

LAND-BASED DEPARTMENT



COUNTRYSIDE & AGRICULTURE

INDUCTION PACK 2021-22



PRACTICAL DAYS POLICY

- No smoking at any time whilst carrying out the practical task. Unless on an authorised break and in a designated area or smoking Hut
- Long hair must be tied back at all times
- All jewellery including earrings must be removed during the practical session
- Correct dress and PPE must be worn at all times during practical tasks
- Students are advised to keep up to date with tetanus vaccinations
- Before moving or lifting anything, consider whether you need assistance or not, and ensure safe lifting procedures are carried out
- Always report accidents (small accidents to the Supervisor) and the relevant first aid can take place with the accident form filled in
- Punctuality must be observed in both practical and theory sessions
- Carry I.D. badges at all times
- Watch language at all times whilst out on practical's and within College premises
- If you are pregnant or require daily medication, please advise your Tutor/Programme Tutor/Head of Department
- Any faults found with any tools, equipment or machinery must be reported immediately to a member of the Countryside staff
- Mobile phones must not be used during the practical session, unless permission is given by the tutor first
- No tools, equipment or machinery must be used without staff supervision

COLLEGE UNIFORM

Correct PPE **must** be worn at all times during practical sessions. This includes:

- Waterproof coat and trousers if it's raining and cold
- Work gloves
- Flame retardant boiler suit for in the workshop or for keeping warm if it's a cold day
- Hat, scarf & gloves or alternatively sun hat, sunglasses and sunscreen for when it's hot
- Protective steel toe-capped boots or wellies must be worn for practical days, unless otherwise advised by the tutor
- No jewellery must be worn, with the exceptions of watches, wedding rings and medical bracelets. Medical bracelets must of been approved by a medical practitioner with medical reasoning
- Ear defenders are also useful

Various PPE can be bought from the online College Enrolment page or Shop.

ROUTINES

- Meet in designated area to be given tasks for the day
- Review current risk assessment for the day's activity
- Amend risk assessment to current needs of task
- Put PPE on before starting the practical
- Complete practical task
- Clean, check and put away all tools, equipment and machinery in the correct place
- Fill in a reflective journal for the day's activity

LIFTING & CARRYING

- Load to be kept close to the body as possible
- Feet apart and one foot in front of the other for balance AND BEND YOUR KNEES
- Don't jerk, twist or shove
- Straight back – look forward when lifting
- Use thigh muscles when lifting
- Do not lift away from your body

USE OF VEHICLES

Any tractor driving undertaken by students undertake is best carried out in a coned off area of the Auction Mart car park. Consideration should be taken to minimize impact on other Auction Mart users. For instance, try to avoid sale days etc.

Students are generally not permitted to drive tractors on the public highway (which includes the Auction Mart perimeter road and car park, unless the area has been coned off to prevent access from the public.)

USEFUL CONTACTS

POSITION	NAME	E-MAIL
Countryside Technician	Jenny Baxter	jennybaxter@craven-college.ac.uk
Head of Department	Joanna Baxter	jbaxter@craven-college.ac.uk
Tutor	Michael Myers	mmyers@craven-college.ac.uk
Tutor	Gillian Thom	gthom@craven-college.ac.uk
Tutor	Tom Midgley	tmidgley@craven-college.ac.uk

SAFETY EXPECTATIONS

BE SAFE



Do not come to College if you or a family member are displaying Covid-19 symptoms

Do not congregate in groups

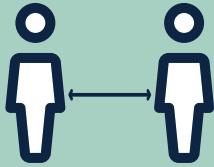
LIMIT IT



Arrive & leave at your designated times and go straight to your designated room - avoid non essential movement around College

Do not move furniture & sit in the same place at all times

DISTANCE IT



Avoid physical contact at all times and maintain social distancing

Do not share belongings

Keep left in corridors

'CATCH IT, BIN IT, KILL IT'



Use hand sanitiser provided when entering & leaving buildings & at breaks

Wash hands with soap regularly

Use a tissue or elbow to cough/sneeze into and put in bin

IF YOU USE IT, WIPE IT



Doors to toilet facilities will be propped open.
Wash hands before & after using the toilet

Wipe down - Door handles, toilets, IT equipment before & after use with anti-viral wipe

Wear clean clothes daily

GRAB & GO



'Grab & go' available in the Café (observe social distancing when queueing) - but bring own food if possible

Food can be consumed in classrooms and there is additional seating outside

Dispose of all waste in the bins provided

STOP THE SPREAD



New and continuous cough



High Temperature



Loss of, or change in, your normal sense of taste or smell (anosmia)

If you become unwell with Covid-19 symptoms whilst at College - **Call 01756 693 800 immediately**

Seek a Covid-19 test.

If positive you must inform the College and self isolate for 14 days at home



Enriching lives through learning

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