

AUTOMOTIVE & AGRICULTURAL ENGINEERING

INDUCTION PACK 2022-23



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 Progress Coach/ 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 243 419 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
Tutor	Adam Milner	amilner@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 12 September 2022.

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 – 2022 (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.

NOTES



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