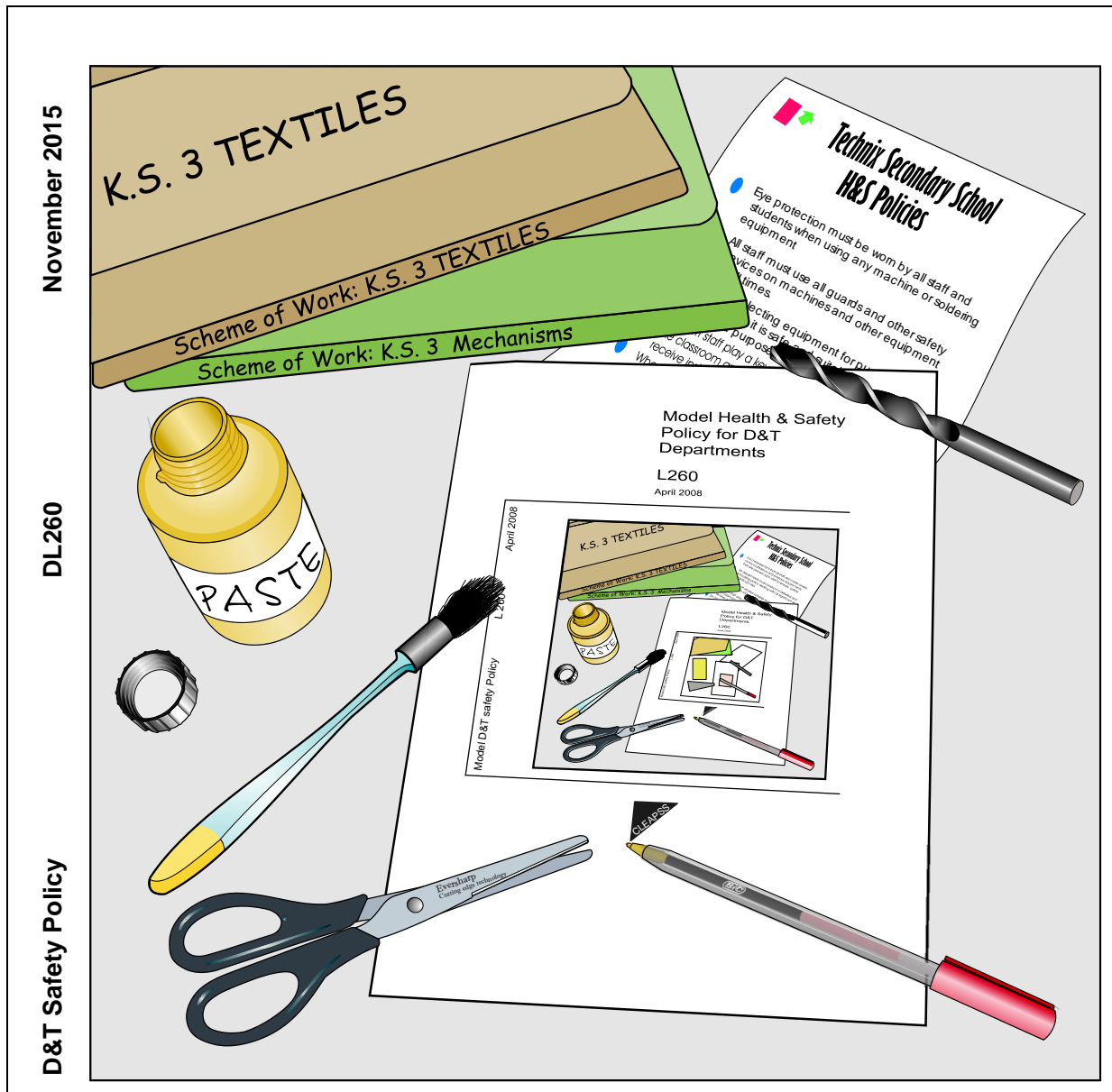


WMMS DT Health & Safety Policy

Adapted from CLEAPSS DL260

April 2023



Health & Safety Policy for Design and Technology Departments

Adapted from CLEAPSS Guide DL260

CONTENTS

	Page
Summary guidelines for staff	2
1. The role of this policy	3
2. General aims	3
3. Health and safety roles.....	3
4. Training policy	4
5. Risk assessments	5
6. Equipment and resources	6
7. Activities and procedures	8
8. Emergency procedures	9
9. Rules for students in teaching rooms.....	9
10. Staff roles and emergency contacts.....	11

Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers, trainee teachers, technicians and teaching assistants have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil workshop rules, eg, over the wearing of eye protection and other personal protective equipment.
3. Staff must be familiar with emergency procedures and with the location in each D&T room of: the escape route; fire-fighting equipment; [the water tap with tubing for eye washing] / [eye wash station]; the main shut off valves for gas and water (where they exist); the main electricity switch and the nearest first aid kit. (where provided)
4. Design and technology rooms must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, the mains gas and electrical supplies in workshops should be completely turned off at the end of each school day, or after the end of the last lesson of the day. In food technology rooms this may not be practicable, but all rooms should still be left in a safe condition.
5. Eating and drinking should not take place in workshops and workshop storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using hazardous machines.
7. Pupils must not be left unsupervised in any D&T room at any time.
8. All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.] Pupils must never be allowed into preparation rooms [unless 100% supervision can be guaranteed]. [D&T rooms must only be used by teachers who are not D&T specialists for teaching or registration after they have received special training] / [or if the rooms have been specially cleared] [and power to machines switched off.] D&T rooms must be available for teacher-supervised extra curricular activities only by special arrangement.

Teachers

1. At the beginning of the school year, teachers must make sure that their classes have copies of the student rules for working in D&T rooms [see section 10]. The rules should be explained to the students and they should have a copy for their own use.
2. Teachers must enforce the student rules for working in D&T rooms, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Technicians must be given adequate time to prepare materials and equipment safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out tasks, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education.
4. Examination course work, especially at post 16 level, must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins. Students should be taught and encouraged to consult relevant risk assessments, where appropriate, but it is the teacher's responsibility to ensure that subsequent practice is always safe.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the [Head of Department] / [D&T coordinator] / [subject specialist].
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another D&T teacher must be given this responsibility by the Headteacher.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.
8. Teachers should ensure that students have been adequately trained to use D&T equipment and a record kept of this training (eg in the teacher's mark book, folder or database or by giving the pupils a certificate of achievement. The CLEAPSS Health and Safety Passport (available from the CLEAPSS website) is one way to do this.

DESIGN and TECHNOLOGY DEPARTMENT HEALTH & SAFETY POLICY

16/02/2022

1. The role of this policy

This *Design and Technology Department Health & Safety Policy* should be read in conjunction with the employer's general Health & Safety Policy and detail arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the design and technology department to implement the policy in accordance with the guidance issued by the employer.

This document is maintained by the design and technology department. It is copied to all new members of staff, i.e. teachers, trainee teachers, technicians, teaching assistants, etc. working in the department. Staff are expected to sign the list kept in the Orange DT Health & Safety folder to show that they have received a copy. A reference copy, together with various appendices, is kept in the finance office in a policies folder available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The design and technology department will cooperate with any union health & safety representative to promote health, safety and welfare, and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2. General aims

Design and technology teaching has an excellent health & safety record. This department is keen to promote practical work as an essential component of good design and technology teaching and is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the D&T staff, i.e. teachers, trainee teachers, technicians, teaching assistants and other support staff (and staff who work in the department occasionally):

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work,
- to be familiar with this health & safety policy by periodic reference to it,
- to look out for any revisions,
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

3. Health and safety roles

3.1 Duties, functions and tasks

The employer, DORSET COUNTY COUNCIL, has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

This employer has issued recent local instructions relating specifically to the British Standard Guidelines. Please read policy and guidelines.

The task of overseeing health and safety on this site has been delegated by the employer to DR Craddock, Head Teacher. Within the D&T department, this task is further delegated to the D&T Teachers, J Eckett & S Burns, who have the particular function of maintaining this policy document.

The next major review of this policy will take place before November 2022. This policy is reviewed annually during the Autumn Term.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the D&T Co-ordinators J Eckett & S Burns with the assistance of Mrs B IZZARD, D & T Technician. See section 10 for the names of staff members with these health and safety functions.

In this department, all staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio. A reference copy is kept in the finance office / main prep rooms & Staff room, together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and checking

The employer expects the D&T department to monitor the implementation of this policy. Records of monitoring are kept in D&T Workshop.

Checklists on equipment and machines for daily / weekly / termly / annual use by technicians are customised from those suggested in CLEAPSS Guide L254 *Health and Safety Maintenance of D&T Workshop Equipment*. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by Mrs B Izzard, Technician, in the safety check file.

4. Training policy

The person with the task of seeing that training is provided is Dr D Craddock (Head teacher). Generally, this department follows guidance in *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice* in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances, a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Headteacher or D&T teacher.

Particular training functions are delegated as follows (to be read in conjunction with section 10):

Health & safety aspects of the work of newly-qualified teachers and other new teachers	Miss J Eckett & Mrs S Burns, (D & T teachers) & Mrs B Izzard (Technician)
Health and safety of trainees on teaching practice	Miss J Eckett & Mrs S Burns (D&T teachers) & Mrs N Kelly (Health & Safety officer)
Induction of newly-appointed technicians	Mrs B Izzard (Technician) & Mrs N Kelly (Health & Safety officer)
Immediate remedial measures and other emergency procedures	Miss J Eckett & Mrs S Burns (D&T teachers) & Mrs N Kelly (Health & Safety officer)
Health & safety training of non-D&T support staff	Miss J Eckett & Mrs S Burns (D&T teachers), Mrs N Kelly (Health & Safety officer) & Mrs B Izzard (Technician)
Health and safety of non-D&T teachers using specialist D&T rooms	Miss J Eckett & Mrs S Burns (D&T teachers) & Mrs N Kelly (Health & Safety officer)
Manual handling for all relevant staff	Miss J Eckett & Mrs S Burns (D&T teachers) & Mrs N Kelly (Health & Safety officer)
Healthy and safety procedures for cleaners working in D&T rooms	Mrs N Kelly (Health & Safety officer) & Mr D Mein (Caretaker)
Regular update training (covering new or changed regulations, new equipment etc)	Miss J Eckett & Mrs S Burns (D&T teachers), Mrs N Kelly (Health & Safety officer), DORSET COUNTY HELP DESK

Records of the training received by members of the design and technology staff are kept in the *Safety Check File, DT Staff Portfolios & Staff HR Files in Finance office.*

5. Risk assessments

Every employer is required under various regulations¹ to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in D&T departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school design and technology, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school D&T departments adapt to their local circumstances.

The employer has instructed that the following publications are to be used as sources of model (general) risk assessments.

[CLEAPSS² publications generally]

[CLEAPSS, *Model Risk Assessment for Design and Technology in Schools and Colleges*]

[CLEAPSS, *L235: Managing Risk Assessment in Design and Technology*]

[BSI *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of Practice*]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into

¹ Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*, the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and others.

² Most relevant CLEAPSS publications for secondary schools are on the *CLEAPSS web site*..

texts in daily use, i.e. the scheme of work. See section 10 for the member of staff with the task of overseeing this process³.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e. size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

Since the scheme of work has been checked against the model risk assessments, staff should only deviate from it if their proposed activities have been also checked with the models / agreed with the D&T teacher.

We encourage the development of new practical activities (including on open evenings, at D&T extra-curricular activities, etc.) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

6. Equipment and resources

6.1 Local exhaust ventilation

The *COSHH Regulations* require the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 12 months. Testing normally takes place each year in August. The D&T coordinator Miss J Eckett & Mrs S Burns / Senior Technician Mrs B Izzard have the function of seeing that this happens. This employer has arranged a contract with AM MECHANICAL INSTALLATIONS who will be allowed access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the *Safety Check File* in the DT Workshop or copies kept by Mrs N Kelly.

See section 10 for the names of the staff members currently with these functions.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The D&T coordinator Miss J Eckett / Mrs B Izzard, Technician, have the function of seeing that this happens within the D&T department. Testing normally takes place each year in August.

This employer has arranged a contract with CALBARRIE who must be allowed access to carry out the work. This work will be carried out by the trained person using a proper earth-bonding and insulation

³ See CLEAPSS guide L235, *Managing Risk Assessment in Design and Technology* on the CLEAPSS web site.

test set. Completed schedules are kept in the *Safety Check File* in the DT Workshop and copies kept in the Finance office. The DT room H&S folder is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using equipment that is subject to arduous use. Such equipment includes soldering irons, portable mains powered tools and the leads and foot controls of sewing machines.

6.3 Pressure vessels

Air receivers of air compressors, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in **N/A**

6.4 Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS / the local authority health & safety / D&T adviser through publications and directly.

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is labelled accordingly.

Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the Technician Mrs B Izzard] / Teachers Miss J Eckett & Mrs S Burns.

6.5 Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be carried out. Any operation, which cannot be carried out with guards and other safety devices in place, must not be carried out.

6.6 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Prescription safety spectacles are to be ordered from any optician and the employer will meet the full cost of the safety features. Overall coats and aprons are supplied by the employer.

The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes. Goggles are sterilized between every year group bubble since COVID 19.

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.7 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on the relevant risk

assessments. Whenever there is any doubt on waste disposal we consult CLEAPSS / the local authority D&T adviser / the local authority health and safety officer.

7. Activities and procedures

7.1 Outdoor activities

When planning any visits or trips etc, staff consult DfES *Health and safety of pupils on educational visits* and supplementary guidance.

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc .will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) by a team consisting of the Head of Department / the Safety Coordinator and the technical staff.

As it is sometimes necessary to carry equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and will always use two people, one to hold open the door, the other to carry the items / consider that the risk of manual handling injury is greater than the risk of fire injury, therefore, we will prop open the fire door using wedges / battery powered door stops. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (i.e., one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Department / Safety Coordinator / Senior Technician.

See section 10 for the names of the staff members currently with these functions.

Nothing is stored or displayed above head height. Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto stools or benches. Where technicians are required to carry out work that involves working at heights, the person setting the task should carry out a relevant risk assessment. The employer's guidelines on working at heights should be followed.

7.3 Security

Access to D&T teaching and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All teaching rooms / preparation rooms / store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. No class is allowed to work / be in a D&T room without supervision by a qualified D&T teacher, familiar with the departmental safety procedures / adequate supervision.

Any non-D&T staff who have to supervise any class in a D&T room will receive brief training in the department's safety rules. The guidance for such staff is filed as an appendix to this policy in the reference copy kept in the health and safety folder and laminated copies to give to such staff are kept in the health and safety folder.

7.4 Concern for others

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

7.5 Maintenance of equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 *Health and Safety Maintenance of D&T Workshop Equipment*. In particular, machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

8. Emergency procedures

8.1 Fire

D&T staff will follow the normal school procedures in case of major fires. All D&T staff are trained to deal with minor fires that may occur when food is cooked or heat treatment areas are in use. This training is supported by regular drills arranged by the Headteacher. See section 10 for the name of the staff member currently with this function.

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Spill kits are kept in the DT Workshop.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures, which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the Headteacher. See section 4 for the name of the staff member currently with this function.

8.3 Injury

D&T staff will follow the normal school procedures in cases that require first aid. D&T staff are trained to carry out immediate remedial measures while waiting for first aiders, after any accidents which occur in design and technology. Instructions for immediate remedial measures are posted on the walls of all D&T teaching and prep rooms.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft, will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident must be reported to Front Office/Medical and a report form must be returned to Mrs N Kelly, Finance and Business Manager, as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the head of department in writing / recorded in the book kept in Finance Office. These will be analysed and discussed at departmental meetings.

9. Design and technology room rules for students

The rules for students during D&T lessons are as follows.

Rules for Working in Design & Technology Rooms

The biggest danger in the D&T room is **YOU!** You are at risk when you do not understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident, spillage or breakage to your teacher.

1. Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission.
3. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection.
4. When using naked flames (eg, gas torches in workshops, gas cookers in food rooms), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
5. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
6. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
8. If you are scalded, burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher. Also, report any cuts or abrasions.
10. Report all spillage of any substance to your teacher.

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts updated on: November 2022	
Advice on health & safety and all aspects of practical D&T generally	CLEAPSS <i>Ηελλπινε</i> , 01895 251496
Advice on all aspects of practical D&T	D&T Association 01789 470007
Local authority health & safety adviser - KEVIN WAY, DORSET COUNTY HEALTH AND SAFETY	01305 221503
Overseeing health and safety in this school	D CRADDOCK
Overseeing health and safety in the D&T department	J ECKETT & S BURNS
Senior technician	B IZZARD
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in resistant materials	J ECKETT & S BURNS
Subject specialist for consultation over health & safety matters in food technology	J ECKETT & S BURNS
Subject specialist for consultation over health & safety matters in textiles.	J ECKETT & S BURNS
Subject specialist for consultation over health & safety matters in systems and control	J ECKETT & S BURNS
Overseeing the checking of activities against the model risk assessments and recording significant findings	J ECKETT & S BURNS
Detailed checking of activities is further delegated by courses / subjects / year groups	J ECKETT & S BURNS
The person trained to do electrical inspection and testing	OUTSIDE AGENCY CHECKED EVERY 2 YEARS

Emergency contacts

Emergency advice	CLEAPSS <i>Ηελλπινε</i> , 01895 251496
<i>Serious accident:</i> Ambulance service	[999] / [9-999]
<i>Serious accident:</i> School first-aiders	MRS M GERCHEN
<i>Serious accident:</i> School health & safety officer	Dr D Craddock
[<i>Serious accident:</i> Employer's health & safety officer]	Dorset Council- see office staff
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999
<i>Gas leak:</i> Gas company	Mears 01202 877100