

# LEEDS WOOD RECYCLING TERMS & CONDITIONS

## COURSE FEES

Course fees include tea and coffee and those materials essential to complete course projects. The place is secured when full payment is received for the course.

## CANCELLATION

The Company maintains the right to cancel or integrate courses if insufficient participant numbers have been booked or an instructor is unavailable or for any other specified reason. The Company maintains the right to provide an alternative instructor if the advertised instructor is unavailable. The Company reserves the right to cancel any courses and to refund any monies received or to transfer receipts to an alternative course at a later date as agreed with the customer. If the Company cancels a course, the Company will not reimburse the customer for any related costs, i.e. accommodation, travel etc.

If the customer cancels their place on a course within 14 days of the course start date, the Company reserves the right to retain the full course fee.

Should the customer cancel prior to 14 days before the course start date, then a full refund of the course fee will be issued. The customer may choose (in place of a refund) to transfer to a different date subject to availability.

If your course is subsequently transferred to a different date the cancellation policy is still held from the original booked course date. Transfers must be made within a 6 month period of the original booking.

No refunds or transfers will be offered once the course has begun.

All cancellation requests must be made in writing and sent via email to

[leedswoodrecycling@gmail.com](mailto:leedswoodrecycling@gmail.com)

## ILLNESS/ ABSENCE

Leeds Wood Recycling will not be able to offer any reimbursement for time missed for general absence/ miscellaneous illness. The course has been arranged to run on the basis of the commitment of the participants.

## PARKING

Limited parking is available however the Company does not accept responsibility for any vehicles parked. This remains the Customer's sole responsibility and risk.

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## MEDICAL AND DIETARY NEEDS

The customer must advise, at the time of booking, of any medical condition, disability or special dietary considerations. Unfortunately our premises are not currently wheelchair accessible.

## SAFETY

- Please respect everyone by arriving on time and listening to the expertise of our instructors.
- We ask for participants to wear sensible, practical footwear.
- Participants will be taught how to use all the tools necessary for your projects. You must not attempt to use any tools for which you have not been trained.
- No alcohol or drugs are allowed into Leeds Wood Recycling. Should prescribed medication be needed whilst on our premises please discuss this with our manager, Charlie.
- All accidents must be notified to your instructor at the time, who will deal with these according to our policies and procedures.
- Please bring warm clothes. We are situated in a warehouse and our heating is limited to key areas in the workshop.

## USE OF MACHINERY

Participants are to advise the company if they are taking any medication. The instructor will strictly follow the guidelines for that medicine and it's relevance in relation to the activities and use of machinery. This is done to ensure the safety of the customer and others within the workshop.

Should any of the instructors consider the participant is not capable of working safely or operating the machinery owing to any of these circumstances, then that participant will be advised that they cannot continue in the LWR workshop for that day.

## SAFE SPACE

Leeds Wood Recycling takes pride in our inclusivity. All participants need to respect everyone on the course irrespective of their age, gender, sexuality, race, religion and ability. Please use language that will not offend and will respect the differences between us all. Should you feel unsafe by any language used here at Leeds Wood Recycling, then please speak to our Manager, Charlie, as soon as you feel able.

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## LWR YOUNG MAKERS

- The LWR' Young Makers courses' are designed for participants who are between the ages of 10 and 17 years. Bookings made are for the young person as a single place on the course.
- All young people under 16 must remain with an 'Accompanying adult'.
- Young people who are between 16 - 17 years old may be left unsupervised, However, an emergency contact form must be completed with details of a 'Responsible adult', in case of emergency.
- Information for "Accompanying adults"
- An 'Accompanying adult' is defined as a responsible adult who stays with the young person, to support them whilst they are taking part in one of our courses.
- An 'Accompanying adult' is to be present as a support to the young person, and is not entitled to use materials for the activity unless they have booked a place for themselves.
- The 'Accompanying adult' must stay with their young person at all times.

### Information for "Responsible adults"

- A 'Responsible adult' is defined as an adult over 18 years old. This person will be responsible for the welfare of a young person under 18 participating in our courses.
- Should a young person participates who is 16- 17 years old without an 'Accompanying adult' present, then emergency details must be taken of a 'Responsible Adult' must be taken before the course begins. The 'Responsible adult' must be contactable for the duration of time that that young person is onsite.

### Information for "Participating adults"

- A "Participating adult" is a "Responsible adult" who stays with the young person, to support them whilst also, taking part in a course. They must stay with their young person at all times. The "Participating adult" will have paid for a place on the course, in addition to the young maker. The "Participating adult" takes part in the course alongside their young person and follows the same learning and same product-making.

### Ratios of Responsible Adults to Young people

- 1' Responsible adult' may support 2 young people in the same course.

## HEALTH AND SAFETY

Health and Safety is always our top priority at Leeds Wood Recycling.

With all our courses, young makers and adults alike are expected to be safe with the tools they use, follow instructions and show respect to everyone in the workshop.

Anyone whom the instructor feels is unsafe in the use of tools will be asked to leave the workshop. No refunds will be given for the course fee should this happen.

It is the responsibility of the adult booking the course for the young person to ensure that the young person is able to listen to instructions, understand and follow guidance given and, most importantly, have an interest in learning and taking part in the course.