

## **Longdean School**



## **Design & Technology Health and Safety Policy**

<b>Reviewed:</b>	<b>Autumn 2017</b>
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## Design and Technology Health and Safety Policy

This Health and Safety Policy includes the following topics:-

- Department Security
- Maintenance of Buildings
- Machinery
- Hand tools and equipment
- Lesson risk assessments
- Teaching safety to students (Induction)
- Personal Protective Equipment (PPE)
- Hygiene
- Dust Extraction
- Gas and Electricity
- Visitors to the department
- Signage
- Solvents and Chemicals

### **Department Security**

The Department is kept inaccessible to students except during lessons or other teacher controlled activities. All external doors are locked to protect students and maintain department security.

### **Maintenance of Buildings**

The condition of buildings, fixtures and fittings is continually monitored by all staff and damage or malfunctions are reported immediately to the premises manager.

### **Machinery**

**Resistant Materials workshops** - All the large floor standing machinery is safety checked annually by a registered contractor. A report is submitted to the department and any work required is carried out by the contractor or, in some cases by the department technician.

Any machinery that is deemed unsafe to use by the contractor is labelled as not to be used.

The safety report will include all aspects of the equipment, for example, distance from other machines or tables, and safety labelling and the safe operation of the machine itself, also included in the inspection is an electrical safety test.

Any observance of faults to machinery and safety features is reported to the Director of Learning and the machine must be rendered out of use until the problem is resolved.

**Graphics Products** – Only the vinyl cutter is used under close teacher supervision and has a CLEAPSS risk assessment in the dept. H&S folder.

**Textiles** No large equipment

**Food** Cookers are annually serviced by a registered contractor. Faults observed by teachers and technicians are reported to the premises manager and the cooker is labelled out of service until a satisfactory repair is made.

All teachers are responsible for reporting any safety issue with a piece of equipment.

### **Hand Tools and Equipment:-**

**Resistant Materials workshops** – Hand tools, including bladed tools are kept in a locked cupboard. All tools are checked in at the end of each lesson. Regular checking of these is carried out by the teachers and the technician to ensure these tools are in good safe working order.

**Graphics Products** Craft Knives/ Stanley Knives are kept in a purpose made holder. The knives are counted out and in again at the end of the lesson. The knife holder is kept in a locked cupboard when not in use.

**Textiles** A small number of small craft knives are kept in textiles. These are only used when scissors are not effective. These are counted out and in. Scissors are also controlled in this way. Craft knives and scissors are kept in a locked cupboard when not in use.

Sewing machines are regularly serviced by a qualified contractor.

**Food** Kitchen knives are used in the food rooms. Purposes made holders are used to aid checking in of the knives at the end of each lesson. Students do not leave the room until knives are all accounted for. Knife holders are kept in a locked cupboard when not in use.

All teachers are responsible for reporting any safety issue with small equipment.

### **Lesson Risk Assessments**

All our work schemes and lesson plans have risks identified. The teacher is responsible for taking appropriate action to eliminate as far as possible the risk to students. Relevant Model Risk Assessments by CLEAPSS are kept in a clearly labelled folder in the Graphics Prep room and must be referred to as necessary and appropriate action must be taken. For example, when using an iron in the textiles room, the iron must be set up safely, with plenty of space around, with no trip hazard from the cable, and a sturdy ironing board. Students must be informed of the hazard and given appropriate instruction regarding their use of the iron. Students must not be left unsupervised when ironing.

Each teacher in Design and Technology has the relevant risk assessment sheets central dept. Health and Safety network folder. Each teacher in Design and Technology has met the standards for accreditation of the Design and Technology Association Health and Safety Training Standards

### **Teaching Safety to Students**

Each area of technology has its own specific safety focus. At the beginning of each work scheme we teach the safety risks and routines and safe working procedures.

**Resistant Materials**      General Safety in the workshop

   Use of personal protective equipment (PPE)

   Safety using hand tools

   Safety using bladed tools

   Safety using machinery.

**Textiles**                      Using scissors safely

   Taking care with pins and needles

   Safety rules for using the sewing machine

**Graphics Products**      Safe use of craft knives

**Food**                              General safety in the food room- risk assessment exercise.

   Using the cooker safely

   Using knives safely.

   Bacteria Control

All safety risks are referred to as necessary during all lessons taken in that subject area. For example, students are always reminded to wear goggles when working with machinery in resistant materials, and are reminded to use oven gloves when removing food from the oven in Food Technology.

### **Protective Clothing and PPE**

Aprons are provided in food and Resistant Materials. These are to prevent contamination of food from normal clothing in food and to protect clothing from soiling in other areas as appropriate. Aprons also prevent loose clothing from trailing and getting caught in machinery.

Goggles are provided in resistant materials and are worn whenever machinery is being used. These are checked weekly by the technician.

### **Hygiene**

Basic Food Hygiene is taught in year 7 and 8

Students are taught how to wash up effectively in year 7.

Hand washing soap and paper towels are provided in each food room.

### **Dust Extraction**

Dust extraction machinery is fitted in all particle producing areas, and is safety inspected annually by an outside contractor. All ducting and particulate filters are checked and cleaned a minimum of once a month. Students are taught the dangers of inhaling dust particles. Dust masks are also available in each workshop as part of the students PPE.

### **Gas and Electricity**

The gas and electric cookers are always isolated from their power supply when not in use.

The electricity supply in all workshops is isolated at the end of every lesson, and a number of emergency stop buttons are also located in each workshop.

Technicians and teachers routinely check gas and electrical equipment for faults and tampering.

Any faults are reported to the premises manager.

### **Visitors to the department**

All visitors to the workshops or kitchens are required to knock and wait before entering, so as not to distract the students.

Visitors to the department are not to approach anyone using machinery or the machinery itself without the express permission of the class tutor.

### **Signage**

Where necessary, equipment has a safety warning sign close to it.

### **Solvents and Chemicals**

All solvents and chemicals are kept in lockable cabinets carrying the appropriate signage and warning notices. These cabinets are not accessible to students at any time.

When students are using solvents or chemicals they are to wear the appropriate PPE.

### **First Aid**

First Aid kits are accessible from all workshops and food rooms and students are referred to first-aiders, if necessary.