

DT DEPARTMENT HEALTH AND SAFETY POLICY

Hutton Rudby Primary School



September 2022

General Statement

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

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. Staff are expected to sign to show that they have received a copy.

A reference copy, together with various appendices, is on the School Website and is 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.

General Aims

Design and technology teaching has an excellent health & safety record. Hutton Rudby Primary School 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 staff to:

- 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.

Health and Safety Roles

The employer has the ultimate duty to ensure the health and safety of employees and others on the site.

The task of overseeing health and safety on this site has been delegated to the Headteacher and governing body. Rob Johnson, school staff governor, is chair of the Building and premises Health and Safety committee.

Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head teacher and governors. See Appendix 1 for the names of staff members with these health and safety functions.

All staff are issued with a copy of this policy which they should keep.

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.

Monitoring and Checking

The Headteacher will monitor this policy.

Checklists on equipment and machines for daily / weekly / termly / annual are customised from those suggested in CLEAPSS Guide G254 *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 in the School Office.

Training Policy

The person with the task of seeing that training is provided is the 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 head of D&T.

Particular training functions are delegated as follows (to be read in conjunction with Appendix 1):

Health & safety aspects of	Headteacher/NQT Mentor
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the work of newly-qualified teachers and other new teachers	
Health and safety of trainees on teaching practice	Head teacher
Induction of newly-appointed technicians	N/A
Immediate remedial measures and other emergency procedures	Head teacher
Health & safety training of non-D&T support staff	Head teacher
[Health and safety of non-D&T teachers using specialist D&T rooms]	N/A
Manual handling for all relevant staff	Head teacher
Healthy and safe procedures for cleaners working in D&T rooms	N/A
Regular update training (covering new or changed regulations, new equipment etc.)	Head teacher

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

Risk Assessments

Every employer is required under various regulations 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.)

The employer has endorsed the use of the following publications as sources of model (general) risk assessments;

- HandS Generic DT Risk Assessments
- CLEAPSS publications generally
- CLEAPSS, *Model Risk Assessment for Design and Technology in Schools and Colleges*
- CLEAPSS, *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] / [set of lesson plans] / [syllabus] / [technician notes]. See Appendix 1 for the member of staff with the task of overseeing this process.

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.

Electrical Testing

All Electrical equipment is PAT tested in line with the annual PAT testing schedule.

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, through publications and directly.

Equipment restricted to those users who have received special training (see *Training Policy* section) is [listed here] / [labelled accordingly] / [given warnings in texts in daily use].

Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the Head teacher

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.

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 [extra] / [full] cost of the safety features. (CURRENTLY N/A IN SCHOOL)

Overall coats and aprons are [supplied by the employer] / [and laundered by the school] / [purchased by staff with the cost claimed against income tax] / [as is the cost of laundering].

The employer expects eye protection to be available for [pupils] / [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.]

The condition of the eye protection is checked regularly.

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 [the local authority health and safety officer, Donna Storey.

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 teacher.

[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.

Concern for Others

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

Maintenance of Equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document G254 *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.

Fire

All staff will follow the normal school procedures in case of major fires. All staff are trained to evacuate areas where minor fires occur when food is cooked or heat treatment areas are in use. This training is supported by regular drills arranged by the Head teacher. See Appendix 1 for the name of the staff member currently with this function.

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 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 teacher.

Injury

All staff will follow the normal school procedures in cases that require first aid. All staff are trained to carry out immediate remedial measures while waiting for first aiders, after accidents which occur in design and technology.

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 the School Office. The report form must be returned to NYCC H&S as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Head teacher. These will be analysed and discussed at weekly staff meetings.

Design and Technology Room Rules for Students

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

Rules for Working in Design & Technology lessons

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. 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.
5. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
6. 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.
7. Report all spillage of any substance to your teacher.

Signed:	<i>M.Kelly</i>
Date:	September 2022
Review Date:	September 2023

Appendix 1 – Staff roles and Emergency contacts

Staff roles and/or emergency contacts updated on school website and in school office	
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
Local authority D&T adviser	Donna Storey 07580 437486 01609 532545
Local authority health & safety adviser	As above
Overseeing health and safety on this site	Matthew Kelly
Overseeing health and safety in the D&T department	Matthew Kelly
D&T department health & safety officer	N/A
Senior technician	N/A
Subject specialist for consultation over health & safety matters in resistant materials	Donna Storey
Subject specialist for consultation over health & safety matters in food technology	As above
Subject specialist for consultation over health & safety matters in textiles.	As above
Subject specialist for consultation over health & safety matters in systems and control	As above
Overseeing the checking of activities against the model risk assessments and recording significant findings	Matthew Kelly
[The person trained to do electrical inspection and testing]	PAT Tester

Emergency contacts

Emergency advice	CLEAPSS, 01895 251496
<i>Serious accident:</i> Ambulance service	[999] / [9-999]
<i>Serious accident:</i> School first-aiders	N/A
<i>Serious accident:</i> School health & safety officer	Donna Storey 07580 437486 01609 532545