



HALL GREEN SCHOOL

DESIGN AND TECHNOLOGY HEALTH & SAFETY POLICY

October 2014

Adopted:	1 October 2014
Next Review:	1 October 2017
Governing Committee:	Full Governing Body
Responsibility:	Mr D Adams - Headteacher Mrs J Owen - Chair of Governors

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 [where separate] 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 in accordance with the *Code of Practice or 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 PD2 to show that they have received a copy. A reference copy, together with various appendices, is kept in electronic H&S folder 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 Health and Safety Officers 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

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, 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 Hall Green School has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department). The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher David Adams. Within the D&T department, this task is further delegated to the Head of Department Neilam Jassell who has the particular function of maintaining this policy document.

The next major review of this policy will take place before 30 September 2015. 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 with the assistance of NJA. 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 departmental office (PD2) 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 and the employer's *Code of Practice for Design and Technology*. Records of monitoring are kept by the Head of Department.

Checklists on equipment and machines for daily 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 Head of Department and the schools Health and Safety Officer in the *Safety Check File*.

3. Training policy

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

Generally, this department follows guidance in *BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice* (page 4 section 2.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal/in-house 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 (NJA)
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Health and safety of trainees on teaching practice	The Head of Department (NJA)
Induction of newly-appointed technicians	The Senior Technician/Head of Department (NJA/PGO)
Immediate remedial measures and other emergency procedures	The Head of Department (NJA)
Health & safety training of non-D&T support staff	The Head of Department/Senior Technician (NJA/RMI/PGO)
Health and safety of non-D&T teachers using specialist D&T rooms	The Head of Department/Senior Technician (NJA/RMI/PGO)
Manual handling for all relevant staff	The Head of Department/Senior Technician (NJA/RMI/PGO)
Healthy and safe procedures for cleaners working in D&T rooms	The Head of Department (NJA)
Regular update training (covering new or changed regulations, new equipment etc)	The Head of Department (NJA)

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

4. 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 endorsed the use of the following publications 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 4163:2007 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 by the following staff: NJA/RMI/PDA/JKE.

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* or the *CLEAPSS D&T Publications CD-ROM*. This is updated as required and issued, free of charge, to all member schools as it becomes available. D&T departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers’ home computers.

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 set of lesson plans/KS3/KS4 units of work and GCSE specification 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.

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 July. The Head of D&T has the function of seeing that this happens. This employer has arranged a contract with HME Logistics 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 which are kept by NJA/PGO.

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 Head of D&T has the function of seeing that this happens within the D&T department. Testing normally takes place each year in June. This employer has arranged a contract with Dodd Group 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 in PD2 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.

³ See CLEAPSS guide L235, *Managing Risk Assessment in Design and Technology* on the CLEAPSS web site and the latest CLEAPSS D&T Publications CD-ROM.

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

No pressure vessels are used in the Design Technology department.

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 through publications and directly.

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is 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 Senior Technician/Head of D&T (NJA/PGO/YDA).

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 and the employer will meet the extra cost of the safety features. 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/DATA.

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/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 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* 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 (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the 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 technician/teacher in charge leaving such a room to see that the room is empty and that the door is locked when the teacher leaves. All teaching rooms which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified D&T teacher/technician comes to an end. No class is allowed to work/be in a D&T room without supervision by a qualified D&T teacher adequate supervision with staff who are familiar with departmental safety procedures.

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 PD2 and laminated copies to give to such staff are kept in the all D&T classrooms.

As both PD1 and PD2 provide a fire exit, they cannot be locked. Technicians will therefore give priority to clearing items from, and delay delivering items to, this room so that risks are minimised.

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 Health and Safety Officer. 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.

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 Health and Safety Officer. 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 the Head of Department and accident report form must be returned to the Health and Safety Officer 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 and recorded in the book kept in PD2 as well as a copy given to the nominated Health and Safety Officer. 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 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: Oct 2014	
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	Reena Dhillon
Overseeing health and safety in the D&T department	Neilam Jassell
Senior technician	Phil Goodyere
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in resistant materials	NJA/RMI/PGO
Subject specialist for consultation over health & safety matters in food technology	PDA
Subject specialist for consultation over health & safety matters in textiles.	JKE
Subject specialist for consultation over health & safety matters in systems and control	NJA/RMI/PGO
Overseeing the checking of activities against the model risk assessments and recording significant findings	NJA/RMI/PGO
Detailed checking of activities is further delegated by [courses]/[subjects]/[year groups]	SOW/Subject areas
The person trained to do electrical inspection and testing	Dodds Electrical
The person in charge of manual handling	Senior Technician – PGO

Emergency contacts

<i>Emergency advice</i>	CLEAPSS ☐☐☐☐☐☐☐☐, 01895 251496
<i>Serious accident: Ambulance service</i>	[999]/[9-999]
<i>Serious accident: School first-aiders</i>	Phil Goodyere (internal tel 241)
<i>Serious accident: School health & safety officer</i>	Reena Dhillon (internal tel 245)
<i>Major chemical spill: Fire & Rescue Service Chemical Incident Unit</i>	0121 3807404
<i>Gas leak: Gas company</i>	British Gas – 0800111999