



ANIMAL CENTRE INDUCTION

SUMMER WORKBOOK

Level 1 Certificate in Land Based Studies



“A safe and healthy environment is the basic minimum standard of any workplace. We go beyond that standard to promote a good example of a community that thrives on the quality of its environment and in its ability to care for its staff and students.” - WSC

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Welcome to...

WEST SUFFOLK COLLEGE
ANIMAL STUDIES 2024

Congratulations, you have been accepted on the Level 1 Certificate in Land Based Studies! We hope you are excited to be joining us in September!

Over the summer it is important that you prepare for your studies with us by undertaking a series of tasks. Some of these will have been sent to you already.

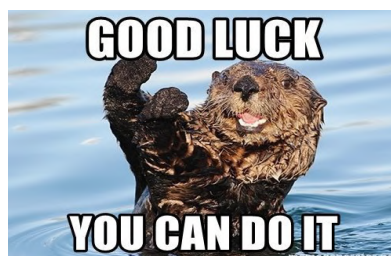
Completing this work will help you to:

- Familiarise yourself with the Animal Centre
- Know the dress code and assist you in purchasing the required PPE
- Recognise the importance of safe working practices when working in the animal centre and in the animal care sector
- Identify how to deal with emergencies and keep yourself, others and our animals safe.
- Guide you through policies and procedures relating to the day to day tasks carried out in the Centre

When the academic year begins in September all new starters partake in induction week. This is an opportunity to meet your peers and teaching staff, find your feet and understand the basic requirements of the course.

Once you have read the contents of the workbook you will be directed to a short quiz to check your understanding.

Completing the elements of the workbook also shows willing and determination to work hard which is exactly the positive attitude we need to see from our new students!



LOCKERS

The college has lockers for students to use around the site. You must use your own padlock for these, and lockers must be emptied before each term break. The use of lockers is at your own risk, the college cannot accept any responsibility for items stored in these. It is asked that personal belongings are stored in lockers **only** when carrying out practical sessions in the animal centre.

ANIMAL CENTRE DRESS CODE

It is important that you **always** follow the animal centres strict dress code policy and wear the required PPE. This is to ensure that you, the other students and staff, and the animal's safety is paramount at all times. It is followed by all that enter the animal centre – including staff! When carrying out tasks on the animal centre you will come into contact with dirt (including urine/faeces) and potentially harmful pathogens such as bacteria, viruses or fungi. To reduce the risk of these spreading and causing disease, it is important for us to dress appropriately and maintain the centres hygiene standards. In addition, the dress code reduces the likelihood of accidents!

You **must** follow the below dress code at all times when working within the Animal Centre:

- ✔ Wear steel toe capped shoes or boots (separate to the footwear you wear around the college grounds)
- ✔ Wear the WSC Animal Studies embroidered tunic (order details found below)
- ✔ Wear full length trousers with no rips or tears
- ✔ Have your hair tied back if it is shoulder length or longer
- ✘ Skirts, shorts, cropped trousers are not permitted
- ✘ Headwear including beanies, caps or hoods cannot be worn
- ✘ Jewellery including rings, watches, bracelets, necklaces, hoops, scaffold piercings etc must be removed before the start of the session (small, flat studs are acceptable)
- ✘ False nails or nail vanish are not permitted and must be removed

It is vital that PPE is ordered as soon as possible to ensure you'll be safe when working with the animals. Occasionally, PPE orders can take a while to be delivered, so for this reason we allow students to borrow PPE within the first six weeks only. If PPE hasn't been ordered after the initial six week period, you will no longer be able to borrow PPE and won't be able to attend practical sessions until you have the correct PPE. In this instance, instead you may be asked to undertake activities outside of the animal centre like litter picking, in order to support our local community and surrounding wildlife.



BOOTS AND TUNICS MUST BE REMOVED AT THE DOOR BACK INTO COLLEGE WHEN PRACTICAL SESSION FINISH. DO NOT RE-ENTER COLLEGE WHILST STILL WEARING THEM.

PURCHASING PPE



Steel toe cap shoes or boots can be purchased from anywhere. Some example of suppliers are: Amazon, Homebase, B&Q, ScrewFix, Shoe Zone, Sports direct.

These shoes must only be worn when carrying out practical activities in the Animal Centre and should not be worn around the college campus as this defeats the purpose.



The navy veterinary style tunic can be purchased by following the instructions below. You will be carrying out physical tasks in your uniform so please purchase a suitable size to ensure you are comfortable and able to fit a jumper and potentially a coat (if working outside in the cold) underneath. Please see the Salonwear size chart on the following page. Coats will NOT be permitted to be worn over the top of tunics

so please order a suitable size.

We would also recommend purchasing a waterproof jacket that can we worn underneath your tunic as we will be working outside regularly **WHATEVER THE WEATHER!**

HOW TO ORDER

Your tunic must be purchased from Salonwear Direct, please follow the steps below to order. If you have any queries regarding the ordering process, please use the contact information below. The college does not take any responsibility for the ordering or care of your PPE.

Salonwear Customer Service

0113 237 9024

customerservices@salonweardirect.co.uk

Step 1: Visit www.mycollegeuniform.com

Step 2: Use the college login details from 1 of the following options depending on what items you want to order:

LADIES	MENS	HOODIE (optional)
<u>Course Code:</u> Wes- Veterinary Ladies	<u>Course Code:</u> Wes-Veterinary Male	<u>Course Code:</u> WSUFC-HOOD

Step 3: Select all compulsory items (tunic only) to complete the order

Step 4: You can now add optional items (hoodie only)

Step 5: Press CONTINUE

Step 6: Next create a personal account with a valid email in case Salonwear needs to contact you directly

Step 7: Continue to checkout and finalise your order

Step 8: Please make sure you put **your name** in the relevant box – not a parent/guardian or whom is making the payment. This is important to ensure the right items are given to each student


Step 9: Once the payment details have been added, it will then take you on to the next page which will confirm your order number. Please make a note of this to help us find your order should you need to contact us.

Step 10: Orders are delivered in bulk to the college and will be distributed by the relevant staff member


Once you receive your tunic it will be your responsibility to bring it to practical sessions and ensure that it is regularly washed.

SALONWEAR SIZE CHART

(Please ensure you pick to correct size, items cannot be returned as they are embroidered)

Women's Size Chart		salonwear  <small>Leading Fashion for the Salon</small>															
		XXS	XS	S		M		L		XL		2XL		3XL		4XL	
Dress Order Size		4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34
Bust	ins		31	32	34	36	38	40	42	44	46	48	50	52	54	56	58
	cm		79	81.5	86.5	91.5	96.5	101.5	106.5	111.5	116.5	121.5	126.5	131.5	136.5	141.5	146.5
Waist	ins		25	26	28	30	32	34	36	38	40	42	44	46	48	50	52
	cm		63.5	66	71	76	81	86	91	96	101	106	111	116	121	126	132
Hips	ins		34	35	37	39	41	43	45	47	49	51	53	55	57	59	61
	cm		86.5	89	94	99	104	109	114	119	124	129	134	139	144	149	154

www.salonweardirect.co.uk

Men's Size Chart		salonwear  <small>Leading Fashion for the Salon</small>													
		XS	S		M		L		XL		2XL		3XL		
Chest	ins	32	34	36	38	40	42	44	46	48	50	52	54	56	
	cm	81.5	86.5	91.5	96.5	101.5	106.5	111.5	116.5	121.5	126.5	131.5	136.5	141.5	
Waist	ins	26	28	30	32	34	36	38	40	42	44	46	48	50	
	cm	66.5	71.5	76.5	81.5	86.5	91.5	96.5	101.5	106.5	111.5	116.5	121.5	126.5	

www.salonweardirect.co.uk

WORK EXPERIENCE

This academic year marks the first year of us splitting the Level 1 course across 2 years. The first year you will work towards gaining the Certificate qualification and then learners who wish to obtain the full Diploma will undertake the 2nd year. During the first year, while there is no requirement for work experience we still advise all learners to undertake it as it is vital for putting the core skills that we will learn in the classroom into practice, **AND we will only allow students to progress onto the 2nd year if they have completed a minimum of 30 hours of industry relevant work experience**

It is important that you organise a placement to commence as soon as possible as placements fill up incredibly quickly. Please use the QR code below to access a Padlet full of placements and contact details to give you a head start.



Below is a suggestion of wording for emails or letters to placements. However, we always suggest visiting in person in the first instance or phoning to speak with managers in person as it demonstrates an ability to be proactive and will set you apart from other candidates.

Example email:

Dear (Add name)

I have recently been accepted onto the Level 1 Certificate in Land Based Studies, at West Suffolk College. As part of my course, I need to complete 60 hours of work experience, I would be interested completing my work experience with you because *(write a few sentences as to why you are interested)*. I am currently unsure of what day of the week I would require for work experience, however, as soon as I have been made aware I will inform you.

Please feel free to contact me on (provide contact information) Yours Sincerely

(Add your name)

Work Experience Contact Tracker

Placement Details	When did you contact them?	Have they responded?	What was the outcome?

You MUST be able to demonstrate your efforts to secure a placement, therefore please use the above table to record what attempts have been made.

PROFESSIONAL STANDARDS

You will encounter 'Professional Standards' in many of the careers within the Animal Sector. They reflect a desired and achievable level of performance against which your actual performance can be compared. The main purpose of professional standards is to direct and maintain high standards of conduct within the Sector. They provide an evaluation tool for yourself and your peers to ensure the success of the business, or in our case your success on the course.

Professional standards guarantee that you are accountable for your decisions and actions, and for maintaining competence during your career. Whilst you are on an Animal Studies course you are required to work towards and achieve the 8 Professional Standards included in the attachment, constantly reflecting on how to improve your performance both practically and in theory sessions.

1. HIGH LEVEL OF ATTENDANCE:

Attendance must be above 95% in all areas of the Study Programme, including English and Maths.

2. COMMITMENT TO THE ANIMAL SECTOR:

Demonstrate commitment to the Animal Sector by challenging yourself to excel.

3. RESPECTFUL INTERACTIONS WITH STAFF AND PEERS:

All interactions with staff (both within the college and externally within your work placement) and peers must be respectful

4. ACCOUNTABILITY FOR QUALITY AND PERFORMANCE:

Demonstrate accountability for the quality of your own work.

5. SUPPORTING YOUR PEERS:

Support other students on your course and within the Animal Studies department

6. ACT SAFELY, RESPECTFULLY AND WITH INTEGRITY:

Display model behaviours in both theory and practical areas that demonstrate our values in action.

7. PROVIDE HIGH STANDARDS OF ANIMAL WELFARE:

Ensure optimal animal care and welfare alongside compliance with legislation.

8. PROMOTE BEHAVIOURAL EQUALITY:

Demonstrate behaviours that support equality, diversity and inclusion.

EXPECTATIONS

- Arrive promptly to sessions. You must be in your PPE and ready to start when the lesson is timetabled to begin
- No eating or drinking in the Animal Centre unless prearranged with staff
- You must not enter any room where animals are housed without a staff member present
- Work quietly to minimise disruption and animal stress
- Notes should be taken during sessions as handouts and lesson resources will be limited in the practical areas. You will not be prompted to take notes, you need to be responsible for this.
- Follow training policies and good working practices at all times. If you are unsure on how to complete something, **please ask a staff member for help.**

Your performance and attitude are continuously monitored and will form part of your 'Practical Animal Skills Development' grades. This is reviewed by staff each half term.

GET CLASSROOM READY!

In our lessons we expect you to



Engage positively with all the activities and discussions
Take responsibility for your own learning
Be on time for start of lessons
Not talk over each other in discussions
Use appropriate language for a learning environment
Be respectful of other students' points of views
Phones will be out of sight (*unless otherwise directed*)
No food and drink (other than water) on tables

Positive engagement
Take responsibility for your own learning
Be on time for lessons
Use appropriate language
Be respectful of each other
Phones out of sight/no food or drink

Please ensure that you are prepared for your lesson. We do NOT provide notebooks/workbooks so you will need a notebook or pad to write your notes in. We do NOT allow photos to be taken of lesson materials on your phone. Learners **are** permitted to use their personal laptops or tablets to write their notes on. Please also ensure you are equipped with pens and pencils.

Introduction to the Animal Centre.

The animal centre is split into four key areas. Each area is colour coded with specific equipment to prevent cross contamination. The areas are as follows:

Mammal room- Home to lots of small domestic mammal species

Exotics room- Home to a mixture of reptiles, amphibians and invertebrates

Nocturnal room- Home to some of our more unusual creatures

Outdoor paddock- Home to a herd of goats alongside ducks and geese



ANIMAL HUSBANDRY

Animal husbandry is a blanket term used to cover all the necessary care required to meet an animal's needs. This includes:



Handling & Restraining Safely



Maintain and Clean Accommodation



Check the Accommodation for Safety and Security



Provide Food & Water



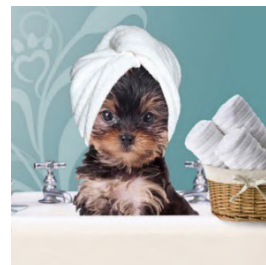
Monitor Food & Water Intake



Health Check and Complete Records



Provide a Stimulating Environment



Groom

Training will be given on how to carry out all processes. Additionally, there are protocols, helpful posters and information boards throughout the Animal Centre to guide you. 'How to' information is provided below and can be used as a revision aid once you have started your training in the centre. Please know that this information covers tasks in general and some animals may require specialist care.

Every so often we undertake tasks that are not directly linked to working hands-on with animals, but these tasks are highly beneficial to the animal centre. These tasks could include; stock checks, dusting, refilling food/substrate, disinfecting bins, centre perimeter tidying, scrubbing/cleaning floors and cleaning windows for example. Every sector of the animal industry will have jobs not too dissimilar from these, so while you may think it's strange to be cleaning windows or doing some de-cobwebbing, these are all fairly routine tasks that are undertaken.

HANDLING AND RESTRAINING ANIMALS

During induction week all students will undertake an animal handling induction which will cover the correct handling methods for a variety of species. It is important that you use the handling and resistant techniques provided in training only, as this guarantees handler and animal safety as well as ensuring handling is a positive experience for animals (as well as what they are used to).

We operate a **traffic light system** to ensure that animals are not over handled. Please see details below;

- Animal can be handled after carrying out a behavioural assessment
- Animal will have been previously handled. Complete a behavioural assessment before handling
- Animal must not be handled. There is a high risk of being bitten or causing injury or stress

Please see staff if you are concerned about any animal and its ability to be handled. If you are unsure on how to handle the animal you are working with, please ask. We would rather repeat ourselves than have an injured or stressed animal. Additionally, to the traffic light system we follow a risk scale which indicates the potential risk to the handler and the animal due to the likelihood of escape or injury. This scale will allow you to adapt practice when trained to meet the needs required to reduce the risk.

- Hand must be washed upon entering the animal centre, and when you leave
- Sanitise or wash hands in-between tasks. If your hands have obvious debris this must be washed off before sanitising with the alcohol gel or it is ineffective
- When using disinfectant, all debris (dust, animal hair, faeces, urine, substrate, food etc) must be removed from the surface before use.
- Damaged or broken equipment must be reported to staff immediately to avoid harm.
- Clean and use all equipment in line with training and instructions.
- Follow the cleaning equipment colour codes at all times to promote good biosecurity.
- Leave work stations tidy after use, this includes sinks and work surfaces
- If you do not know how to complete a task please ask a staff member for assistance
- **If you make the mess, you clear it up! When you've finished, help others! We're a TEAM!**

Please remember, once trained if you are unsure how to complete a task, please speak to staff for further guidance. This is a safe learning environment.

HOW TO CARRY OUT A SPOT CLEAN EXOTICS ROOM

- 1 Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Report any hazards to staff.
- 2 Visually locate the animal and observe **behaviour** prior to opening the enclosure. Alert staff if there are any concerns.
- 3 Remove food and water bowls and dirty enrichment. Wash with **detergent** and then place in **disinfectant** for 5 minutes of contact time. Leave on the draining area to air dry.

Remove any soiled (urine/faeces) substrate or areas using appropriate equipment for your species: dustpan and brush, sieve, bucket etc. Remove all uneaten food, **including live insects** (these should be placed back into the live food enclosures). Dispose of all animal waste in the bins provided. When spot cleaning amphibians, use a syphon and a bucket to remove *some* of the water.
- 4 **Replenish** substrate and moss where necessary and provide new enrichment if required. When adding water back into amphibian enclosures, please make sure this is dechlorinated (from the water butt or using water conditioner).
- 5 Check and maintain **environment parameters**: temperature, lighting, humidity, and ventilation. Use the spray bottles to mist enclosures that have a spray bottle image. Soak moss in warm water and place back within the enclosure at the opposite end to the heat lamp.
- 6 Check the **safety** of the enclosure and ensure it is **locked**, placing the key back into the key box.
- 8 Clean equipment used with **detergent** and **disinfectant**, then put all items away in the correct location. Alert staff to any damaged items.
- 9 Sweep the area around your enclosure and wash all work surfaces to ensure good working practice. Place all waste in the correct bins.
- 10 Complete the relevant **records** and **wash** and **sanitise** your hands once the task is completed.



ARE YOU WORKING TO INDUSTRY STANDARDS?





HOW TO CARRY OUT A SPOT CLEAN MAMMAL ROOM

- 1 Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Report any hazards to staff.
- 2 Visually locate the animal and observe **behaviour** prior to opening the enclosure. Alert staff if there are any concerns.
- 3 Remove food and water bowls or bottles, and dirty enrichment. Wash with **detergent** and then place in **disinfectant** for 5 minutes of contact time. If you are undertaking this clean in the afternoon, please do not throw food away!
- 4 Remove any soiled (urine/faeces) bedding or areas using appropriate equipment for your species: dustpan and brush, sieve, bucket etc. Dispose of all animal waste in the bins provided. If there is a litter tray, dispose of the waste and wash with **detergent**, allowing it to sit in **disinfectant** for 5 minutes of contact time.
- 5 **Replenish** any appropriate materials (substrate, straw, shredded paper, sand etc.) where necessary. Provide new enrichment if required.
- 6 Dry food and water bowls thoroughly, rinsing water bottles before reuse. Litter trays will also require thorough drying before adding newspaper, substrate, and hay.
- 7 Replenish food and water (if required as per enclosure front). For rabbits and guinea pigs, top up enclosures with fresh hay. Check the **safety** of the enclosure and ensure it is **locked**, placing the key back into the key box.
- 8 Clean equipment with **detergent** and **disinfectant**, then put all items away in the correct location. Alert staff to any damaged items.
- 9 Sweep the area around your enclosure to ensure good working practice. Put all waste in the correct bins.
- 10 Complete the relevant **records** and **wash** and **sanitise** your hands once the task is completed.



ARE YOU WORKING TO INDUSTRY STANDARDS?



HOW TO CARRY OUT A SPOT CLEAN WATERFOWL STABLE/PADDOCK

- 1 Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Ensure that the entrance gate is bolted behind you once you enter the paddock area.
- 2 Carefully tip the water troughs so that the excess water can be used to remove urates and faeces off the floor. **Scrub the paddock** floor with a scrubbing brush and the excess water, pushing it towards the drain.
- 3 Wash water troughs with **detergent** and rinse thoroughly, leaving them to dry upside down outside the front of the stable.
- 4 Remove any **soiled** (urates/faeces) **bedding** or areas in the stable using a muck skip and the wheelbarrows. Dispose of waste into the yellow skip, using the rake to push the waste back further into the skip. It is safer for two people to lift the wheelbarrow into the skip.
- 5 Once soiled bedding or areas have been removed, sweep bedding back neatly and top up with a section of fresh straw. Avoid sweeping straw into the drain in the centre of the stable.
- 6 **Sweep** around the paddock, including behind the stable to remove any loose straw or substrate.
- 7 Place the water troughs back into the paddock near to the green fence and re-fill clean with **fresh water** using the hose attachment. These will be too heavy to lift safely when full.
- 8 Lock the entrance gates before ensuring all the equipment is washed with detergent. Rinse and replace back in the foyer clean, stored correctly and neatly.
- 9 Ensure the bolt is across on the entrance gate before shutting the stable door and putting the padlock on.
- 10 Complete the relevant **records** and **wash** and **sanitise** your hands once the task is complete.



ARE YOU WORKING TO INDUSTRY STANDARDS?



HOW TO CARRY OUT A SPOT CLEAN GOAT STABLES / PADDOCK

Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Ensure that the entrance gate is locked before opening the foyer gate into the goat's stable. Report any hazards to staff.

Shut the goats out into the paddock area, closing the gate leading out to the paddock. This will ensure that the wheelbarrows and equipment are not constantly knocked over!

Remove feed and water buckets, tipping the excess water down the drain outside the front of the stable near to the skip. Wash feed and water buckets with detergent and rinse thoroughly, leaving them to dry upside down outside the front of the stable.

Remove any soiled (urine/faeces) bedding or areas in the stable and the paddock using a muck skip and the wheelbarrows. Dispose of waste into the yellow skip, using the rake to push the waste back further into the skip. It is safer for two people to lift the wheelbarrow into the skip.

Once soiled bedding or areas have been removed, sweep straw back neatly and top up with a section of fresh straw. Avoid sweeping straw into the drain in the centre of the stable.

Replenish hay racks with fresh hay until they are full. Re-fill clean water buckets with fresh water and place back into the stable, ensuring the handle is tucked under the rim of the bucket so they do not get their horns stuck.

Lock both entrance and foyer gates before opening the paddock gate to allow the goats back into the stable.

Sweep the foyer and ensure all the equipment is washed with detergent Rinse and replace back in the foyer clean and stored correctly and neatly.

Ensure the top lock is on the entrance gate before shutting the stable door and putting the padlock on.




Complete the relevant **records** and **wash** and **sanitise** your hands once the task is complete.








ARE YOU WORKING TO INDUSTRY STANDARDS?



HOW TO CARRY OUT A STRIP CLEAN EXOTICS ROOM

-  Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Report any hazards to staff.
-  Visually locate the animal and observe **behaviour** prior to opening the enclosure. Alert staff if there are any concerns. Using correct **handling and restraint** techniques, safely remove the animal and place into an appropriate holding container, ensuring it is stored in a safe place. Please ask if you need help!
-  Remove food and water bowls and enrichment, including foliage, hides and rocks etc. Wash with **detergent** and then place in **disinfectant** for 5 minutes contact time. Leave on the side to air dry.

 **Remove** substrate and all uneaten food, **including live insects** (these should be placed back into the live food enclosures) using appropriate equipment for your species. If it is not too dirty it can be sieved and kept in a bucket for reuse once the enclosure is cleaned. Dispose of all animal waste in the bins provided. When strip cleaning amphibians, use a syphon and a bucket to remove the water.
-  Fill a bucket with warm water and **detergent** and wash the enclosure using a scrubbing brush. Using the disinfectant bottles, disinfect the enclosure, ensuring 5 minutes of contact time. Dry enclosure with blue roll. **Replenish** substrate and moss where necessary and provide new enrichment if required. When adding water back into amphibian enclosures, please make sure this is dechlorinated (from the water butt or using water conditioner).
-  Check and maintain **environment parameters**: temperature, lighting, humidity, and ventilation. Use the spray bottles to mist enclosures that have a spray bottle image. Soak moss in warm water and place back within the enclosure at the opposite end to the heat lamp.
-  Using correct handling and restraint techniques, safely replace the animal back in the enclosure. Check the **safety** of the enclosure and ensure it is **locked**, placing the key back into the key box. Clean equipment used with **detergent** and **disinfectant**, then put all items away in the correct location. Alert staff to any damaged items.
-  Sweep the area around your enclosure and wash all work surfaces to ensure good working practice. Place all waste in the correct bins. Complete the relevant **records** and **wash** and **sanitise** your hands once the task is completed.



ARE YOU WORKING TO INDUSTRY STANDARDS?





HOW TO CARRY OUT A STRIP CLEAN MAMMAL ROOM

- 1 Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Report any hazards to staff.
- 2 Visually locate the animal and observe **behaviour** prior to opening the enclosure. Alert staff if there are any concerns. Using correct handling and restraint techniques, safely **remove the mammal** and place into an appropriate holding container, ensuring it is stored in a safe place.
- 3 Remove food and water bowls or bottles, and dirty enrichment. Wash with **detergent** and then place in **disinfectant** for 5 minutes of contact time. If you are undertaking this clean in the afternoon, please do not throw uneaten food away!
- 4 Remove all substrate and bedding using appropriate equipment for your species. When working with rodents, keep some substrate or bedding behind to re-use with the new substrate as this scent will help to minimise stress. Dispose of all animal waste in the bins provided. If there is a litter tray, dispose of the waste and wash with **detergent**, allowing it to sit in **disinfectant** for 5 minutes of contact time.
- 5 **Wash** the enclosure with **detergent** and a scrubbing brush, followed by mopping or wiping with **disinfectant**, allowing 5 minutes of contact time. **Dry** the enclosure by squeegeeing floor pens and aviaries or by using blue roll inside the rodent tanks.
- 6 **Provide** appropriate materials (substrate, straw, shredded paper, sand etc.) for the species. Provide new enrichment if required. **Dry** food and water bowls thoroughly, rinsing water bottles before reuse. Litter trays will also require thorough drying before adding newspaper, substrate, and hay.
- 7 Replenish food and water (if required as per enclosure front). For rabbits and guinea pigs, top up enclosures with fresh hay. Using correct handling and restraint techniques, safely **replace the mammal** back in the enclosure. Check the **safety** of the enclosure and ensure it is **locked**, placing the key back into the key box.
- 8 Clean equipment with **detergent** and **disinfectant**, then put all items away in the correct location. Alert staff to any damaged items. Sweep the area around your enclosure to ensure good working practice. Put all waste in the correct bins. Complete the relevant **records** and **wash** and **sanitise** your hands once the task is completed.



ARE YOU WORKING TO INDUSTRY STANDARDS?



HOW TO CARRY OUT A STRIP CLEAN GOAT STABLES / PADDOCK

- 1 Ensuring you are prepared for the assessment (PPE, hair tied back, jewellery removed, and hands washed), gather all **equipment** required and check the **safety** and **security** of the enclosure and your surroundings. Ensure that the entrance gate is locked before opening the foyer gate into the goat's stable. Report any hazards to staff.
- 2 Shut the goats out into the paddock area, closing the gate leading out to the paddock. This will ensure that the wheelbarrows and equipment are not constantly knocked over!
- 3 Remove feed and water buckets, tipping the excess water down the drain outside the front of the stable near to the skip. Wash feed and water buckets with **detergent** and **disinfect**, leaving them for 5 minutes contact time. Turn upside down and allow to air dry.
- 4 Remove all bedding and substrate in the stable using a purple fork, brooms, and wheelbarrows. Dispose of waste into the yellow skip, using the rake to push the waste back further into the skip. It is safer for two people to lift the wheelbarrow into the skip.
- 5 Fill a bucket with warm water and **detergent** and use the scrubbing brush to scrub the stable floor. Fill a bucket with cold water and **disinfectant** to pour on to the floor and leave for 5 minutes contact time. Remove the drain cover and using a squeegee to dry the stable, move the water into the drain.
- 6 Once the area is dry, add a bale of **soft shred** to line the corner of the stable, followed by a bale of **straw** on top for bedding. Make sure you remove any baling twine. Replenish hay racks with fresh hay until they are full. Re-fill clean water buckets with fresh water and place back into the stable, ensuring the handle is tucked under the rim of the bucket so they do not get their horns stuck.
- 7 Lock both entrance and foyer gates before opening the paddock gate to allow the goats back into the stable. Observe the goats to ensure they are behaving as expected in their clean stable.
- 8 Sweep the foyer and ensure all equipment is washed with **detergent** and then **disinfectant**. Replace equipment back in the foyer clean, stored correctly and neatly. Alert staff to any damaged items.
- 9 Ensure the top lock is on the entrance gate before shutting the stable door and putting the padlock on.
- 10 Complete the relevant **records** and **wash** and **sanitise** your hands once the task is complete.



ARE YOU WORKING TO INDUSTRY STANDARDS?





This QR code will allow you to access the Padlet resources for the rest of this handbook and will give guidance and help to the activities you need to undertake. This is also a useful link to help you revise ahead of your Health & Safety exam.

HAND WASHING

Hand washing is a vital part of reducing cross contamination and maintaining our bio-security protocols. There is a bathroom located on the animal centre, for you to wash your hands before and after. You can use the hand sanitiser stations around the centre, between tasks to reduce cross contamination. If you would like to purchase your own hand sanitiser for your tunic you can do. We have this 5 step process below which tells you how to wash your hands.

How to wash your hands properly

- 1 Wet your hands
- 2 Liquid soap
- 3 Lather and scrub - 20 sec
- 4 Rinse - 10 sec
- 5 Dry your hands
- 6 Turn off tap

DON'T FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

Working Safely



You are always supervised when working in the Animal Centre, whether that is a practical lesson, duties session or during work experience. You will be carrying out a variety of tasks to help maintain the health and welfare of all the animals at the Centre. We work as a team (staff and students) and are all responsible for the animal's care. Therefore, you **must** have a full understanding of a task before carrying it out to avoid mistakes, or worse, accidents occurring.

We are here to coach you to achieve and to guide you to get to the best result!

Remember: If you don't know, please ask!

LEGISLATION AND PROCEDURES

Legislations are laws set by the government and are made official by parliament. It is a legal requirement to follow the procedure outlined by legislations which means people and/or companies can be prosecuted if these are not followed. This can result in fines, a criminal record and/or imprisonment depending on the severity of violation.

The list below outlines important legislation that is essential to follow to maintain a safe working environment. We will now look at some in more detail, to understand the key points of each within the first few weeks of term. There is information regarding these on the Padlet if you wanted to complete some further research.

- Health and Safety at Work Act (1974) **HASAWA**
- Provision and Use of Work Equipment Regulation (1998)
- Reporting Injuries Disease and Dangerous Occurrences Regulation (2013) **RIDDOR**
- Control of Substances Hazardous to Health Regulation (2002) **COSHH**
- Management of Health and Safety at Work Regulation (1999)
- Personal Protective Equipment Regulations (1992) **PPE**
- Regulatory Reform (2005) Fire Safety
- Environmental Protection Act (1990) **EPA**



PERSONAL PROTECTIVE EQUIPMENT (PPE)

The **Personal Protective Equipment at Work Regulations 1992** exist to ensure that where risks cannot be controlled by other means **PPE** should be correctly identified and put into use, and that PPE is free of charge for employees.

Name these items of PPE, when you might use them and how they offer protection:



Click or tap here to enter text.



Click or tap here to enter text.

Click or tap here to enter text.



Click or tap here to enter text.



Click or tap here to enter text.



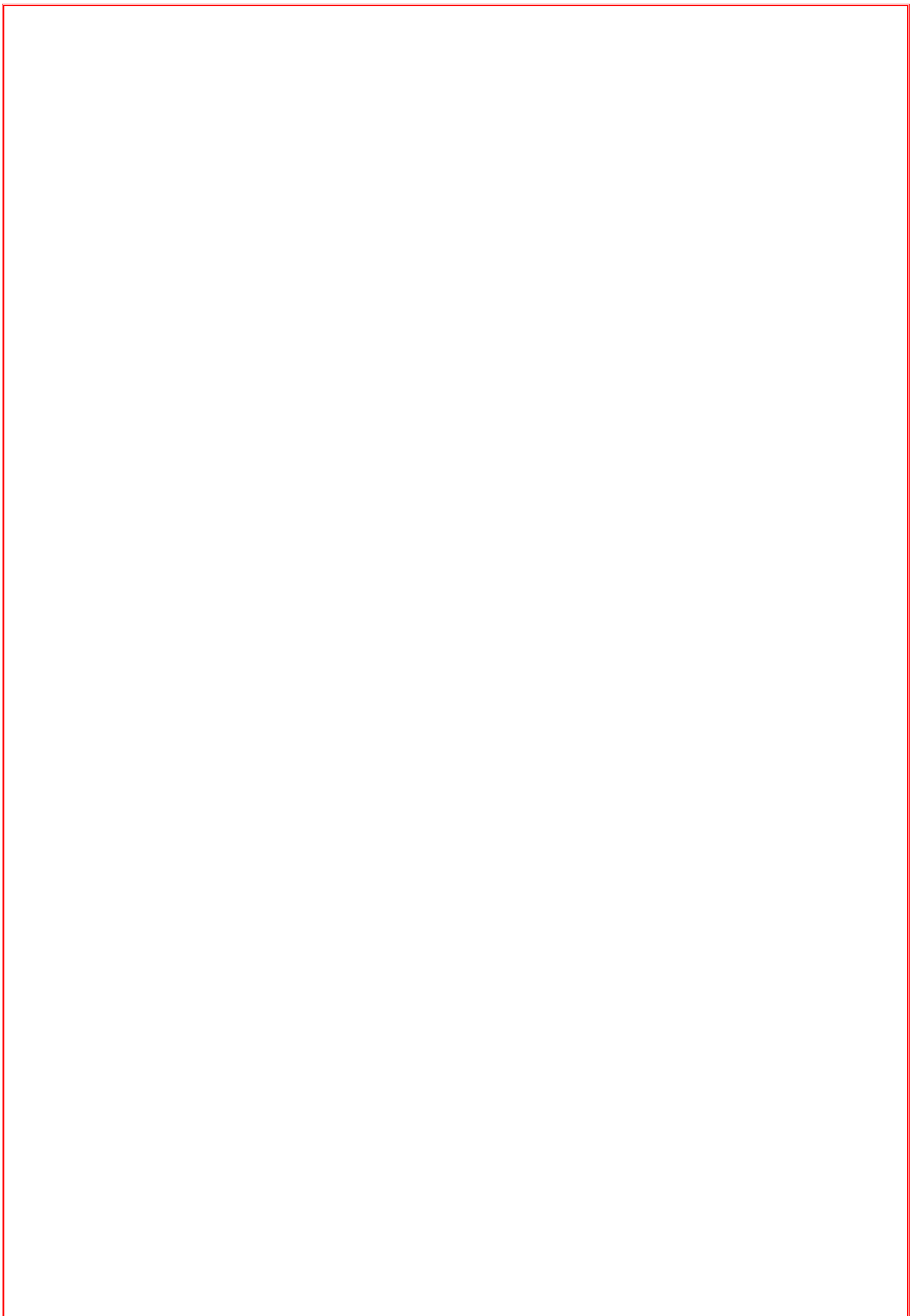
Click or tap here to enter text.

Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments and make arrangements to implement necessary measures in order to prevent any harm.

LEGISLATION!

Identify the hazards in the pictures below by circling where a hazard is present:





FIRST AID

First aid is a simple skill, but it has an incredible impact. This first aid advice section from St John Ambulance website examines a range of common conditions and explains how you can treat them using first aid.



The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.



Complete the table below explaining how you would apply first aid to each scenario;

Scenario	First aid
Wounds	
Burns	
Shock	
Unconsciousness	

EMERGENCIES AND FIRST AID AT THE CENTRE

All accidents including, scratches, bites, burns and cuts **must** be reported to staff. Accidents are recorded in the accident book and cared for by the first aider. This is a mandatory requirement of the **Health and Safety at Work Act 1974**.

If you have any allergies or health concerns that may impact treatment, please notify the first aider at this time.



First Aiders at the Animal Centre:

Sophie Neale

First Aid Kit:

Animal Centre Office

Students **MUST** report any accidents to either a tutor or Animal Centre Technician/Tech Dem.

It is advised to notify your doctor that you will be working with animals and to seek your GP's advice regarding Tetanus vaccinations.

To ensure that we keep to safe, please report any medical conditions, injuries or illness to your practical tutor. Adjustments or a risk assessment maybe required to ensure your needs are met. This information is confidential.



Fire Safety at the Animal Centre

The Animal Centre has 3 sets of fire escapes. 2 are situated along the main corridor, with 1 in the mammal room. There are 2 sets of fire extinguishers (Blue and Black) which are located in the entrance foyer and the small mammal and bird room.

During induction week it is important that you familiarise yourself with the fire safety procedures and equipment at the Animal Centre and the college as a whole. You will undergo a fire drill following the Animal Centre's EPA. Details of this will be provided before the drill – it is essential that you follow fire evacuation procedures as instructed. Failure to do so could result in disciplinary action.



Enrichment & Meeting Animals Needs.

The Animal Welfare Act 2006 is an important piece of legislation which you will become very familiar with during your time within Animal Studies.

The Animal Welfare Act sets out basic needs of animals which must be met. Failure to meet these needs is an offence.

The 5 animal needs are:

- 🐾 The need for a suitable environment.
- 🐾 The need to be housed with or apart from other animals.
- 🐾 The need for a suitable diet.
- 🐾 The need to be protected from pain, injury, suffering or disease.
- 🐾 The need to exhibit normal behaviour.

Enrichment is an important tool that we use in the animal care industry to promote animals wellbeing. This can be in the form of toys, items within an enclosure to explore, or exciting ways to encourage foraging for food.

With this in mind, I'd like you to get creative! Design a piece of enrichment for any of our animals in the Animal Centre. Create a key which tells me how it is promoting that animals' 5 needs.

Well done for completing your summer workbook! Now, to check your understanding of the course and the workbook contents please use the following link or QR code to complete the end of workbook quiz.

https://forms.office.com/Pages/ResponsePage.aspx?id=-I3Jj2WOIkWUGP-f_if9qKsY6AGju9FNjkHh5V7TlthURDJLOU5UOTRKWUpINDBIQIEyQkdZRihZRi4u



Please ensure you complete all questions using all resources provided. The workbooks will be reviewed during induction week so please bring these with you. GOOD LUCK!



If you have any questions or concerns please feel free to email me:

Amanda.gritton@easterneducationgroup.ac.uk

Alternatively please call the college and our friendly reception staff will direct your call to the relevant Department.

01284 701301

