

# MECHANICS

INDUCTION PACK 2023-24





## 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 to 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
Instructor/Technician	Darren Carlos	dcarlos@craven-college.ac.uk
Progress Coach	Claire Kirwin	ckirwin@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 15 September 2023.

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 – 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.

## WORK EXPERIENCE PROVIDERS

- 37 hours of Work Related Learning for Level 1 students
- 150 hours of Work Experience for Level 2 students

### **Skipton Body Repair Centre Ltd**

Engine Shed Lane  
Skipton  
BD23 1UP  
01756 792 412

### **Lamberts Transport**

Threshfield Quarry, Skirethorns  
Lane, Threshfield, Skipton  
BD23 5PA  
01756 753 375

### **MSP Auto Services**

Barnoldswick  
BB18 6YH  
07890 434 555

### **M & D Motors**

Cemetery Rd  
Yeadon, Leeds  
LS19 7UP  
07093 302 920

### **ShIPLEY Tyre Services Ltd**

Midland Works  
John St, Shipley  
BD18 3HU  
01274 598 548

### **B & W Plant Hire & Sales Ltd**

Equipment Rental Agency  
Admiral Way, Keighley  
BD21 3LN  
01535 663 337

### **R Bunton Ltd**

Station Rd  
Wilsden, Bradford  
BD15 0BS  
01535 274 943

### **Peter Watson (Skipton) Ltd**

Otley Road Garage  
Otley Road, Skipton  
BD23 1EY  
01756 792 911

### **David Peel Auto Electricians Ltd,**

3 Acre Park  
Dalton Ln, Keighley  
BD21 4JH  
01535 662 078

### **Forge Garage (Bolton Abbey) Ltd**

Skipton  
BD23 6HB  
01756 710 221

### **ADL Motors**

Unit 1c, Asquith Industrial Estate  
Eshton Road, Gargrave  
BD23 3SE  
01756 748 090

### **Railside Garage**

Unit R, Skipton Rd  
Cross Hills, Keighley  
BD20 7DS  
01535 636 268

### **Phoenix Auto Services**

Carleton Business Park  
Skipton  
BD23 2AA  
01756 796 544

### **Midgley Motor Cars**

Airedale Business Centre  
Keighley Road, Skipton  
BD23 2TZ  
01756 797 652

### **HiQ Tyres & Autocare Skipton**

Unit 1 Mill Ln, Sackville St  
Skipton  
BD23 2PQ  
01756 802 300

### **Aire Valley Workshop Ltd**

Unit D/Snaygill Ind Est  
Keighley Rd, Skipton  
BD23 2QR  
01756 795 444

### **Bold Venture Garage**

Keighley Rd  
Skipton  
BD23 2QT  
01756 792 000

### **Hall Street Motors**

Hall St, Cross Hills  
Keighley  
BD20 7LF  
01535 636 338

### **Buddys Service Centre**

Unit 1  
Enterprise Way  
Colne  
BB8 8LY



# **Enriching lives through learning**

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