

## Workshop Guidelines

### Access

- The workshop is only accessible to students who are enrolled on a course. A student is only considered enrolled once their course fees have been paid.
- You must be 18 or over to access the workshop unless otherwise stated in the course details.
- Be respectful of class start and end times. The workshop opens 10 minutes prior to the start of your class.

### Safety

- As a student you are responsible for your own safety in the workshop.
- Listen to direction to ensure you know how to use all the equipment correctly.
- Do not operate equipment you have not been taught how to use in the class. If equipment is broken as a result of improper use student's are liable for the cost of replacement.
- Sensible and protective footwear is recommended.
- You must tie back long hair if using motorised equipment.
- Don't interrupt students who are soldering, using the drill or any other equipment that could create a safety concern if the operator is distracted.
- For our latest Covid-19 health & safety advice in the workshop please refer to our [Covid-19 Safety Measures](#) web page. We update this page regularly to reflect the latest health and safety guidelines.

### Respect for fellow students

- Keep conversation friendly, we do not tolerate discrimination of any kind.
- If you are attending a taught class please ensure you are on time, taught classes can only begin once we have full attendance.

### Respect for the workshop

- Tidy away equipment you have used.
- Check your toolbox for Kingham Jewellery School tools before you leave and return them to your class tutor.
- No pets in the workshop please.