

# Health & Safety Policy - D&T Department

OUR SCHOOL PRAYER:

*What does the Lord ask of you?*

*To act justly, to love mercy and to walk humbly with your God.*

Micah 6vs.8

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Co-Chair of Governors

Date: 14/10/2021

K Thornton

Co-Chair of Governors

Date: 14/10/2021



Acting Headteacher

Date: 14/10/2021

## 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 the main shut off valves for gas and water (where they exist); the main electricity switch and the nearest first aid kit.
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. Pupils must never be allowed into preparation rooms [ D&T rooms must only be used by teachers who are not D&T specialists for teaching or registration 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 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.
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 Head of Department.
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 (e.g. 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.

## **1. The role of this policy**

This Design and Technology Department Health & Safety Policy should be read in conjunction with the school's general Health & Safety Policy and the detailed 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.

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. A reference copy, together with various appendices, is kept in the DT prep room available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been lodged in the school office and another passed to the employer for endorsement.

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**

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

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 (e.g., special needs and bilingual 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
- 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, St Michael's Church of England High School, 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 not currently issued any local instructions specific to design and technology.

The task of overseeing health and safety on this site has been delegated by the employer to the Business Manager Finance and the Assistant Headteacher Facilities and Resources. Within the D&T department, this task is further delegated to the Head of D&T who has the particular function of maintaining this policy document.

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 Head of Department subject specialists 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 main prep 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 by the Head of Department.

Checklists on equipment and machines for 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 the Senior Technician in the *Safety Check File*.

## 4. Training policy

The person with the task of seeing that training is provided is the Head of Department.

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 head of D&T.

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	The Head of Department/Faculty
Health and safety of trainees on teaching practice	The Head of Department/Faculty
Induction of newly-appointed technicians	The Senior Technician
Immediate remedial measures and other emergency procedures	The Head of Department/Faculty
Health & safety training of non-D&T support staff	The Head of Department/Faculty] /appropriate subject specialist /Senior Technician
Health and safety of non-D&T teachers using specialist D&T rooms	The Head of Department
Manual handling for all relevant staff	The Head of Department

Healthy and safe procedures for cleaners working in D&T rooms	Interserve
Regular update training (covering new or changed regulations, new equipment etc.)	The Head of Department/Faculty

Records of the training received by members of the design and technology staff are kept in the *Safety Check File*.

## 5. Risk assessments

Every employer is required under various regulations<sup>1</sup> 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 endorsed the use of the following publications as sources of model (general) risk assessments.

CLEAPSS<sup>2</sup> 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 texts in daily use, i.e., the scheme of work, technician notes.

See section 10 for the member of staff with the task of overseeing this process<sup>3</sup>.

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 deviate from it only if their proposed activities have been agreed with the Head of D&T**

<sup>1</sup> 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.

<sup>2</sup> Most relevant CLEAPSS publications for secondary schools are on the *CLEAPSS web site*.

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

**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 June. Interserve has the function of seeing that this happens. This employer has arranged a contract with Interserve 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 kept by Interserve.

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. Interserve has the function of seeing that this happens within the D&T department. Testing normally takes place each year in July/August.

This employer has arranged a contract with Interserve 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 test set. Completed schedules are kept in the *Safety Check File* kept with Interserve and are 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 June.

In accordance with this employer's Code of Practice the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by Prestige. Records of examinations are kept in the *Safety Check File*.

### **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 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 Senior Technician.



## **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 done. Any operation which cannot be done with guards and other safety devices in place must not be done.

## **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 feature. Overall coats and aprons are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for pupils 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

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.

## **7. Activities and procedures**

### **7.1 Outdoor activities**

When planning any visits or trips etc., staff consult one or more of the following the employer's code of practice.

### **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 the Head of Department 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 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. 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/Senior Technician.

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

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. All teaching rooms which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably-trained teacher or teaching assistant comes to an end. No class is allowed to work in a D&T room without 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 main prep room and laminated copies to give to such staff are kept in each room.

### **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 Head of D&T /Head of Subject. 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 main prep room.

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 Head of D&T/Head of Subject. 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 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 Gloria Thorp as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded in the book kept in the main prep room. 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 don't 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 (e.g., 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 splash 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

<b>Staff roles and/or emergency contacts updated on: 18<sup>th</sup> October 2017</b>	
Advice on health & safety and all aspects of practical D&T generally	CLEAPSS, 01895 251496
Advice on all aspects of practical D&T	D&T Association 01789 470007
Overseeing health and safety in this school	Wayne Hill/Gloria Thorp
Overseeing health and safety in the D&T department	David Hughes
D&T department health & safety officer	David Hughes
Senior technician	Sean Greenwood
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in resistant materials	David Hughes
Subject specialist for consultation over health & safety matters in food technology	Wendy Hill
Subject specialist for consultation over health & safety matters in textiles.	Claire Greaves
Subject specialist for consultation over health & safety matters in systems and control	David Hughes
Overseeing the checking of activities against the model risk assessments and recording significant findings	David Hughes
The person trained to do electrical inspection and testing	Via Interserve
The person in charge of manual handling	David Hughes
The person trained to examine pressure cookers and model steam engines	Prestige

### Emergency contacts

<b>Emergency advice</b>	CLEAPSS Helpline, 01895 251496
<i>Serious accident:</i> Ambulance service	999
<i>Serious accident:</i> School first-aiders	2501, 2518
<i>Serious accident:</i> School health & safety officer	Wayne Hill, internal 2520 Gloria Thorp, internal 2535
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999
<i>Gas leak:</i> Gas company	National Grid, 0800 111 999 Total Gas, 01737 275 587