

COUNTRYSIDE & AGRICULTURE INDUCTION PACK 2022-23



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
Head of Department	Joanna Baxter	jbaxter@craven-college.ac.uk
Countryside Technician	Jenny Baxter	jennybaxter@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
Tutor	Annabel Mason	amason@craven-college.ac.uk
Progress Coach	Claire Kirwin	ckirwin@craven-college.ac.uk

Workshop Induction Declaration – 2022 (this can be also recorded via MS Forms)

I have read and understood the information on workshop procedures and policies:

Student Signature:

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Staff Signature:

.....

Date: / /

This page is to be retained by the Programme Tutor.



Enriching lives through learning

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