

ST HUGH'S SECONDARY SCHOOL

Design Technology Department – Health and Safety Policy Documentation

Introduction:

This policy is primarily intended to inform members of the Governing Body, Senior Management Team and all members of the Design Technology Teaching and Non Teaching Staff of the ways and means by which the Subject Leader intends to meet the various requirements of the current Health and Safety legislation. This policy is intended to complement both the LEA and St Hugh's School's Health and Safety Policy and should also be read in conjunction with:

- Design and Technology Accommodation in Secondary Schools, Building Bulletin 81 (DFEE)
- A Guide for Consultants and Trainers for Health and Safety Training in DT (DATA)
- Risk Assessments in Secondary Schools and Colleges Design and Technology Teaching Environments (DATA)
- Health and Safety Training Standards in Design and Technology (DATA)
- BS 4163-2007
- CLEAPPS CD ROM – updated 2001. CLEAPPS files in Food Technology and Design Technology rooms.

It must be pointed out that ignorance of any guidelines or regulation is no defence in a Court of Law, and any individual is liable to prosecution under the Health and Safety at Work Act of 1974.

The four major components of effective management of health and safety are:

1. **Risk assessment and planning before a lesson.**
2. Organisation of **routines during and between lessons** to include:
 - i. the use of personal safety equipment
 - ii. reporting breakages and spills
 - iii. location of safety equipment
 - iv. reporting accidents
3. **Control** to include:
 - i. where to find safety information
 - ii. regular safety checks.
4. **Monitor and Review** – including procedures for reporting hazards, reviewing risk assessments and safety in general.

SECTION 1. Risk assessment and planning before a lesson.

- All DT teaching staff are required to undertake training and gain Accreditation of Design and Technology Health and Safety Training Standards re the Secondary Core Health and Safety (SCHS) competencies and Extension Level activities applicable to their own specific teaching areas where possible, i.e. SFHS, SMHS,SSHS,STHS etc
- All DT staff are required to familiarise themselves with the health and safety policies of the LEA, the School and the department, copies of which are included in the DT Health & Safety file.
- Planning is the key to creating a safe working environment and all Schemes of Work are written to include references to Health and Safety (Highlighted on each MTP where relevant).
- All activities undertaken should be assessed for risk and an attempt made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work e.g. we demonstrate the correct use of equipment in order to reduce the level of risk to students
- Information regarding any food allergies that a student may have, is kept in the Food Technology room filing cabinet. This information is provided by parents/carers and updated yearly or more often if necessary (reference is then highlighted on any STP when relevant).
- Before a lesson staff should:
 - Carry out a risk assessment.
 - Ensure that the necessary safety equipment i.e. safety goggles, protective clothing etc is fully functional and is in place
 - Have familiarised themselves with the facilities, materials and equipment to be used in the lesson

- Be aware of how to minimise risks and treat possible injuries (use of CLEAPPS sheets – cross referenced on MTPs).
- Be aware of students with specific educational needs, IBPs or medical conditions (implications for additional support, differentiation of tasks etc).
- Any student who has a known medical condition which may present a Health & Safety risk, will have a medical care plan which will be carried by the TA allocated to the class. There should also be a copy in the teachers planning file
- Be aware of how to safely dispose of waste materials

Additional Notes/Equipment set up etc.

Risk assessment is a process that has several components:

- Identify hazards.
 - All activities carry an element of risk but if activities are well-managed, and the students concerned are carefully supervised, then that element of risk will be minimised or removed altogether. Remove hazards where possible. Clearly good classroom management and supervision are crucial.
 - Look at cause and effect.
 - A large class size may adversely affect the safety of the people in the workshop/Food Technology room, therefore the number of students allocated to any one group is ideally restricted to help enable adequate and safe use of the equipment/facilities in each room.
- Examine methods of work.
 - The following areas should be clearly defined in each DT room
 - i) Fire exits and evacuation routes
 - ii) Areas where students bags and coats are housed – hanging space outside each practical room
 - iii) Storage areas for students practical and design work
 - iv) Areas where large items of machinery or equipment are sited – marked with yellow floor tape
 - v) Lockable cupboards where tools and equipment are stored;
 - vi) Areas for the display of work
 - vii) The location of fire fighting equipment and First Aid boxes
 - viii) Areas for staff use only – office, store room etc
 - Students should keep their bench and the area around their benches tidy
 - Floors must be kept clean, dry and free from obstructions and tripping hazards.
 - Adequate lighting and ventilation must be provided.
 - Safety equipment must be used
 - Safety measures must be taken in respect of electricity, gas, heat and potentially harmful substances like acids and solvents. Where applicable, there must be prominent signs warning of high temperatures, toxic materials, and the dangers of certain machinery or equipment.
- Be familiar with safety literature and include in the planning of work i.e. relevant COSHH information indicated in the Scheme of Work and in individual short term plans
- In case of emergency staff should already:
 - Be familiar with evacuation procedures in case of fire or other emergency – (see School Handbook – one practice is held each term)
 - Know the location of, and how to use, fire fighting equipment positioned in the teaching areas – Fire Blankets, Dry Powder and CO2 Extinguishers
 - Know how to contact an appointed First Aider and the importance of completing an Accident Report Form following an injury to pupils or staff. **(Failure to report accidents is a not uncommon cause for prosecution).**
 - Know the location of, and how to control, the mains services, i.e. gas, electricity and water – clearly labelled in each room. The emergency cut off switch is located by the door which leads onto the corridor.

Section 2. Organisation of routines during and between lessons.

- Teachers should frequently revisit and/or reflect upon the rules and procedures applicable to a particular area or activity. (Could be part of a Starter or Plenary activity, quiz, poster design etc)
- The expectation is that all DT staff insist upon all students using the correct names of equipment when talking to staff and peers (literacy link)

- Students should be encouraged to develop a strong sense of 'health and safety' for themselves and others, and to become familiar with the general and area-specific rules and procedures (Build into Schemes of Work and reinforce through teaching and learning)
- When appropriate, students are required to wear items of protective clothing such as aprons when undertaking practical work and safety glasses when using power tools
- Students are not allowed to enter or work in a Design Technology room unless supervised by a member of staff.
- Particular care should be given to the distribution, collection and storage 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. This includes pins/needles for textiles
- Staff should ensure that the students leave the area in an orderly manner.

Section 3. Control.

- Where to find information.
 - There are copies of the LEA/ school Health and Safety Policy Documents on the notice board in the Food Technology room and DT room.
 - The DT Health and Safety Policy Document is placed in the Curriculum Area Handbook – all members of the DT team have copies.
 - Location of equipment handbooks. These are stored in the Filing Cabinet in the Design Technology/Food Tech store room.
- Regular safety checks:
 - Electrical equipment is regularly monitored by teaching and curriculum support TA. All electrical equipment is PAT tested annually
 - Humberside Fire Service annually inspect and maintain all fire fighting equipment.
 - Aprons, goggles, visors etc are regularly checked and cleaned by the support staff or DT staff
 - The contents of the refrigerators are inspected weekly by the Food Tech teacher/TA and are defrosted and cleaned regularly – out of date food must be disposed of correctly.
 - 'Emergency stop' buttons must be regularly checked, and repaired if faulty. Their key switches must not be operated by students.
 - The teacher or support staff regularly clean/maintain all small items of machinery and hand-tools. The teacher or support staff prepare all materials and equipment for DT activities
 - Each of the Department's rooms is provided with a first-aid box, which is maintained in accordance with LEA. Guidelines. A blue first aid box for treating burns is positioned by the hand wash sink in the Food Technology room.
 - The testing and maintenance of large items of machinery or equipment is undertaken visually at the beginning of each lesson. A full check is made at the end of every term and if any issues arise the Senior Management Team and Business Manager are notified.
- Student teachers and new teaching staff are given an induction programme that includes training in safety procedures. All staff who work in the Design Technology rooms (food or resistant) are trained on the use of new equipment. (Link to the CPD Programme)

Section 4. Monitor and review.

- Procedures for reporting safety matters: such as reporting of faulty equipment including faulty/inadequate fire fighting equipment:
- The Curriculum Leader is to be informed of any damaged or faulty equipment.
- Once the Curriculum Leader has been informed it will be his/her responsibility to make appropriate decisions i.e. taking the relevant piece of equipment out of service and/or organising a replacement item or its repair (liaise with Senior Management Team and Business Manager).

Compiled by: M BATSFORD	June 2012	Review Date -
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