



Visitors to the Lavender facilities are required to act in a responsible manner and report any concerns to the Admin Department without delay.

THESE NOTES ARE FOR YOUR GUIDANCE AND ASSISTANCE DURING YOUR STAY IN THIS CENTRE.

- 1.0 Sign in – upon arrival and departure students are required to complete the student sign in booklet situated at reception. Please ensure this is updated should you leave site.
2.0 Smoking – smoking and the use of E-cigarettes is only allowed in designated areas outside the buildings and not permitted anywhere inside the facilities.
3.0 Fire - fire alarms and fire extinguishers are located around the buildings. A map is available for your inspection. Please make yourself familiar with the fire procedures.
4.0 Hazardous Substances - many processes used in NDT are hazardous, please use them responsibly. Protective clothing is available and Hazardous Substance Information Sheets are available upon request.
5.0 Accidents - should any spillage or accident occur, you must inform a member of staff who will deal with it in accordance with the emergency procedures. The classroom is everyone’s workplace, please assist in keeping it clean and tidy and report anything you feel may be hazardous, to a member of staff.
6.0 First Aid – first aid kits are available throughout our premises, please ask a member of staff if you are unsure where they are located. We have first aid and mental health aid trained staff on premises.
7.0 Washing facilities – are located in the washrooms. Eye Wash Stations are located in the Workshops.
8.0 PPE - Safety shoes and safety glasses must be worn at all times during the practical sessions of the course. Please make sure you provide your own appropriate safety footwear. THIS IS A MANDATORY REQUIREMENT.
9.0 Our expectations - Any evidence of an inability to act in a safe and responsible manner for any reason (including alcohol or drugs) will result in immediate dismissal from the premises. We operate in a safe and inclusive environment and the use of foul and abusive language is prohibited.
10.0 Pregnancy - Lavender International Local Rules (Radiography) state that if a candidate is pregnant they cannot take part in a Radiography Testing course or exam. Candidates are reminded of the importance of informing the employer that they are pregnant in accordance with IRR 2017. A candidate shall not therefore present (or an employer present a candidate) for a RT course under these circumstances.
11.0 Pacemaker - Candidates who are fitted with a pacemaker must not enter Magnetic Testing practical areas. Candidates are responsible for adhering to this rule.
12.0 Additional needs - If you have any disability, medical conditions, pre-existing injuries or any further additional needs that you feel we should be aware of please let us know.
13.0 Safeguarding – Here at Lavender, we pride ourselves in providing a friendly and safe working environment. Should you have any safeguarding related issues or queries you can approach any member of our team. The Lavender training school safeguarding lead is Nicola Dodsley.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION, PLEASE CONTACT US

Please sign and return with your completed application forms.
“I have read and understood the Provision of Safety leaflet.”

Signed: Dated:

Name: Company:

Please note that Lavender International will store and use the information given on this form only for the purpose for which it has been provided. Any personal data will only be used by Lavender International in relation to your course, your examination or your results. Your personal details will not be passed on to a third party without your permission.