

ANIMAL STUDIES

INDUCTION PACK 2023-24



INTRODUCTION

Welcome to Craven College Animal Management Centre. This is where you will carry out most of your practical lessons throughout your course. You will get the opportunity to work with a range of animals, carrying out all the necessary tasks to maintain their health and welfare.

The two main priorities in the Animal Management Centre are animal welfare and staff and student safety. It's important that you follow all instructions and abide by all the rules to ensure everyone is safe and that animal welfare is maintained.

DRESS CODE/PPE

Anyone in the Animal Management Centre who is working with or near animals must follow a strict dress code.

- Students must wear overalls that cover their whole body, arms and legs. These are available to purchase on the college website or can be purchased from other shops providing that they are navy blue. This is to protect you and your clothes from animals and reduce the risk of spreading disease
- Students must also wear boots that are substantial and water proof to above the ankle
- Long hair must be tied back, in a bun if possible
- All jewellery must be removed. If a piercing cannot be removed, it must be covered with microporous tape that you must supply yourself. This is to protect you from injuries from animals, but also to protect the animals that might get caught or wrapped up in hair or jewellery
- Nail polish and false nails are not allowed and nails must be an appropriate length

Please be aware that there will be **no exceptions** to PPE and dress code and **students will not be allowed to work on the unit without their own PPE**. Any other PPE that you might need will be provided by the College, including goggles, gloves and masks.

LIFTING & CARRYING


When working with animals there may be times you'll need to lift and carry heavy items, or even heavy animals. To protect yourself from injury it's important that this is done correctly. Wherever possible you should avoid carrying heavy items however if this is unavoidable first see if you can get help from another student or member of staff. When lifting it is important to keep the load close to your body and lift with your knees rather than your back. While carrying you should keep your feet apart and your back straight. You should avoid twisting or jerking movements, and you shouldn't lift things too high.


LOCKERS


The Animal Management Centre has a locker room when students can get changed into their practical clothes and store their belongings. If you wish to use a locker you must bring your own padlock. Lockers are to be used to store your valuables during practical sessions only. Unfortunately, we don't have enough lockers for students to store items between sessions.



RAG RATING SYSTEM

Each animal has a label on its enclosure which includes information about the animal, and also has a coloured shape. This coloured shape can be used to help you judge the temperament and safety of the animal.

 A green circle indicates that the animal is not considered dangerous and is usually of good temperament and easy to handle.

 An amber square indicates that the animal is potentially dangerous, aggressive, or difficult to handle. You should only handle these animal with direct supervision from a member of staff.

 A red triangle indicates that this animal is very dangerous, aggressive or difficult to handle, you should not handle these animals at all, under any circumstances. A red triangle may also be used for animals where you are a risk to the animal, for example very small and fragile animals.

Other symbols you may encounter include a lightning bolt  for very fast animals and a toxic symbol  for animals that produce poison, venom or irritants. It's important to remember that this system is only to be used as a guide. Animals can be unpredictable and you should always use caution when approaching any animal, even if it's one you know well.

CODE OF CONDUCT

At any time when in the Animal Management Centre you should follow the rules below, this is to protect animal welfare, keep staff and students safe, and provide a positive environment for everyone in the building. **Any breaches to these rules may result in disciplinary action.**

- ID badges must always be worn underneath overalls when on the unit
- No smoking or vaping in or near the AMC, including outdoor areas
- No eating or drinking anywhere in the AMC (except water in the locker room)
- Always arrive on time to lessons and leave promptly
- You should leave the building for your breaks
- Noise should be kept to a minimum
- No running or jumping
- Never touch an animal or enclosure unless you have been instructed to by staff
- Never remove an animal from an enclosure without permission
- Animals must always be handled over a table
- Mobile phones should only be used with permission from a member of staff. Any phone seen being used inappropriately during a practical lesson will be confiscated
- Any issues with animals should be reported to a member of staff and recorded appropriately
- If you are injured or unwell, you must report this to a member of staff immediately
- If you are pregnant or require daily medication, please advise your programme tutor
- All rooms must be left clean and tidy at the end of each session, including the locker room

Please sign the back page to confirm you have read all the information in this pack and agree to abide by the rules stated in it.

Useful Contacts

Animal Management Centre Office - 01756 693 911

Tutors & Technicians:

- Emma Shearer - eshearer@craven-college.ac.uk
- Peter Robinson - probinson@craven-college.ac.uk
- Sally Osborne (Animal Unit Supervisor) - sosborne@craven-college.ac.uk
- Tina Greaves - tgreaves@craven-college.ac.uk

Name:

Signature:

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Please return the signed slip to your instructor.

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