



Benson Community Shed

Roles & Responsibilities Framework

Policy Document

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Policy Framework

Benson Community Shed operates a simple policy framework intended to keep policies clear, proportionate, and practical.

The policy suite consists of four core documents:

- Roles & Responsibilities Framework
- Health & Safety Handbook
- Code of Conduct
- Safeguarding Adults Policy

These documents are designed to work together and reference one another where appropriate. The Roles & Responsibilities Framework is the single authoritative source for role definitions used across the policy set. Other documents should refer back to it rather than redefining roles.

The Shed is a member-led, volunteer-run organisation. These policies are intended to support safe participation and a welcoming community environment without creating unnecessary bureaucracy or implying that the Shed is a care provider or a professionally supervised workshop.

Roles & Responsibilities Framework	Defines the roles used in the Shed and acts as the authoritative source for role definitions.
Health & Safety Handbook	Sets out practical safety expectations and day-to-day health and safety guidance.
Code of Conduct	Sets out behavioural standards, disciplinary arrangements, and appeals.
Safeguarding Adults Policy	Explains how safeguarding concerns relating to adults should be raised and handled.
Other supporting records	Forms, risk assessments, induction records, and notices may support these policies but do not replace them.

Purpose

This document defines the roles used across Benson Community Shed policies. It provides the single authoritative source for the role names and high-level definitions used elsewhere in the policy suite.

Many people in the Shed will hold more than one role at the same time. Where that happens, the responsibilities associated with each role remain separate. The purpose of this document is to provide clarity and consistency, not to create hierarchy for its own sake.

Principles

Roles at Benson Community Shed are intended to support the day-to-day running of a member-led organisation. They are designed to clarify who does what, who may assist with particular issues, and how members, visitors, and trustees interact within the Shed.

The existence of a role does not remove individual responsibility. Members remain responsible for their own actions and judgement. Roles such as Supervisor, Fire Marshal, First Aider, Health & Safety Officer, and Safeguarding Lead support safe and effective operation, but they do not guarantee outcomes or replace personal responsibility.

Roles Table

Role	Definition	Scope of Access	Core Responsibilities
Visitor	A person present at the Shed who is not a member.	Social areas and general areas of the Shed. Workshop areas only when accompanied by a Supervisor or as otherwise permitted by Shed rules.	Follow Shed rules, behave safely and respectfully, and follow reasonable instructions from a Supervisor while on site.
Member	A paid-up member of Benson Community Shed.	General access to the Shed in accordance with policies and any local arrangements.	Act safely, respect others, follow Shed policies, raise concerns where something appears unsafe, and support a welcoming environment.
Workshop User	A Member who has completed the Shed's workshop induction and is recognised as permitted to use the workshop.	Workshop areas in accordance with Shed rules and supervision arrangements.	Use workshop facilities responsibly, assess personal ability before starting work, follow safety expectations, and stop if unsure how to proceed safely.
Supervisor	A Member acting as the main on-site point of	All areas of the Shed during a supervised session.	Help coordinate activities, respond to concerns, support safe working

	contact during a Shed session.		practices, provide or arrange inductions, and pause activities where a situation appears unsafe or unclear.
Keyholder	A Member authorised to open, secure, and close the Shed.	Full premises access for opening, securing, and closing the building.	Open and secure the building, manage alarms or locks where applicable, and ensure the premises are left in a safe condition at the end of a session.
Health & Safety Officer	A role supporting the ongoing review and improvement of health and safety arrangements.	Shed-wide, in an advisory and review capacity.	Review incidents, consider trends, support policy review, and recommend safety improvements to trustees.
Fire Marshal	A role supporting fire safety arrangements when present.	Shed-wide during an evacuation or fire incident.	Assist in raising awareness of evacuation procedures, help guide people to the assembly point, and support evacuation where safe to do so.
First Aider	A Member who may provide basic first aid where required.	Where first aid assistance is needed within the Shed.	Provide first aid within their capability until further help becomes available, and support recording of accidents where appropriate.
Safeguarding Lead	The primary point of contact for safeguarding concerns within the Shed.	Shed-wide in relation to safeguarding concerns.	Receive concerns, consider appropriate next steps, seek advice or support where necessary, and advise trustees where a matter requires wider consideration.
Trustee	A charity trustee of Benson Community Shed with responsibility for governance and oversight.	Organisation-wide governance role rather than day-to-day operational supervision.	Oversee policies and governance, support safeguarding and disciplinary decisions where required, and ensure the organisation operates responsibly.

Notes on Role Boundaries

The role of Supervisor is intentionally supportive rather than custodial. Supervisors help coordinate safe operation of the Shed and may intervene where activities appear unsafe, but they do not assume responsibility for the actions of others.

Workshop User status indicates that a member has completed the Shed's workshop induction. It does not certify competence, qualification, or suitability for every activity. Members remain responsible for assessing their own ability and for working safely at all times.

Visitors are not expected to interpret the full policy framework for themselves. Members and Supervisors should help ensure that visitors understand the practical rules relevant to their visit.

Cross-References

This framework should be read alongside the Health & Safety Handbook, the Code of Conduct, and the Safeguarding Adults Policy. Those documents contain the detailed rules and expectations applicable to particular situations, but they should use the role names and definitions set out here.