

LAND-BASED DEPARTMENT



AUTOMOTIVE & AGRICULTURAL ENGINEERING - INDUCTION PACK 2021-22



WORKSHOP POLICY REGULATIONS

- › No smoking at any time on or near the workshops (Designated area: Smoking Hut)
- › Long hair must be tied back
- › Correct dress and PPE must be worn at all times when in the workshops
- › The walk way (outlined by yellow lines) must be followed when entering the workshops with no PPE
- › 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 is in operation
- › 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 in the workshops and within College premises
- › If you are pregnant or require daily medication, please advise your SPF/Programme Tutor/Head of Department
- › All bags and equipment to be placed in the lockers/store room
- › Any faults found with any machinery must be reported immediately to a member of the Engineering staff
- › Mobile phones must not be used in the workshops
- › Do not sit in or start vehicles without prior permission by a Tutor
- › No machinery must be used without staff supervision

COLLEGE UNIFORM

- › Flame retardant overalls to cover loose clothing must be worn by all students when in the College workshops (can be bought from the College Shop)
- › **NO HOODED JUMPERS ALLOWED AT ANY TIME IN THE WORKSHOPS**
- › Protective steel toe-capped boots at all times when in the workshops (can be bought from the College Shop)
- › No jewellery
- › No sleeveless or low tops

ROUTINES

- › Meet in designated classroom area to be given tasks for the day
- › Review current risk assessment for lesson's equipment
- › Amend risk assessment to current needs of task
- › Put on PPE
- › Complete practical task
- › Fill in job card to record evidence

USE OF VEHICLES

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

Students are 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.)

Electric Vehicles - Only trained staff can use the electric vehicle, or train students. This relates to identified staff only. The keys are held by the Workshop Supervisor.

USEFUL CONTACTS

Workshop Number: 01756 693 915 or via MS Teams

Position	Name	E-mail
Workshop Supervisor	Mark Teale	mark.teale@craven-college.ac.uk
Head of Department	Joanna Baxter	jbaxter@craven-college.ac.uk
Tutor	Tom Midgley	tmidgley@craven-college.ac.uk
Tutor	David Walker	david.walker@craven-college.ac.uk
Tutor	Paul Clarke	pclarke@craven-college.ac.uk

WORKSHOP INDUCTION CHECKLIST

Student Name:

Course:

In the interest of your health and safety you must be fully inducted. This document indicates the areas in which you must receive induction. Once induction in an area is complete a member of staff will sign and date the document below. Induction form must be completed and returned to your Tutor prior to the 10 September 2021.

Induction Task	Date
Lifting and handling	
Use of equipment	
PPE	
Health and Safety Policy	
Fire procedure	
Vehicle movement procedure/Electric Car	
Student behaviour	

Workshop Induction Declaration – 2021 (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.

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

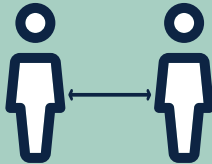
LIMIT IT



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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