

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 16 or over to access the workshop unless otherwise stated in the course details.
- There are no restrictions on access to the workshop in the absence of the tutor unless otherwise stated.
- Be respectful of start and end times. The workshop will not be accessible to students until 10 minutes prior to the start of 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.
- To ensure your safety do not operate equipment you do not know how to use. If equipment is broken as a result of improper use student's are liable for the cost of replacement.
- Covered footwear, no high heels.
- 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.

Respect for others

- All our classes are very social however, please be mindful when talking of individual's right to privacy and distracting people from their work.
- Keep conversation friendly, we do not tolerate discrimination of any kind.
- If you are attending a structured learning class please ensure you are on time, these classes can only begin once we have full attendance.

Respect for the workshop

- Tidy away any equipment you have used.
- Check your toolbox for Kingham Jewellery School tools before you leave and return them.
- No dogs or other pets in the workshop.