

ANIMAL STUDIES

INDUCTION PACK 2024-25



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. 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 short
- False eyelashes must not be worn whilst in the centre

Please be aware that there will be **no exceptions** to PPE and dress code and students who do not comply will either not be allowed to work on the unit or given tasks away from the animals. Repeated failure to wear correct PPE may result in disciplinary action.

Any other PPE that you might need will be provided by the college, including goggles, gloves and masks.

USE OF TOOLS

You will be required to use a number of potentially dangerous tools during your practical sessions. You will receive training on the safe and correct use of knives and any students using any kitchen tools including knives and scissors in an inappropriate manner may receive disciplinary action and may be removed from the course. You may also have the opportunity to use handheld tools and power tools and will be shown how to use them safely beforehand. You must wear appropriate PPE when using any tools on the animal unit. Staff have the right to remove any student behaving inappropriately from the animal unit.

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 Animal Management Centre, including outdoor areas
- No eating or drinking anywhere in the Animal Management Centre (except water in the locker room)
- Follow the dress code and PPE policies
- Work safely and responsibly whilst on the unit
- Always arrive on time to lessons and leave promptly
- You must leave the building for your breaks (overalls must be removed)
- Noise should be kept to a minimum
- No running or jumping
- You must wash your hands thoroughly before and after practical sessions
- 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
- Do not provide food for an animal before cleaning their enclosure, unless instructed otherwise
- 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
- All rooms must be left clean and tidy at the end of each session, including the locker room
- If you need to speak to a member of staff outside of your lesson, please contact them by teams or email first before coming to the animal unit office

HEALTH AND SAFETY

- If you are injured, unwell or require first aid, you must report this to a member of staff immediately. The designated first aiders in the Aimal management centre are Sally Osborne and Danielle Fox
- If you are pregnant or think you may be pregnant, you must inform a member of staff straight away
- If you are on routine medication or use medical equipment (e.g., inhaler, epi-pen, insulin etc.), it is your responsibility to bring any medication you require to the animal unit and to inform your tutor

FIRE EXITS AND ASSEMBLY POINTS

There are multiple fire exits located in the Animal Management Centre and will be pointed out to you during induction. In event of a fire alarm, please exit the building out of your nearest emergency exit immediately and report to the designated fire assembly point outside the building.

DISCIPLINARY PROCESS

Craven College has set out 4 levels of disciplinary procedures, depending on the severity of misconduct, summarised below:

Disciplinary Level	Action	Action by
Level 1	Formal verbal warning	Programme tutor Course tutor Programme leader
Level 2	Formal written warning	Head of department
Level 3	Formal hearing	Formal disciplinary hearing chaired by the Vice Principle who may decide formal written warning (conditional return) or expulsion
Level 4	Automatic expulsion	Vice Principle

Please ask a member of staff if you are unsure or require more information about our misconduct policy.

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 lock your belongings away during practicals, you must bring your own padlock. Lockers can be left unlocked during practicals, however, we are not responsible for the safety of students belongings. 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. If belongings are repeatedly left in lockers overnight, staff have the right to remove padlocks and confiscate belongings.

USEFUL CONTACTS

Name	Contact Details
Animal Management Centre Office	01756 693 911
Danielle Fox - Head of Department	dfox@craven-college.ac.uk
Sally Osborne - Animal Unit Supervisor	sosborne@craven-college.ac.uk
Peter Robinson - Technician / Instructor / Tutor	probinson@craven-college.ac.uk
Emma Shearer - Technician / Instructor / Tutor	eshearer@craven-college.ac.uk
Tina Greaves - Technician / Instructor / Tutor	tgreaves@craven-college.ac.uk
Gillian Everett - Tutor	geverett@craven-college.ac.uk
Phoebe Budd - Technician	pbudd@craven-college.ac.uk

NOTES

AGREEMENT

Please initial each box below stating that you have understood each policy and procedure explained to you during the animal unit induction, that you agree to follow the rules and understand the consequences of not doing so. Please ask your tutor if you require further clarification.

	Initial
Dress code and PPE	
Use of tools	
RAG rating system	
Centre conduct	
Health and safety	
Disciplinary procedure	
Lifting and carrying	
Lockers	

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

Name: Signature:

Date: / /

Please return the signed slip to your instructor.



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