

## STUDENT INFORMATION SHEET

### Practical Courses | Student Safe Attendance During Covid & General Workshop Safety

#### From December 10th 2021 in England

The measures set in place by the Government to reduce the risk of Covid-19 infection have been amended, and as a Company offering a close contact service such as training, we have a responsibility to provide students with guidance to mitigate the risk of infection to all concerned, such as; encourage the use of hand sanitiser and hand washing; the cleaning of shared tools and possibly the occasional wearing of a face mask if applicable.

Your tutor will contact you before the course to introduce themselves and to summarise what safety measures are applicable for teaching practises in their own workshop/studio teaching space.

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#### **PLEASE DO NOT ATTEND YOUR COURSE IF:**

1. You feel unwell or have a higher than normal temperature a few days before attending your course.
2. If you have returned from Abroad shortly before your course date and not had a negative Covid PCR Test result.

(1 or 2) You MUST contact us to re-arrange your course on a mutually convenient date.

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**IMPORTANT: Your tutor will NOT admit you to the Course if you have any flu like symptoms.**

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### STUDENTS - WHAT YOU NEED TO DO

#### **PLEASE TAKE A LATERAL FLOW COVID TEST 24-48 HOURS BEFORE YOUR COURSE DATE**

- ❖ **If your test is positive for Covid** contact us immediately to postpone your course and we will rearrange it for a mutually convenient date in the future, when it is safe to do so.

#### **FACE MASKS: PLEASE BRING ONE WITH YOU.**

Although these are not mandatory to wear during a course of one-to-one tuition, there may be an occasion that your tutor may ask you to wear one for a short while during a particular close contact tuition activity.

- **OPTIONAL:** some Anti-viral wipes may be useful if you are using a shared WC facility or during a Public Transport journey.
- **OPTIONAL :** Hand sanitiser, this will be available in the workshop. Hand washing in the teaching studio is encouraged.
- Bring reading glasses or your optivisor/magnifier (or similar) if you usually use one.
- Practical Courses - Bring an apron or similar to protect your clothes
- Practical Courses - Bring your own small towel or some paper towels (Hand washing in the workshop)
- Practical Course | Hand Tools - Students usually share the tutors hand tools, however you may bring some of your own hand tools if you wish to minimise tool sharing, if you do this please mark your own tools so that they are easy to identify. If you would like some advice about what tool might be useful to bring please contact your tutor direct.
- Tutors are being asked to keep studios well ventilated if possible therefore it might be a little cooler than usual and you might like to wear layers or bring a comfortable jacket etc.

#### **DURING THE COURSE YOU MUST;**

- Follow the tutor's exact instructions regarding your safety during your visit to the course workshop.
- Be prepared to wash your hands and/or use hand sanitiser regularly throughout the day.

**PLEASE READ** The measures advised below in the **COURSE WORKSHOP | HEALTH & SAFETY RULES** information on page 2 these are instructions for keeping you safe whilst you attend your course. By our provision of this information sheet and instructing you to read it you are agreeing that you have read it and you agreed to abide by the rules advised and your tutor's instructions during the course.

#### **STILL WORRIED? | Email: [bespoketraining@virginmedia.com](mailto:bespoketraining@virginmedia.com)**

If you have any workshop visit concerns please discuss these with your tutor before the course.

If you then you decide you would prefer to postpone your course for up to 5 months you may do so at no cost. Please contact us to arrange this if necessary.

## STUDENT INFORMATION SHEET

### COURSE WORKSHOP | HEALTH & SAFETY RULES

- ❖ **For your general safety within a workshop environment please read the following information.**
- ❖ If you have any questions or concerns please do not hesitate to get in touch with us or your tutor directly before you attend your course.

Your safety is of paramount importance, and you will be working in a jewellery trade environment which can contain equipment, sharp tools and be dusty. All jewellery workshop activities at the premises you are attending for your course are routinely and regularly risk assessed for this environment by the tutor according to current Health and Safety legislation.

To further put your mind at ease, throughout your course your tutor will advise you of all necessary safety measures and will supply you with any necessary personal safety equipment appropriate to your activity.

For those unfamiliar with a Jewellery workshop environment please note that you may get dusty or dirty during your course, therefore we recommend you bring an apron or similar to protect your clothes.

#### DO NOT

- Wear sandal style or open toe shoes, these are not suitable or safe for a jewellery workshop environment.
- Wear long chains/scarfs that could be caught up in Tools/Equipment or be flammable etc.
- Use machinery or tools or Chemicals until their safer use has been explained to you by your tutor.

#### YOU MUST

- Tie up long hair.
- Wear personal protective equipment (PPE) when instructed to do so by your tutor.
- Ask for help with anything you are unsure of.
- Be aware that ventilation may be required for use of Chemicals for some techniques – your tutor will advise when appropriate.
- Ensure torches (if applicable) are used with care, turned off safely after use and placed in their designated area.

**FIRST AID** you must report any injury or incident to your tutor immediately.

#### WHAT TO BRING & GENERAL INFORMATION

- If you wear reading glasses it is a good idea to bring them just in case you need them for close work or bring your Optivisor (or similar) if you use a magnifier.
- You might like to bring a notebook and your smart phone (& charger) if you have one, to record your work
- Materials / Tools: All courses are individually advised, tutors will contact you once you have booked to discuss and advise accordingly.

#### Self-awareness

Upon arrival, take a moment to be aware of the teaching environment. Even if you have your own jewellery workshop, in this instance equipment, tools or chemicals may be placed or stored differently from your own workshop area.

#### Refreshment Breaks

During full day course sessions your tutor will include a short lunch break during your course and provide Tea/Coffee during the course.

**Lunch is NOT provided** You might like to bring a packed lunch suitable for short lunch break. You might like to take some bottled water .

#### Fire Exits & WC

Your tutor will point out the nearest WC facilities and Fire Exit and in the event of a fire will lead you to safety.

Thank you for your co-operation and assistance,

Yours sincerely,

**Dawn Meaden-Johnson**

Director: The Bespoke Jewellery Training Company