.g. Management Committee Meeting

Date, Time, Venue of meeting

1. Record of members present and apologies received.
2. Approval of previous Minutes of [date....] proposed by ..... and seconded by ..... as accurate.
3. For each Item for Discussion:
  - a. Record the key points of discussion.
  - b. Decisions made.
  - c. Actions to be done on all decisions, by who and when.
4. Any other business (A.O.B.).
5. Date, time and venue of next meeting.





## Information on the Origins of Men's Sheds.

The following is suggested text that you can use in letters, notices, press releases etc.

The idea of Men's Sheds originated in Australia and the first Men's Shed in Ireland was set up in 2009. There are now over 300 Men's Sheds here.

The Irish Men's Sheds Association (IMSA) was set up in January 2011 and works towards a future where all men have the opportunity to improve and maintain their health and well-being by participating in a community Men's Shed.

Some of the Men's Sheds in Ireland were created with the support of local organisations, including Family Resource Centres and Local Development Companies, but many were simply set up by men acting alone, who had noticed a need in their area.

Men's Sheds provide a social space for men to gather and/or work on meaningful projects at their own pace, in their own time and in the company of other men. Shed size and range of activities vary across the country. All have a social aspect and some of the activities include woodwork, gardening, boat-building, yoga and cooking.

Sheds play an important role in reducing social isolation, facilitating a sense of belonging and improving wellbeing of men and have relevance in a number of policy areas including health, social inclusion, education, ageing, environment and community.

For further information contact:

Local contact: \_\_\_\_\_

Irish Men's Sheds Association [info@menssheds.ie](mailto:info@menssheds.ie) [www.menssheds.ie](http://www.menssheds.ie) 01 8916510





### Sample Attendance Record For Meetings

Attendance at Men's Shed meeting: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE PRINT YOUR NAME AND DETAILS**

NAME:	MOBILE TELEPHONE	ADDRESS	EMAIL ADDRESS:	TICK ✓ if you would like to be involved





# Constitution

The name agreed for our group is \_\_\_\_\_ Men's Shed.

The aims and purposes of the group are as follows:

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

Benefits accruing are:

Men will have the opportunity to meet and socialise with others in a 'man to man', 'shoulder to shoulder' environment.

An atmosphere of 'doing things together' will allow men to share their skills, to learn new skills and generally socialise and develop friendships in a friendly safe environment.

Members from all walks of life are welcome to join. The bond that unites them is that they are interested in doing something meaningful with their time.

The proposed types of projects to be undertaken:

- Personal
- Group
- Community

\_\_\_\_\_ Men's Shed is NOT a commercial entity and does not wish to take work from local businesses. Because of this, we will only undertake projects and / or make products that do not have a commercial value.

The Shed may provide services and manufacture items for fundraising purposes for the Shed and occasionally for local charitable organisations.



## Constitution contd.

### Membership and the Management Committee:

All members will be required to read and sign the Constitution, agreeing to be bound to the rules therein.

All members will be recorded in the Register of Members immediately after joining the Shed. Each member will be asked how they prefer to receive news from the Shed and the relevant contact information will be stored against the member's name in the Register of Members.

Members who wish to leave a Shed should inform the Membership Officer, who will agree a leaving date, enter this date against the member's name in the Register and remove all other personal data.

\_\_\_\_\_ Men's Shed charges an annual fee of €\_\_\_\_\_.

If a member wishes to make an additional voluntary donation, it will be entirely up to the individual. Any money donated will be spent for the benefit of all members.

To help the Shed run smoothly, we have a Management Committee. This is made up of Shed members, elected at Annual General Meetings (meetings held once a year for all members). The Management Committee will [usually] have six officers holding the below positions:

- Chairman – leads discussion at Management Committee meetings
- Vice Chairman – steps in when Chairman is away
- Joint Treasurers – manage the finances
- Secretary – takes notes at each Management Committee and Annual General Meeting
- Public Relations Officer (P.R.O.) – helps promote the Shed in the local community.
- Membership Officer – handles the Register of Members and helps new members join and get up to speed

Management Committee members will serve in any one role, for no longer than two terms of twelve (12) months each. The first Management Committee is appointed at the first meeting of the Shed, which constitutes its first Annual General Meeting. The first Management Committee is usually made up of members of the working group who set the Shed up.

The Management Committee will be responsible for the financial and social well-being of the group and will aim to meet at least monthly and report back to the members on a quarterly basis on finances and decisions taken.

The Management Committee can invite non-committee members to committee meetings from time to time as required. Invitees are not allowed to vote at committee meetings.

All financial activity will be conducted through a specific bank or credit union account in the name of the Shed. At least 3 officers of the Management Committee will be signatories on any Shed specific bank or credit union account. All accounts require a minimum of two signatures to make withdrawals, with one of those signatories always being one of the joint treasurers.

The treasurers must present accounts containing at least an income and expenditure and balance sheet at each AGM.





**Constitution contd.**

**Rules:**

Ground rules which will be strictly enforced:

- 1) There will be **no gambling** allowed in the Men's Shed at any time.
- 2) There will be **no smoking** allowed within the Men's Shed building at any time.
- 3) There will be **no alcohol or any other intoxicant** consumed in the Men's Shed at any time.
- 4) All forms of **bullying, harassment and/or intimidation** of members will not be tolerated in the Shed at any time. Please refer to the Shed Anti-Bullying Policy.
- 5) Each and all of the members will be responsible for implementing **health and safety** requirements and ensuring they are adhered to at all times.
- 6) If there is internet access available in your shed, there will be **no unacceptable usage** of the internet within the Men's Shed at any time.

Each member is responsible for the safety of his fellow members. Everyone is a safety officer.

All members will be responsible for maintaining the group's property in a clean, usable and safe condition.

Any changes or additions to this constitution will be discussed, adopted or rejected at either the Annual General Meeting or any special general meetings of \_\_\_\_\_ Men's Shed called by the Management Committee.

**Termination:**

Should \_\_\_\_\_ Men's Shed cease to be, a special general meeting will be called and held to address the winding up of the group which will include determining how any property or assets of the Shed are disposed.

**Declaration: To be signed by two of the officers of the Shed**

By signing this document we, \_\_\_\_\_ Men's Shed agree to abide by the rules herein:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Guidelines for writing Terms of Reference (ToR)

### Terms of Reference (ToR)

These are the 'how to' guides that outline the requirements for how your Management Committee, Sub Committees, Sub Working Groups and Officers will carry out their duties effectively for the Shed. A Terms of Reference includes the roles and responsibilities (as outlined below) and then sets out the decision making boundaries, structure and accountability processes that go with the duties. You should have a ToR for each of the following:

- Your Management Committee.
- Each Sub Committee and Sub Working Group.
- Each Officer's Role: Chair (and Vice Chair); Secretary; Joint Treasurers; P.R.O; Health & Safety Officer; Membership Officer.

### ToR for Management Committee

- Purpose and Roles
- Minimum and maximum member numbers required and how elected (as per Constitution)
- How long any member can serve before they must step down and take a break of [x...] period before putting themselves forward for election again to the Management Committee. (as per Constitution).
- How often the Management Committee will meet.
- Minimum requirement for attendance at meetings.
- Decision-making powers:
  - Quorum - how many members required to be present for decision-making.
  - What decisions they can make.
  - What decisions need to be approved by the AGM.
- Accountable to the Shed Management Committee, the Shedders and the AGM.
- Reporting procedures (formal written Minutes to be kept).
  - AGM: Annual review of work done and approval; Electing of new Management Committee; How the Management Committee appoints its officers for the year.
- Review TORs annually.

### Additional points for ToR of Sub Committees and Sub Working Groups

- As for Management Committee above **Plus the following**:
  - Limits of decision-making authority: what decisions they can make, what needs to be referred to the Management Committee for information and/or decision.
  - Accountable to the Shed Management Committee and reports to Management Committee meetings
  - Funding and how expenditure is authorised.
- **Plus for Sub Working Groups**
  - Sub Working Groups are usually set up for a specific task.
  - Are short-term with set start and finishing dates. From: [date....] To: [date.....]

### ToR for Officers

- As for Management Committee above:
- Plus boundary of decision-making authority and what needs to be referred to the full Management Committee for endorsement, approval and decision-making.



# Shed Management Committee Roles and Responsibilities

## Responsibilities for each Role

### Management Committee

1. Guides the Shed in safeguarding its Ethos and Values.
2. Makes a plan that gives clear direction for the Shed's current and future work.
3. Has (usually) six officers: Chairman; Vice Chairman; Joint Treasurers; Secretary; Public Relations officer (P.R.O.) and Membership Officer.
4. Oversees the day-to-day activities to ensure the Shed remains open, is well used by men, and sticks to the Shed's Vision, Mission, Aims and Objectives.
5. Makes sure the Shed has enough finances and that they are properly used for the benefits of the Men's Shed.
6. Three of the Management Committee Officers are signatories on any Shed specific bank or credit union account (in line with the Constitution).
7. Makes sure that the Shed complies with government laws and regulations.
8. Makes sure policies and procedures are in place for good organisational practice and that the Shed sticks to them.
9. Keeps good relationships with volunteers and paid staff.
10. Makes and keeps links with key organisations to support the Men's Shed's activities.
11. Works as a team through good and bad times.

The Management Committee can ensure it makes good use of the IMSA through regular contact with the local Advocate, reading the IMSA newsletter, website and social media updates and attending IMSA events 🌐.

### Sub Committees and Sub Working Groups

Sub Committees and Sub Working Groups are small groups that take on specific tasks for your Shed. They usually include at least one member of the Management Committee and a number of volunteer Shedders.

- **Sub Committees** are usually **more permanent**, e.g. Finance, Public Relations.
- **Sub Working Groups** are usually put in place for a **specific once-off task** that will be completed within a set short time-frame e.g. Organising a new activity; Fundraising.

**Sub Committees and Sub Working Groups** are great ways of involving and interesting a large number of Shedders in the efficient running of the Shed.

- Shedders have a definite part to play in belonging / contributing to the life of the Shed.
- They share out the workload and allow for decision-making by smaller groups while enabling Shedders with specific expertise to focus on areas that interest them.



## Shed Management Committee Roles and Responsibilities contd.

### Chair

1. **Provides leadership to Men's Shed.** If the Management Committee works well, the Shed works well.
  - Has a clear **understanding** of the IMSA Handbook, has an overview of all that is going on and ensures that the Policies and Procedures are reviewed and updated annually.
  - **Co-ordinates** the Shed Management Committee and helps everyone to work well together to develop the Shed's **plans and activities** to achieve the Shed's aims and objectives.
  - **Creates** a friendly and respectful atmosphere where members can give their views, work through differences, and decisions taken are in the best interests of the Shed.
  - **Represents the Shed** as requested by the Shed Management Committee and works with the Publicity Relations Officer on this.
  - **Finance:** Is one of three **signatories** on any Shed specific bank or credit union account (in line with the Constitution).
2. **Facilitates meetings:**
  - Leads discussion at Management Committee meetings.
  - Plans and prepares the Agenda with the Secretary.
  - Runs the meetings and ensures that the agenda is completed, the aims of the meeting are achieved, decisions are agreed and tasks are allocated.

### Secretary

1. **Correspondence and administration** for the Management Committee.
2. **Meetings:**
  - Takes Minutes at each Management Committee and Annual General Meeting.
    - **Agenda:** Prepares with the Chair for Shed Management Committee meetings:
    - **Organises the meetings** - venue, date, time, and circulates the Agenda to all Shed Management Committee members (usually no later than one full week prior to meetings).
    - **Minutes:** Makes sure accurate Minutes of the meetings are kept:
      - Decisions made.
      - Actions to be done (by who and when).
      - Circulates to all Management Committee members, usually no later than one week after the meeting.
3. **Legal:** makes sure the Men's Shed complies with the rules set out in the Constitution and Government laws and regulations.

### Public Relations Officer (PRO)

1. Helps promote the Shed in the local community.
2. Oversees and develops good **internal** and **external** communications systems.
3. Develops and implements a communications and publicity strategy to profile and advertise the Shed's work and activities.
4. Promotes the Shed through preparing, developing and distributing publicity material, reports, publications such as newsletters and social media, and press releases to the media.
5. Assists members in promoting the Shed in the local and wider community.
6. Acts as the Shed's spokesperson when public comment is required across all relevant media outlets and facilities.
7. Represents the Shed at external functions as requested by the Chair and / or Shed Management Committee.



## Shed Management Committee Roles and Responsibilities contd.

### Health & Safety Officer

1. Makes sure the Shed has a '**Health & Safety Statement**' approved by the Shed Management Committee and that it is in line with legislation, and is signed by each Shedder as read.
2. Oversees and co-ordinates the Health and Safety training, activities and associated administrative tasks.
3. Conducts regular work space inspections, risk assessments and makes recommendations to the Shed Management Committee, while communicating with the Shedders and implementing any decisions arising.
4. Makes sure all members and visitors follow all current and future legislative obligations.
5. Keeps up to date on all laws and regulations on Health & Safety.
6. Co-ordinates and updates relevant Shed safety instructions and procedures, notices, forms and manuals.
7. Monitors and, where necessary, investigates and reports any accidents or incidents that arise to the Shed Management Committee and external authorities, as appropriate.

### Membership Officer

#### 1. Register of Members

- Keep it up to date.
- Register new members.
- Members who wish to leave a Shed: agree a leaving date, enter date against their name in the Register and remove all other personal data.
- Record membership fees paid; Follow up with the Treasurer on those not paid.
- Keep it safe and accessible.
- Keeping confidential information confidential.

#### 2. For new Shedders

- Welcome and introductions to Shedders.
- "Shedder Application Form to join a Men's Shed" to be completed, understood and signed by new Shedder within .....xxxx time of joining the Shed.
- Provide Induction:
  - o Practical information about the Shed:
    - Opening hours
    - Facilities (including workshop, kitchen and toilet)
    - Activities and tools
    - Opening and closing the Shed
    - Security
    - Activities
  - o Provide background information and rules of the Shed and the IMSA including:
    - About your Shed
    - About the IMSA
    - Anti bullying policy
    - Use of tools
    - Other Policies, legal rules, Constitution (read and sign).
  - o Assign a buddy to new Shedder for first month of membership.

#### 3. Communication

- Ensure all Shedders know about, and are contacted about relevant activities and meetings and that no Shedder is left out. Check how each Shedder prefers to receive news from the Shed.
- Respond to queries from men themselves, family members and external agencies, interested in referring men to the Shed.



## Shed Management Committee Roles and Responsibilities contd.

### Treasurers (Joint)

1. Manage the finances: records all income and expenditure; provides regular financial reports as required to the Management Committee; and annual accounts to the AGM.
2. Make sure the Shed has the money to do the activities they plan and agree to do.
3. Make sure that the Management Committee has the necessary information to understand the financial position of the Shed, to plan for future financial needs, and make decisions on how best to use resources to fulfil the Aims and tasks of the Shed's Plan.
4. Are two of the three signatories on any Shed specific bank or credit union account. All accounts require a minimum of two signatures to make withdrawals, with one of those signatories always being one of the joint treasurers.
5. Deal with the bank on behalf of the Management Committee.
6. Handle petty cash system.

### 6 key steps for making payments

1. All expenditure must have attached (stapled) the official invoices and / or receipts to support it.
2. Approval of payments and expenditure is recorded in the Management Committee Minutes.
3. Blank cheques are **not** signed in advance.
4. Every payment, by cheque or otherwise, is approved by two signatories (usually the Treasurer and Chair).
5. Date and method (including cheque number) of payment are recorded on invoice / receipt.
6. Have a system for filing financial documents and file all expenditure paperwork carefully.

### Handling Petty Cash

1. **Petty cash is a 'float'** of no more than €50-€100, kept in a Petty Cash box, for small expenses to be paid on a day-to-day basis, e.g. workshop materials, groceries, small urgent items, special one-off items.
2. A **receipt** must be obtained for every purchase.
3. Petty Cash vouchers must be signed by the person claiming payment.
4. At all times the value of the petty cash float must equal the cash on hand plus the total of vouchers / receipts.
5. The Treasurer reimburses petty cash expenditure on a regular basis.
6. **Petty cash box** is kept locked and stored in the Shed at all times. Access to petty cash is limited to the Chair and Treasurer.

Simple examples of a petty cash system and an income and expenditure account system are provided on the following pages.



## Simple Example of a Petty Cash System

A common simple system for petty cash is where the Treasurer writes a cheque for cash of, say, €100 at the beginning of the month. He pays for small items from this amount (receipts and a petty cash voucher must be filled out and signed for each purchase). When running low, he will top up the balance to bring your sum back up to €100.

### Resources needed

- A book of 'petty cash vouchers' (from any stationery shop).
- A Petty Cash Box and Key.
- 1 Notebook (A4 size) for recording your receipts and spending or a simple Excel Spreadsheet.
- 1 Lever Arch file for filing your vouchers and receipts.

Staple receipts for any one payment to a 'petty cash' voucher. Write on the voucher the date and details of purchase, sign it, and keep it in your Petty Cash Box.

At end of each week, write up the Petty Cash Book and file your receipts in your A4 Lever Arch file in date order (most recent on top).

### Example of Petty Cash Book written up for month of January 2016

January 2016	Voucher No.	Amount Received	Details	Amount spent	Running balance
		€		€	€
4 <sup>th</sup> Jan	001	100.00	Cashed Men's Shed cheque no. 365423		100.00
5 <sup>th</sup> Jan	002		Paid for supply of tea, coffee and sugar and milk	16.90	83.10
5 <sup>th</sup> Jan	003		Paid for 2 packets of Ear Plugs	7.65	75.45
5 <sup>th</sup> Jan	004		Paid for 5 mugs and 5 teaspoons	15.65	59.80
6 <sup>th</sup> Jan	005		Paid for Petty Cash Box, a file, notebook and petty cash voucher pad	22.45	37.35
11 <sup>th</sup> Jan	006		Paid for 2 Specialist Dust Masks with Breathing Cones	9.95	27.40
11 <sup>th</sup> Jan	007		Paid for WD40 oil for tools	5.25	22.15
18 <sup>th</sup> Jan	008		Paid for milk	1.45	20.70
25 <sup>th</sup> Jan	009		Paid for photocopying and laminating of 2 Health & Safety Signs	12.45	8.25
			<b>Total of January expenditure</b>	<b>91.75</b>	

February 2016	Voucher No.	Amount Received	Details	Amount spent	Running balance
		€		€	€
1 <sup>st</sup> Feb			Brought forward (B/F) Cash balance from 31 <sup>st</sup> January		8.25
2 <sup>nd</sup> Feb	010	91.75	Cashed Men's Shed cheque no. 365431		100.00



## Simple Example of an Income & Expenditure Account System

This simple Income & Expenditure Account is similar to the Petty Cash Book example above, but includes a breakdown of your spending.

### Resources needed

- Use an Income & Expenditure Voucher (see sample below) for each sum received or each payment made. Attach your Voucher to the Receipt or Invoice. Treasurer writes the Voucher up and signs it.
- 1 Notebook (A4 size) for recording your receipts and payments or a simple Excel Spreadsheet.
- 1 Lever Arch file for filing your vouchers, receipts and payments. Use A-Z dividers.

### Example of an Income & Expenditure Account written up for January 2016

Jan 2016	Voucher No.	Amount Received €	Details	Amount spent €	Breakdown of monies spent			
					Workshop tools €	Shed supplies €	Printing €	Other €
7 <sup>th</sup>	2016-01	1,500.00	Local Council – grant for Workshop Tools.					
11 <sup>th</sup>	2016-02		Woodies Hardware: Tools purchased on Invoice No. 44567, dated 10 <sup>th</sup> January.	1,045.00	1,045.00			
19 <sup>th</sup>	2016-03		Homebase – 6 Eye Protection Goggles and 6 pairs of Riggers Gloves.	140.00	140.00			
21 <sup>st</sup>	2016-04		Purchased 1 Kettle in Spar	20.00		20.00		
25 <sup>th</sup>	2016-05	160.00	Henry's Barbers - donation for the Shed's January heat and light costs.					
		<b>1,660.00</b>	<b>Totals for January 2016</b>	<b>1,205.00</b>	<b>1,185.00</b>	<b>20.00</b>	<b>-</b>	<b>-</b>

### SAMPLE OF A MEN'S SHED INCOME & EXPENDITURE VOUCHER

Voucher No. 2016-01.....

Date: 7<sup>th</sup> January, 2016

Income From, Or Payment To:

Income from Local Council

Details of Income Received, or Payment Made:

Grant for Workshop Tools

Amount Received Or Amount Paid:

Received: €1.500.00

Signed: \_\_\_\_\_ (Men's Shed Treasurer)







## Policy List for Annual Review

Check regularly with IMSA for new sample policies  .

Policy	Yes	In Progress	No	Review Date
Alcohol and Drug Misuse				
Anti-Bullying				
Child Protection				
Communication and Media				
Financial Management				
Garda Vetting				
Grievance and Conflict Resolution				
Health and Safety				
Equality				
Information Technology				
Management and Planning				
Membership				





# Shedder Application Form to join a Men's Shed

Name of Shed:

\_\_\_\_\_

New Shedder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Eircode / Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

**Note:** Shedders must be 18 years of age and over.

**EMERGENCY CONTACT PERSON:** \_\_\_\_\_ Phone: \_\_\_\_\_

**DISABILITIES:** Have you any Health conditions or are you on any Medication that may affect your capacity to safely operate machinery? Please note, an honest response in this section may not necessarily restrict what you can or cannot do but will improve safety.

\_\_\_\_\_  
\_\_\_\_\_

**What are your Skills and Hobbies?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form I am agreeing to the Men's Shed Vision, Mission, Ethos and Values, and to sticking to the IMSA Anti-Bullying Policy. I confirm that the above information about me is correct.

New Shedder Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





# Anti-Bullying Policy

IMSA Template for Sheds to adopt as their own.

## 1. Purpose

The Shed is committed to maintaining an environment in which all individuals are treated with respect and dignity and no-one is subjected to any form of undignified, embarrassing, humiliating offensive or intimidating behaviour. Bullying, harassment, victimisation, or abuse, will not be tolerated under any circumstances. It is the purpose of this policy to promote awareness among Members of what constitutes such behaviour in order to prevent it occurring and/or stop it continuing. This policy also sets out the steps Members can take if they feel they are encountering problems of bullying and harassment.

## 2. Scope

This policy applies to all members and any non-members who interact with the Shed as part of the Shed's activities.

## 3. Policy

Every member is responsible for safeguarding their own safety and welfare, as well as that of their colleagues who may be affected by their actions, or omissions, while at the Shed. It is up to each member to decide what behaviour is unwelcome irrespective of the attitude of others to the matter.

Bullying and harassment on grounds of marital status, family status, sexual orientation, religious belief, age, disability, race, gender or membership of the Travelling community is unlawful and will be treated very seriously.

This policy defines bullying, harassment, and sexual harassment, and sets out the procedures that the Shed has in place and will use should any Member make a complaint that they have been the victim of bullying, harassment or sexual harassment.

## 4. Definitions

The following are the definitions of bullying, harassment and sexual harassment for the purposes of this policy.

### 4.1. Bullying

**Bullying is** repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Shed and / or in the course of participation in Shed activities which could reasonably be regarded as undermining the individual's right to dignity at work.

A characteristic of bullying is that it usually takes place over a period of time. It is regular and persistent inappropriate behaviour, which undermines the confidence and dignity of the bully's target.

The following are some examples of the type of behaviour, which may constitute bullying. These examples are illustrative but not exhaustive:

- Constant humiliation, ridicule, belittling efforts – often in front of others.
- Intimidation and threatening behaviour.
- Verbal abuse, including shouting, use of obscene language and spreading malicious rumours.
- Showing hostility through sustained unfriendly contact or exclusion.



### **Anti-Bullying Policy contd.**

- Intrusion through pestering, spying or stalking.
- Repeatedly assigning duties which are unfavourable to one individual.
- Intentionally withholding relevant information.
- Repeatedly assigning unreasonable deadlines.

Bullying should be distinguished from other complaints, which are capable of being resolved through the normal grievance procedure. Complaints, which are appropriate for referral under the normal grievance procedure, are usually relatively straightforward to formulate as they refer to a specific issue or incident. A complaint of bullying however is often difficult to articulate as it may involve a series of small, seemingly innocuous incidents, which gradually undermine the victim's dignity and self-respect.

**What Bullying Is Not?** The following behaviour does not constitute bullying:

- Legitimate responses to pressurised situations which require immediate action.
- Constructive and fair criticism of a member's conduct or performance.

#### **4.2. Harassment**

Harassment is any form of unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Harassment may be persistent or an isolated incident.

The following are examples of inappropriate behaviour, which may constitute harassment. These examples of harassment are illustrative but not exhaustive:

- Verbal harassment, e.g. jokes, comments, ridicule or song.
- Written harassment, e.g. text messages, e-mails or notices.
- Physical harassment, e.g. jostling, shoving or any forms of assault.
- Intimidatory harassment, e.g. gestures or threatening poses.
- Visual displays/circulations e.g. posters, emblems, badges or websites.
- Social media harassment e.g. posts, tweets, instant messaging, online picture messaging.

#### **4.3. Sexual Harassment**

Sexual harassment is any act of physical intimacy, request for sexual favours, other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating. Sexual harassment may be persistent or an isolated incident.

The following are some examples of inappropriate behaviour which may constitute sexual harassment. These examples are illustrative but not exhaustive:

- Physical conduct of a sexual nature, e.g. unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another member's body through to sexual assault or rape.
- Verbal conduct of a sexual nature, e.g. unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the work place after it has been made clear that such suggestions are unwelcome, unwanted and offensive flirtations, suggestive remarks, innuendos or lewd comments.
- Non-verbal conduct of a sexual nature, e.g. the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages or other media.
- Unwanted or derogatory comments about dress or appearance.
- Leering and suggestive gestures.



## Anti-Bullying Policy contd.

### 5. What to do?

If a member feels they are being bullied or harassed that member should follow the procedure outlined below.

#### 5.1. Informal Procedure

Any member who feels that he is being subjected to behaviour which undermines his dignity may:

- approach the alleged perpetrator directly, and / or
- seek the assistance of a member of the Shed Management Committee

- **Approach the alleged perpetrator directly.**

A member who feels that he is being bullied or harassed may decide to approach the alleged perpetrator directly. Sometimes people are not aware that their behaviour is unwelcome and therefore an informal discussion can lead to greater understanding and an agreement that the behaviour will stop. If it emerges that the alleged bully is genuinely unaware that his behaviour is a source of distress to the member concerned, it should be possible to resolve the problem by way of informal discussion.

Any member who feels he is being bullied should keep detailed notes of each incident, including date, times and his feelings at the time, as he will need to be able to refer to specific incidents.

And/Or

- **Seek the assistance of a member of the Shed Management Committee**

Where problems have arisen due to a personality clash between the complainant and the bully, it may be helpful to arrange for both parties to meet with an independent facilitator. Where the member is not confident about approaching the alleged perpetrator or where a direct approach has not resolved the matter, he should request the intervention of a Shed Management Committee Member.

The Shed Management Committee Member may seek to resolve the issue by making the alleged perpetrator aware of the effects of his behaviour or facilitating a discussion between the victim and the bully. Alternatively the Shed Management Committee Member may endeavour to resolve the matter informally, possibly through mediation, without recourse to a formal investigation. The Shed Management Committee Member may involve another [more senior] Shed Management Committee Member at this stage.

#### 5.2. Formal Procedure

If the behaviour complained of persists or the member wishes to bypass the informal procedure, the member should submit the complaint in writing to the Chair of the Shed Management Committee. The complaint should be clearly formulated in writing and contain the following details:

- 1) Name(s) of alleged perpetrator(s);
- 2) Factual description of each incident - set out precise details of the alleged inappropriate behaviour (including dates, times, witnesses and direct quotes where possible) and context in which this behaviour occurred;
- 3) Indication of how each incident made the complainant feel; and
- 4) Details of action the complainant or others have already taken to resolve the matter informally.



### **Anti-Bullying Policy contd.**

The alleged perpetrator will be notified in writing that an allegation of bullying/harassment has been made against him. He will be given a copy of the complaint and invited to respond to the allegations. The response may be put in writing.

Having considered the response of the alleged perpetrator, the Chair may decide that there is still scope for resolving the matter through an internal mediated solution without recourse to a formal investigation. In such cases the option of mediation will be discussed with both the complainant and the alleged perpetrator. Should either party object to mediation, a formal investigation of the complaint may be carried out.

#### **5.3. Mediation**

Mediation is a process which requires the voluntary participation of both parties. An assigned mediator will ordinarily meet with both parties, often separately to begin with. The mediator will then bring both parties together to discuss the conflict, which has emerged. Mediation provides a speedy, confidential opportunity for the parties to discuss the alleged inappropriate behaviour and to reach an agreement on good working relations and modes of acceptable future behaviour. This process will generate minimal paperwork and/or records.

Mediation may be attempted at any/all points in the procedure to try to resolve the matter. The parties will be advised to attempt mediation before a complaint is the subject of a formal investigation. If the mediation process at this stage fails, the complainant may seek to have the matter resolved through formal investigation.

#### **6. Investigation**

Where a decision is taken to proceed to formal investigation, the following procedure will apply:

- 6.1. An investigation team will be formed. The team will generally be made up of two Shed Management Committee Members or members appointed by the Shed Management Committee.**
- 6.2. Ideally the investigation team will be made up of individuals not involved in or with knowledge of the issues and with no obvious bias towards either the complainant or the alleged perpetrator.**
- 6.3. The investigation will be based on the written complaint and any other matters relevant to the complaint.**
- 6.4. Every effort will be made to complete the investigation within an agreed timeframe.**
- 6.5. The complainant will provide a fully signed written statement of the allegation, and a thorough interview will be carried out with the complainant to ascertain the facts behind the complaint.**
- 6.6. The alleged offender/harasser will be informed that an allegation has been made against them, and they may, depending on the circumstances be asked to stay away from work and not to contact any other members, while the team conducts a thorough and impartial investigation.**
- 6.7. Any witnesses of the alleged offence will be requested to provide full signed written statements.**
- 6.8. The investigator(s) will conduct separate interviews with the complainant and the alleged perpetrator with a view to establishing the facts surrounding the allegations.**
- 6.9. Both the complainant and the alleged perpetrator may be accompanied by another member to any meetings if so desired.**
- 6.10. Confidentiality will be maintained as far as practicable.**
- 6.11. Witnesses will be expected to respect the privacy of the parties involved by refraining from discussing the allegations with other members or persons outside the Shed.**
- 6.12. The investigator(s) will interview any witnesses to the alleged incidents of bullying/harassment and other relevant persons.**



## Anti-Bullying Policy contd.

- 6.13. **The alleged offender/harasser will be invited to attend a meeting at which the alleged offence will be put to him.**
- 6.14. **The alleged offender/harasser will:**
- Be given the right to have a representative at this or any other related meetings.
  - Have the right to know/view all statements made against him.
  - Have the right to reply and to make a full written statement.

## 7. Outcome and Follow-Up

- 7.1. **The investigating team will consider all the information gathered regarding the alleged incident. The team will consider all of these and make a fair and impartial decision as to whether the allegation is founded.**
- 7.2. **Following the investigation, if the allegation has been substantiated, appropriate action will be taken. Training may also be offered.**
- 7.3. **There is an obligation on all members to ensure that no victimisation occurs to the complainant, alleged offender or witnesses as a result of a complaint. To this end, the organisation will endeavour to protect the complainant or the alleged offender from any further bullying, harassment, discrimination or victimisation resulting from the allegation and investigation.**
- 7.4. **On completion of the investigation, the investigator(s) will submit a written report of its findings to the Chair (or in circumstances where the allegation was against the Chair, to an alternative neutral Member of the Shed Management Committee), the complainant and the alleged offender.**
- 7.5. **Both parties will be given an opportunity to comment on the findings before the Chair or alternative Shed Management Committee Member decides upon any action.**
- 7.6. **Any malicious allegations will be subject to corrective action.**
- 7.7. **The Shed owes a duty to both the alleged victim and the alleged offender during the investigation process and until a conclusion has been reached.**

\_\_\_\_\_  
Signed and Accepted on behalf of \_\_\_\_\_ Shed.

Date: \_\_\_\_\_



## Sample Risk Assessment Form



Insert Name of \_\_\_\_\_ Men's Shed

Insert Name of person(s) conducting assessment:  
\_\_\_\_\_

Date: \_\_\_\_\_

Spot the Risk		Assess the Risk	Fix the Problem			Evaluate Results
Identify the work task or activity	What are the risks with each activity?	Is the associated risk low, moderate, significant or high?	If the risk is unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Repeat assessment. Are Risk levels now acceptable?  Revised risk level.

