Students First
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Outwood Grange Academies Trust

Design & Technology Department
Health & Safety Policy

Policy Created August 2014

Ratified by the Outwood Grange Academies Trust Board August 2014

To be reviewed August 2015 by the Outwood Grange Academies Trust Board

Ref: OGAT

Outwood Grange Academies Trust

Design Technology Department - Health and Safety Policy

1. Statement of Commitment and Intent

Outwood Grange Academies Trust is committed to teaching all practical subjects in a safe way. This document outlines the procedures for ensuring safe working in Design and Technology (Textiles Technology, Food Technology, Graphics, Resistant Materials, Electronics and Product Design). All staff are required to follow these procedures to minimise risks to themselves, to students and to others. Teachers are expected to use this information to help them to plan lessons and decide if an activity can be carried out safely, giving consideration to the age and responsibility of the students.

The words "required" and "must" are used to mean something that is compulsory, usually something statutory, and a failure to implement would be breaching a law, or breaching a duty of care. All staff are reminded that failure to follow these procedures is likely to result in disciplinary action being taken against them.

2. Subject Organisation

For the purposes of these procedures the individual subjects of Textiles Technology, Food Technology, Graphics and Product Design have been amalgamated under the generic heading of practical Design Technology subjects.

3. Communication of Health & Safety Information

Time should be allocated formally on a regular basis at learning and performance time to exchange information on Health & Safety. Minutes of a meeting will be recorded and emailed to staff. It is vital that all teachers and non-teaching staff new to the department are made aware of the specific Health & Safety requirements for the subject they will be involved in. The Head of Department is responsible for ensuring that all staff are made aware of these Health and Safety procedures and ensuring that they are followed, providing suitable training or directing new staff to an appropriate member of staff, and for recording the dates and content of any training given. This information will be recorded in the Health and Safety file, stored in the DT office. Student teachers (ITEs/GPTs) should be supervised at all time; the normal class teacher must ensure that the student is proficient in the practical work to be taught and the relevant safety aspects.

Generally, the department follows guidance in *BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice* and is also licensed to use CLEAPSS. A copy of the code is available in the DT office and all teachers within the department are given access to the CLEAPSS website.

All Design Technology staff are issued with a copy of this policy and the master copy is kept in the DT office.

4. Implementing the Procedures

Risk Assessment

All practical activities must be assessed for risk, and safety measures used to keep the risks as low as low as possible.

All risk assessments will be categorized as High, Medium or Low to enable staff to quickly identify the seriousness of a particular risk and ensure that they take appropriate action.

Each project taught will have a risk assessment which can be found in the health and safety folder in each Design Technology classroom. Master copies of all the risk assessment for the department are kept in the DT office, in the Health and Safety folder.

Reference to health and safety must be clearly communicated in lesson plans and Schemes of Work (SoW) where appropriate.

Students must be thoroughly informed and instructed about the correct use of equipment and following risk assessments.

It is the responsibility of all staff and other adults to follow the relevant risk assessments.

All risk assessment must be carried out before any practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored.

If any new activities, processes or new equipment is introduced, i.e. the SoW is amended and a new Health and safety risk assessment must be carried out and recorded.

Room Safety

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- When starting a practical lessons, staff should check that rooms are clear, all thoroughfares and room exists are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked and clear;
- Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly

- Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them having accidents
- Supply or cover teachers must be given information on the room hazards; this can be found in the health and safety folder in the classroom, explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Supply teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.
- Pupils and staff are not to eat or drink in a room/workshop - this includes break and lunch times.
- Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.
- Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contribute to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.
- At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

BS 4163:2007, Health and safety for design and technology in schools and similar establishments – Code of practice, contains a helpful framework to use when assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

- the size and layout of the work area;
- the size and number of items of furniture and equipment in the work area;
- the type of activities carried out in the work area;
- the age and abilities of the students;
- the competence and experience of the teacher;
- the extent of technician or other appropriate support;
- whether learners with special needs are present;
- whether there are students whose first language is not English;
- the behaviour of the students.'

An individual workshop 'licence' which relates to the above criteria and specifies the maximum number of learners allowed to attend and work on design and technology

projects within individual rooms could then be agreed. This would help to ensure a safe working environment and allow the teacher to closely monitor and supervise the practical activities and respond to emergencies.'

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and procedures displayed clearly. Staff must explain the low, medium and high risk cards and information. The appropriate card must be on display and have been clearly communicated to students.

Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons must be used in lessons where students could get dirty during practical work, or where hazardous materials are being used;
- Do not use nylon or other plastic protective clothing in high-temperature work;
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts;
- Staff and Students must wear protective clothing and use personal protective equipment as prescribed in the risk assessment;
- Staff or students wearing headscarves, ties or with long hair should ensure this is securely tied back and that this has been risk assessed by the supervising member of staff.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed and as determined by the risk assessment. Do not overlook the risk when working with stretched materials
- Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work
- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.
- 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 done. Any operation which cannot be done with guards and other safety devices in place must not be done.

First Aid

Each practical room must have easy access to a first-aid kit. It should be in a cabinet marked with a green cross. It must be stocked appropriately.

All staff and students working in the department must be made aware of which staff are qualified first aiders.

Emergency procedures

- **Should students or staff need to activate the fire alarm they can do this by lifting the plastic panel and sounding the alarm**
- **On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point**
- **In the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher provided**
- **Staff should have their name plate with them and student should make a neat quiet line in the correct area**
- **Staff and students will be let back in to the academy when advised by a member of SLT.**

Storage

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely;
- All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.
- Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labeled. The labeling must state the material and the nature of the hazard(s)
- No bleach must be kept or used in the Academy for cleaning or educational purposes
- Keep all working quantities of these materials to a minimum
- Access to hazardous materials must be restricted to authorised staff only (technicians)
- All hazardous materials must be stored away from direct access by students;
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.
- All sharp Design Technology Food knives should be stored in the locked Food technology store cupboards
- All sharp craft knives should be stored in the technician's rooms and booked out in sets of 10.
- No sharp knives should be left unattended in a classroom

Shelving

- Make regular checks to ensure that shelving is in a safe condition

- Shelves must not be overloaded and heavy materials must not be stored high up
- Ensure that the shelf space is used sensibly with no items stacked precariously
- Proper stepladders must be provided for access to shelving beyond easy reach from the floor

5. Maintenance, Inspection and Testing of Equipment

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment must be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:-

Level 1 A visual check by staff of equipment prior to its use or on a daily basis.
Level 2 A more formal visual inspections which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
Level 3 Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing, no electrical equipment should be used in the academy unless it has in up to date PAT sticker.

6. Recording of Inspections and Testing

All Level 2 formal inspections of equipment by members of staff should be recorded. An up to date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the health and safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Head of Department. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

7. Training Records and Certification

All practical work must be supervised by a suitably qualified teacher. For specialist aspects of work in Design & Technology teachers must hold appropriate certification. Copies of the certification must be kept in the Health and Safety folder in the DT office. It is recommended that all certification is updated every 5 years.

Teachers involved in teaching any aspect of food handling must hold The Basic Food Hygiene Certificate issued after attending a course accredited by the Chartered Institute of Environmental Health Officers.

It is every teacher's responsibility to ensure that his or hers knowledge of Health & Safety is current. Any perceived training needs should be discussed with the Head of Department in the first instance.

8. Monitoring and Review

These procedures will be reviewed annually in the Summer Term.