

Year 01 // 19.20 // Catalysts // Induction

# INDUCTIONS

## MONDAY 16.09.19

**INDUCTION LECTURE 01 // CORDINGLEY THEATRE, HUMANITIES BRIDGEFORD ST BUILDING // 12.00 – 14.00**

Professor Tom Jefferies : Head of School, Dan Dubowitz: Programme Leader BA Hons Architecture,  
Emily Crompton : Year 1 Leader, Matt Ault : Technology Leader, Luca Csepely-Knorr : Humanities Leader.

**INDUCTION LECTURE 02 // CORDINGLEY THEATRE, HUMANITIES BRIDGEFORD ST BUILDING // 15.00 – 17.00**

Emily Crompton : Year Leader : Year 01 Architecture.

## TUESDAY 17.09.19 + WEDNESDAY 18.09.19 + FRIDAY 20.09.19

All students are required to attend workshop inductions, these are simple introductions to some of the machinery available in the vast workshops at both at UoM and MMU. Please DO NOT be late and only turn up for your own group's tours as shown below. You will be informed which group you are in the first lecture on Monday 16<sup>th</sup> September – so make sure to check which group you are in! Due to health & safety, only 12 members of each group will be allowed in to each MMU induction. If you are late, you will not be allowed to enter, and must attend one the additional sessions which have been scheduled.

Please note that you must wear ROBUST SHOES (this means no open-toe sandals, no canvas shoes/ toms) to be able to attend your induction and that students cannot access the workshop until an induction has been completed. The MMU induction will last 2 hours. The UoM one will last 45 mins.

## MMU // WOOD PLASTIC FOAM + METAL // CHATHAM CH026 + CH034

**GROUP 01** Tuesday 17th September 09:30

**GROUP 02** Tuesday 17th September 10:30

**GROUP 03** Tuesday 17th September 11:30

**GROUP 04** Tuesday 17th September 13:30

**GROUP 05** Tuesday 17th September 14:30

**GROUP 06** Wednesday 18th September 09:30

**GROUP 07** Wednesday 18th September 10:30

**GROUP 08** Wednesday 18th September 11:30

**GROUP 09** Wednesday 18th September 13:30

**GROUP 10** Wednesday 18th September 14:30

**GROUP 11** Friday 20th September 09:30

**GROUP 12** Friday 20th September 10:30

**GROUP 13** Friday 20th September 11:30

**GROUP 14** Friday 20th September 13:30

## UOM // MODEL MASTERCLASS // BRIDGEFORD HUMANITIES // B.15

**GROUP 01** Wednesday 18th September 09:30

**GROUP 02** Wednesday 18th September 10:30

**GROUP 03** Wednesday 18th September 11:30

**GROUP 04** Wednesday 18th September 12:30

**GROUP 05** Wednesday 18th September 13:30

**GROUP 06** Tuesday 17th September 09:30

**GROUP 07** Tuesday 17th September 10:30

**GROUP 08** Tuesday 17th September 11:30

**GROUP 09** Tuesday 17th September 12:30

**GROUP 10** Tuesday 17th September 13:30

**GROUP 11** Tuesday 17th September 14:30

**GROUP 12** Tuesday 17th September 15:30

**GROUP 13** Wednesday 18th September 14:30

**GROUP 14** Wednesday 18th September 15:30

## THURSDAY 19.09.19

**INDUCTION LECTURE 03 // SAM ALEX THEATRE, SAMUEL ALEXANDER BUILDING // 12.00 – 14.00**

Glynis Johnston and Ian Mayor: Technical Services-Media Team and AV Store at MMU

A Representative of Manchester University Library.

Elaine Cooke : Manchester Metropolitan University Library.

Rory Thomas and Alex Wallace: Manchester Student Society of Architects.

MMU Union, Academic Representation Coordinator

Jonathan Greenaway : MMU Student Support.

**FIRST STUDIO LECTURE // SAM ALEX THEATRE, SAMUEL ALEXANDER BUILDING // 15.00 – 17.00**

Emily Crompton : Brief Client Site // Introduction to your first Studio Project.

# WORKSHOPS

Both the University of Manchester [UoM] and the Manchester Metropolitan University [MMU] have extensive workshop facilities which are open to all students who have completed the relevant inductions. The MMU workshops are located on the Ground Floor of the Chatham Building. Staff who can be found working in the woodworking workshops are Graham Trickey, Billy Logan, Trisha Church and Julia Malle (Technical Services Manager: J.Malle@mmu.ac.uk). The UoM workshops are located in the basement of Humanities Bridgeford Street Building and are run by architecture model experts Jim Backhouse [jim.backhouse@manchester.ac.uk] and Scott Miller [scott.miller@manchester.ac.uk]. Workshops are open weekdays from 9.00am until 4.30pm. There are a range of workshops available including traditional woodwork, rapid prototyping, screen printing, laser cutting, plastic moulding, commercial knitting, foam cutting and letter pressing.

## BEFORE WORK STARTS

- Ensure that you have received training on the machine you are to operate.
- Check and adjust all guards to suit the work operation.
- The area around your machine must be clear of all waste material; there must be room to work efficiently and in a safe manner, both for yourself and anyone else in the vicinity.
- Check that the blades or cutters fitted to the machine are correct and properly secured.
- Ensure that there is sufficient room to stack items before and after machining.
- Check that the dust extraction equipment is operating efficiently.
- Do not wear loose clothing, which might get caught up in the machine. Always button cuffs or roll sleeves.
- Are all the jigs or false fences and push sticks you may use properly constructed and secured?
- Check that on multi-speed machines, you follow the correct start-up procedure.
- Have you the correct protective equipment, for example, eye protection, ear protectors, safety footwear? (please note that no open-toe sandals are allowed in any of the workshops)
- Is the area where you are working well lit, and warm?

## DURING WORK OPERATION

- Never make any adjustments to the machine while it is in motion. Even after switching off, make sure it is fully stopped before doing anything to it or leaving the machine.
- Never indulge in horseplay.
- Use push-sticks and jigs where necessary.
- Do not remove off-cuts from the machine table with your hands.
- Report all machine faults promptly.
- If anything goes wrong, HIT the emergency stop button immediately.
- Stack all materials securely.
- Never force material through the machine.
- Switch off and isolate the machine even if only leaving it for short periods.
- Always wear appropriate personal protection.
- Never approach other machinists or distract their attention while machinery is in operation.
- At the end of a work operation, switch off and isolate the machine, and wait for it to stop completely before leaving.