

# COUNTRYSIDE

INDUCTION PACK 2023-24





## 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.)

## CODES OF PRACTICE FOR VISITS

### TRAVELLING ON THE MINIBUS

- Seat belts to be worn at all times whilst travelling on the minibus
- Noise level to be reasonable so as not to disturb driver
- No personal speakers (headphones can be worn) so tutors can be heard
- All litter to be collected and removed from the minibus at the end of the day
- No moving between seats once the bus has set off
- No shouting/throwing objects out of the windows
- No inappropriate language
- No smoking or vaping on the minibus
- Minibus to be mopped or swept and cleaned out at the end of the trip if needed

### ACTIVITIES

- Wear correct PPE and equipment as specified by the tutors or activities host organisers
- Listen to the pre-activity briefing given by tutor or hosts
- Follow instructions given by tutor or hosts at all times
- If you are feeling unwell or unable to do an activity speak to a member of staff from College or host personnel
- Appropriate language to be used at all times
- Show respect for each other, members of staff, activities host organisers and general public
- No using phone during activities, unless permission has been sought first from the tutor
- It is advisable to not bring valuable items. If you choose to bring anything valuable you do so at your own risk
- No jewellery to be worn for any physical activities
- Long hair to be tied up during activities
- Hands to be washed or use hand sanitiser during breaks, lunch times and at the end of the activity
- Students to bring their own hand sanitiser
- No smoking or vaping during the activity. Smoking breaks will be given if needed. An agreed suitable place for this will be decided before hand with the tutor or host
- All equipment used will be checked, washed & put away correctly at the end of the practical activity. Failure to abide by the above expectations may result in the practical trip being cancelled and offending party being removed from all future trips

## WORK EXPERIENCE PROVIDERS

- 37 hours of Work Experience for Level 1 students
- 150 hours of Work Experience for Level 2 and Level 3 Technicals

### **Ribble Rivers Trust**

C/O Hanson Cement  
Ribblesdale Works  
West Bradford Rd, Clitheroe  
BB7 4QF

### **Pendle Hill Project**

The Ernest Cook Trust  
Clitheroe Registration Office  
Off Pimlico Road, Clitheroe  
Lancashire  
BB7 2BW

### **BEES, YMCA Culture Fusion**

125 Thornton Road  
Bradford  
BD1 2EP  
01274 371 303

### **Bower House Farm – Andrew Ayrton**

34 Barden Road  
Eastby, Skipton  
North Yorkshire  
BD23 6SN

### **Stepping Stones Aireville Nurseries**

1RT, Broughton Rd  
Skipton  
BD23 1TS

### **Bingley St Ives Golfcourse**

St Ives Estate  
Cross Gaits Lane, Harden  
Bingley, West Yorkshire  
BD16 1AT  
07739 319 060

### **Pollards – Tree services**

3 Cricketers Walk  
Steeton, Keighley  
West Yorkshire  
BD20 6QH  
07795 418 627

### **National Trust – Gawthorpe Hall**

Burnley Rd  
Padiham, Burnley  
BB12 8UA

### **Manorlands Hospice**

Hebden Rd, Oxenhope  
West Yorkshire  
BD22 9HJ  
01535 642 308

### **Bradford Council Horticultural Department**

Peel Park, 950 Bolton Road  
Bradford, West Yorkshire  
BD2 4BX  
07582 100 109

### **Ingleborough National Nature Reserve**

Ingleton, Carnforth  
LA6 3JG  
01524 242 021

### **Ripon Farm Services Ltd (Keighley)**

Dalesgate Works  
Kildwick, Cross Hills  
Keighley  
BD20 7BX  
01535 632 661

### **Bluebell Farm**

Bluebell Cottage  
Skipton Old Rd  
Colne  
BB8 7ED  
01282 869 112

### **Nell Bank Charitable Trust**

Nell Bank Centre  
Denton Rd, Ilkley  
LS29 0DE

### **Pennine Community Farm**

Holland Place  
Nelson  
BB9 8HD

## USEFUL CONTACTS

POSITION	NAME	E-MAIL
Head of Department	Joanna Baxter	jbaxter@craven-college.ac.uk
Countryside Technician	Susannah Morrish	smorrish@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

### **Countryside Induction Declaration – 2023** (this can be also recorded via MS Forms)

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

Student Signature: .....

Staff Signature: .....

Date:   /   /

This page is to be retained by the Programme Tutor.



# **Enriching lives through learning**

Craven College  
Aireville Campus  
Gargrave Road, Skipton  
North Yorkshire, BD23 1US  
01756 791 411

[customerservices@craven-college.ac.uk](mailto:customerservices@craven-college.ac.uk)  
[craven-college.ac.uk](http://craven-college.ac.uk)

