

Setting up a Shed - Check List 1: The Practicalities

To do / think about <i>(all as appropriate to your Shed and need)</i>	Notes:	Tick when completed:
The Shed Premises:		
Find a venue / home / for the Shed		
Agree Asset Transfer / Lease / Rental / Hire terms and timescales		
Rates – understand what does (not) apply / if reduced business rates are available		
Understand conversion / refurbishment costs and ongoing liabilities for the venue		
Insurance: to cover - as appropriate: Public Liability / Employers & Employees Liability (covering volunteers) / Contents / Accidents in the Shed / Product Liability / Trustees Indemnity / Legal Expenses		
Utilities – Electricity / Water / Gas / Telephone		
Setting Up		
Create a starting floor plan of the Shed to work to		
Flooring – easy clean / long wearing		
Dust extraction unit		
Heating		
Workbenches		
Storage / Racking		
Hand Tools		
Portable Power Tools		
Large Power Tools – what do you need / have space for?		
Sourcing wood / materials / paint / screws / glue / tools – local suppliers / donations / Freecycle / Community Repaint scheme etc		
Health and Safety:		
Write and adhere to a Health and Safety Policy		
Risk Assessment – undertake, then put in place procedures to reduce risks, as appropriate – keep it simple		
Personal Protective Equipment (PPE) for all Shedders		
Safety Signage – no smoking / exits / machinery usage		
First Aid Kit & Accident book		
Process for training Shedders to use tools / machinery		
Process for removing waste from the Shed		

Setting up a Shed - Check List 2: The Organising

To do / think about <i>(all as appropriate to your Shed and need)</i>	Notes	Tick When Completed
The Organisers:		
Who are you and what do you need to become? – an Organising Group / A Committee / A Board of Trustees – ie: Can you be a project of another charity? Do you want / need to be an Unaffiliated Association / a Charitable Incorporated Organisation (CIO)		
Do you need a Constitution / a set of rules?		
Write a Business Plan <i>(if required)</i>		
Agree regular times to get together to plan the next steps.		
Who else do you need? Identify your skill sets / split tasks up and ask other people if you need additional specific skills.		
Use local Volunteer Centre / CVS/ online sites to advertise for more volunteers to get involved (if required)		
Write and agree necessary policies and procedures – Health and Safety Policy / Code of Conduct / Equalities Statement		
Volunteers / Shed Supervisors:		
Agree opening times / how / who can provide Shed Supervision at each session		
Training for Shed Supervisors – First Aid / H & Safety / Fire Warden		
Volunteers / Shed Supervisor Expenses – agree what can cover and rates- ie: 45p per mile petrol / car parking if on Shed business		
Shedders / Members:		
Create a Membership Application form (including Disclaimer, Contact information, Next of kin, Media release, Privacy statement etc)		
Who will be eligible to be a member / use the Shed? Minimum / maximum age? Health conditions?		
Are you able to provide support to people with additional support needs? If not, can you accommodate if carers accompany?		
Agree guidelines on what Shedders can make in the Shed / how they notify others to ensure can be accommodated / how people can nominate/ accept / refuse a Community Project		

Finance:		
Draft a rough anticipated budget for next 12 months minimum to determine costs – income vs expenditure		
Agree on an operating model –free to access? / Membership / Session Fees / pay what you can? / Donation jars?		
Do you want to / need to apply for grants / funding pots? Find support to help you do this / be referees		
Do you need Sheddors to make things to sell for profit for the Shed? How are you going to sell things – car boot / markets / shops / online – ie: Etsy ??		
Bank Account – do you need to open our own / can you become a ring fenced budget stream in another orgs budgets?		
Publicity:		
Plan a Public Meeting to open up idea of the Shed to all – set the date / confirm the venue (get someone to give you free space!)		
Issue a Press release and get on local radio if possible / post in local Facebook groups / online / what's-on sites		
Develop a Poster / flyer - post in Libraries, Supermarkets, Notice boards		
Notify / invite Councillors / health professionals / voluntary sector organisations, as you think appropriate		
Register your “Potential Shed” with the regional Men’s Sheds Association – and ask them to advertise to their registered contacts.		
Hold the meeting / be clear on next steps / how to get involved.		