

STAFF

Ian Bradbury: Manager
Phil Airey: Instructor and Operations Manager (*Full Time*)
Paul Lunn: Instructor (*Full Time*)
Brenda Andrews: Instructor (*Part Time*)
Andy Lawrence: Instructor (*Part Time*)
Tom Dickinson: Instructor (*Full Time*)
Steve Darley: Instructor (*Part Time*)
Thomas Raper: Instructor (*Part Time*)
Erica Ward: Instructor (*Part Time*)
Carol Sowden: Instructor (*Part Time*)
and Shop Supervisor (*Part Time*)
Jane Inman: Shop Assistant (*Part Time*)
Carol Hogarth: Shop Assistant (*Part Time*)
Gilvray Croudson: Administration Manager (*Part Time*)
Mary Lloyd: Accounts Manager (*Part Time*)

A group of volunteers work alongside the Instructors



Our website is www.horticap.org



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STUDENT HANDBOOK



Patron – Alan Titchmarsh

Welcome to Horticap at Bluecoat Wood Nurseries

This leaflet tells you all you need to know for working with the team at Bluecoat Wood Nurseries. We hope you will enjoy your time with us.

Bluecoat Wood Nurseries
Otley Road
Beckwithshaw
Harrogate HG3 1QL

Our telephone number is 01423 522876



WORKING HOURS AND BREAKS

Work begins: 9:00am
Morning Break: 10:30 – 10:45am
Lunch Break: 12:30 – 1:00pm
Afternoon Break: 2:30 – 2:45pm
Finish: 4:00pm

You need to bring a packed lunch, but tea, coffee and fruit squash are provided at all break times. Please let us know about any dietary needs, e.g. dairy free products.



ILLNESS AND ABSENCE

If you are ill or going to be absent please contact the office before 9am. You are required to have up-to-date tetanus cover before starting at Horticap.

DISCIPLINE

Foul language, bullying, violence or any abuse will not be tolerated.

NO SMOKING

It is illegal for anyone to smoke within any enclosed or substantially enclosed area on the nursery or areas accessible to the public. A designated smoking area is provided.

NAMED RESPONSIBLE CONTACT PERSON

A named responsible contact person must be recorded on individual student records.

HOLIDAYS

You may take up to 4 weeks holiday. Please notify us well in advance. In addition to all Bank Holidays we close between Christmas and New Year. We may also be closed occasionally for staff training; sufficient notice will be given.

CLOTHING

This is a most important aspect of working at the nurseries. During the winter it can be very cold outside and uncomfortable if you are not suitably dressed.

Winter

One thick layer is not enough, lots of layers are better (e.g. vest, T-shirt, jumper, waterproof coat) with hat and gloves. Safety working boots are provided.

Summer

You should always bring a coat. In hot weather necks may burn so you need a collar, a sunhat and sun cream.