

# THE TELFORD PRIORY SCHOOL



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Headteacher	Stacey Jordan
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Policy Review Cycle	Annually
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## HEALTH & SAFETY POLICY - DT

# The Telford Priory School Health & Safety Policy - Design Technology Department

## 1. Role of this Policy

This Design and Technology Department Health & Safety Policy should be read in conjunction with Community Academies Trust'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 & 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 and teaching assistants working in the department, including long term supply/cover.

A reference copy, together with various appendices, is kept online and with the Subject Lead (SL) or designated person. It is 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 T:\\_general\Policies & Procedures\TPS Policies.

The Design and Technology department will cooperate with the Trust to promote health, safety and welfare, and will address any matters raised in a manner appropriate to the level of risk.

## 2. General Aims

The Telford Priory School Design & Technology department 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 & safety should not be allowed to inhibit good teaching. However, it is the duty of all staff who work in the department to:

- Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions during work
- Be familiar with this health & safety policy by periodic reference to it
- Look out for any revisions
- Follow its provisions
- Co-operate with other members of staff in promoting health & safety

## 3. Health & Safety Roles

### 3.1 Duties, Functions and Tasks

The MTB (Main Trust Board) of the CAT has the ultimate duty to ensure the health and safety of employees and others on the school site (and hence in this department). The MTB has not currently issued any local instructions specific to the Design and Technology department.

The task of overseeing health & safety on this site has been delegated by the Head Teacher to the Subject Lead or designated person. The Subject Lead is responsible for updating and maintaining this policy document annually (reviewed in the spring term)

### 3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Subject Lead or designated person with the assistance of the members of the department.

*See Section 10 for designated staff member(s)*

All staff within the department are issued with a copy of this policy which they should keep in their Departmental handbook. Reference copies are kept online in T:\\_general\Policies & Procedures further copies are held within D & T.

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Any new instructions, restrictions or rescinded restrictions made by the employer are communicated to all staff in writing/emails as well as being attached to the reference copy of this policy.

### 3.3 Monitoring and checking

The employer expects the Design & Technology department to monitor the implementation of this policy. Records of monitoring are kept by the Subject Lead or designated person.

Checklists on equipment and machines for monthly use by technicians are customised from those suggested in CLEAPSS Guide L254 Health & Safety Maintenance of D & T Workshop Equipment.

The Subject Lead carries out regular checks on D & T staff, to ensure that the Health & Safety code is being followed and that the monthly checks are being carried out. The Subject Lead then signs and dates to validate checks are carried out.

A maintenance contract is in place with Technology Supplies Ltd, a DATA accredited provider. This includes an annual machinery service and LEV (local exhaust ventilation) testing. Records of the checks and any necessary remedial works are kept by the Subject Lead or designated person in the Departmental Folder.

### 4. Training Policy

The Health & Safety Lead and Subject Lead or designated person are responsible for ensuring relevant training is provided to staff and reviewed regularly.

Generally, this department follows guidance in BS 4163:2014 Health & Safety for Design and Technology in schools and similar establishments and 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 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 show students how to use them 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 be discussed with the Head of D & T. Longer term non specialist teachers/supply staff are able to carry out practical's after assessing the competence and supervision required; and successful completion of all health and safety related documentation e.g. risk assessments, policies and specific department procedures.

Particular training functions are delegated as follows (to be read in conjunction with section 10):

Health and Safety aspects of the work of newly qualified teachers and other new teachers	SL or designated person
Health and Safety of trainees on teaching practice	SL or designated person
Induction of newly appointed technicians	DT Technician
Immediate remedial measures and other emergency procedures	Health & Safety Lead
Health and Safety training of non-D & T support staff	SL or designated person
Health and Safety of non-D & T teachers using specialist D & T rooms	SL or designated person
Manual Handling for all relevant staff	SL or designated person
Healthy and safe procedures for cleaners working in D & T rooms	Health & Safety Lead

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Regular update training (covering new or changed regulations, new equipment etc)	DT Technician
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## Records of Training

DT staff records – held in the Departmental folder

Other training records – held on SmartLog

## 5. 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 relation to D & T are listed in the publications below. All risk assessments can be accessed by staff via <T:\Technology\HEALTH AND SAFETY>.

Because it is impracticable for The Telford Priory School (TPS) to write risk assessments for each of the many activities carried out in Design and Technology, TPS follows the recommendation of the Health & Safety Commission to adopt published 'model' or 'general' risk assessments which school D & T departments can adapt to their local circumstances. Risk assessments for rooms are carried out by the Health & Safety Lead. Additional risk assessments for COVID-19 are in place and must be read, understood and adhered to by staff.

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

- CLEAPSS publications generally
- CLEAPSS, Model Risk Assessment for Design Technology in Schools and Colleges
- CLEAPSS, L235: Managing Risk Assessment in Design Technology
- BS 4163: 2014 Health and Safety for Design and Technology in schools and similar establishments

When a new curriculum activity is adopted or developed (including preparation and clearing-up work) these must be checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e. the scheme of work, lesson plans, and technician notes.

***See Section 10 for designated staff member(s)***

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment should be obtained through the manufacturer, following the employer's instructions. 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 quantity of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size
- Any other relevant details

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Since the scheme of work/lesson plans, has been checked against the model risk assessments, staff should deviate from it only if, their proposed activities have been agreed with the Subject Lead or designated person.

TPS encourage the development of new practical activities during extra- curricular and open evenings. These should only be undertaken after completing a model risk assessment and/or a special risk assessment. Where an activity must be restricted to those with special training, the restriction should be highlighted in writing.

## 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 takes place at the beginning of the academic year. The Health & Safety Lead is responsible for organising this. A contract with Technology Supplies Ltd is in place for the maintenance of this equipment and Annual LEV testing. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE inspector in both the Departmental folder.

*See Section 10 for designated staff member(s)*

### 6.2 Electrical Testing

To meet the requirements of the Electricity at Work Regulations, TPS requires portable electrical equipment to be inspected and tested regularly. The Health & Safety Lead ensures this is carried out for all electrical items held within school. Testing takes place each year in the summer term.

DLM Ltd are the appointed competent contractor who will carry out the work. Electronic copies of completed schedules are kept in T:\ site\Site Documents\DLM Documents

*See Section 10 for designated staff member(s)*

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 Equipment Safety

All staff purchasing equipment 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 donated equipment, are 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 are listed in the appendices. (See section 4, Training Policy).

Any users who discover a hazardous defect in an item of equipment must report it immediately, both verbally and in writing to the Subject Lead or designated person, Technician and Health & Safety Lead immediately.

All staff working within the department/covering long term will be aware of the knives/sharps inventory and procedures. In the event of a fire alarm sounding students will leave the building via the routine evacuation

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process. Knives will be counted into a box as students leave. It is the responsibility of the teacher and supporting technician to ensure the knives are counted.

## 6.4 Use of Guards

All staff in the department must ensure guards and other safety devices on machines and other equipment are used at all times. Operation without guards must under no circumstances be carried out. If a guard is damaged it should be reported immediately and the machine shouldn't be used until a replacement has been fitted.

## 6.5 Personal Protective Equipment (PPE)

TPS accepts the duty to provide eye protection, gloves, overalls aprons and any other form of PPE for employees where the risk assessment requires them, in line with the 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, it should also be worn where it has been identified as required within a risk assessment. Prescription safety spectacles can be ordered, and the employer will meet the full cost of the safety features.

TPS expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, goggles or face shields should be worn whenever a risk assessment identifies they are required. Goggles or face shields to chemical-splash standards should be worn whenever there is a risk to the eyes.

The condition of the eye protection is regularly checked (see section 3.3 - Monitoring and Checking)

## 6.6 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 TPS consult CLEAPSS or the Local Authority Health & Safety officer.

## 7. Activities and Procedures

### 7.1 Outdoor Activities

When planning any visits or trips, staff consult the following:

- The Community Academies Trust's Health & Safety Policy
- The Telford Priory School Educational Trips and Visits Policy/ Risk Assessment
- DfES Health & Safety of Students on Educational Visits and Supplementary Guidance

### 7.2 Manual Handling and Working at Height

All staff will complete manual handling training via Smartlog. All regular operations involving lifting, carrying equipment or pushing trolleys will be assessed by the individual staff members to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992), these will be reported to the Health & Safety Lead and the Subject Lead.

As it is sometimes necessary to carry equipment through heavy fire doors, TPS have assessed risks under both the Manual Handling Operations Regulations and under the Regulatory Reform (Fire Safety) Order and will always use two people, where possible, one to hold open the door, the other to carry the item(s).

Where it is not possible to spare a second person, it is considered that the risk of manual handling injury is greater than the risk of fire injury, therefore staff will prop open the door using wedges. We will endeavour to keep the fire doors closed as much as possible by removing the wedges as soon as is practicably possible.

One-off manual-handling operations will be assessed by the staff members before attempting them. Problems will be reported to the Subject Lead or designated person & Health & Safety Lead.

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*See Section 10 for designated staff member(s)*

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 anyone is required to carry out work that involves working at heights, the person should complete the relevant risk assessment via Smartlog. The employer's guidelines on working at heights should be followed.

## 7.3 Security

Access to the D & T teaching and preparation rooms will be controlled to comply with the Management of Health and Safety at Work Regulations. All teaching rooms and 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. No class is allowed to work in the D & T rooms without supervision by a qualified teacher familiar with the departmental safety procedures.

Any non-D & T staff who have to supervise a class in a D & T room will receive brief training on the department's safety rules.

## 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 between SLT and the Health & Safety Lead.

### 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 Subject Lead or designated person in conjunction with the Health & Safety Lead.

### 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.

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*See Section 4 for designated staff member(s)*

## **8.4 Reporting Procedures**

Injuries or suspected injuries to a student 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 of RIDDOR can be complied with) the accident form must be returned to the Health & Safety Lead (staff) and Headteacher's PA (students) as quickly as possible.

Dangerous situations and incidents which might have resulted in injury (near misses) should be reported to the Subject Lead or designated person in writing and recorded in the Departmental folder. Such incidents will be analysed and discussed at the next departmental meeting.

## **9. Design & Technology - Rules for Students**

The rules for students should be displayed in each classroom and a hard copy kept in each student's book.

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### 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 immediately.

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 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
7. If you are scalded, burnt or experience a chemical splash on your skin, wash the affected part at once with lots of water. Tell your teacher and report any cuts or abrasions
8. Report all spillage of any substance to your teacher

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## 10. Staff Roles and Emergency Contacts

Advice on health & safety and all aspects of practical Design & Technology	CLEAPSS 01895 251496 DATA 01789 470007
Advice on all aspects of practical Design & Technology	DATA 01789 470007
Telford & Wrekin Health & Safety Officer	<b>Donna Irish</b> 01952 381817
Telford Priory School Health & Safety	<b>David Hubbard</b> 01952 386419 david.hubbard@taw.org.uk
Overseeing Health & Safety in the Design & Technology Department	Subject Lead or designated person
Various training functions	See table in section 4
Subject specialist for consultation over Health & Safety matters in resistant materials	Subject Lead or designated person
Subject specialist for consultation over Health & Safety matters in food technology	Subject Lead or designated person
Subject specialist for consultation over health & safety matters in textiles/design	<b>TBC</b>
Subject specialist for consultation over health & safety matters in systems and control	<b>TBC</b>
Overseeing the checking of activities against the model risk assessments and recording significant findings	Subject Lead or designated person
The person in charge of manual handling	All staff within department
D & T Technician	<b>Vacant</b>
Food Technician	Karen Delves karen.delves@taw.org.uk

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## 10.1 Emergency Contacts

Emergency advice	CLEAPSS 01895 251496
Serious accident: Ambulance Service	999
Serious student accident: Principal School first aider	Any first aider in school
Serious staff accident: Health & Safety Lead	David Hubbard
Major chemical spill: Fire and Rescue Service (Chemical Incident Unit)	01743 260200
Gas leak:	Transco 08455 191523

## 11. Summary Guidelines for Staff

### All Staff

1. All staff have a general duty to take reasonable care for the Health & Safety of themselves other members of staff and of students. They have specific duties to be familiar with this Health & Safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with TPS instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific Health and Safety duties. They have a duty to report to local management any failure of equipment that has a Health & Safety function.
2. Staff practice must set a good example to students and be consistent with student workshop rules e.g. Ensuring students/staff wear 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; eye wash station; the main electricity cut-off button; the main gas cut-off button 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 each lesson.
5. Under no circumstances should students eat or drink in workshops, unless the teacher has given prior permission in relation to medical purposes.
6. When alone in the D & T department, staff should do nothing which could lead to an accident. The teacher must assess risks carefully before doing practical work or using hazardous machines.
7. Students must not be left unsupervised in any D & T room at any time.
8. All D & T teaching rooms must be locked by staff when not in use. Students must never be allowed into the rooms unless 100% supervision is guaranteed. The D & T rooms cannot be used by teachers who are not D & T specialists unless the room has been specially cleared and power to machines switched off. These rooms can only be available for teacher-supervised extra-curricular activities by special arrangement.

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## Teachers of The Telford Priory School

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student rules for working in the D & T rooms (see section 9) and issue them if necessary.
2. Teachers must enforce the student rules for working in the 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. Time should be allocated between Subject Lead and teachers to ensure tasks involving significant H&S risks are tested prior to being used in lessons. Teachers must only deviate from TPS unit planners (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. Independent work must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met or practical work begins.
5. If, because of large class size or indiscipline, Health & Safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the Subject Lead or designated person.
6. Teachers are responsible for ensuring that they are familiar with the appropriate precautions needed, to control any hazards which might be encountered in preparing equipment for their lessons and in clearing away.
7. Teachers should ensure that students have been adequately trained to use equipment and a record kept of this training in the department folder.

## 12. References

BS4163: 2014 Health & Safety for Design and Technology in schools and similar establishments- Code of practice for secondary school heads of department and subject leaders

CLEAPSS Managing Risk Assessment in Design and Technology

CLEAPSS Model Risk Assessments for use in Construction Courses

CLEAPSS – DL079 – Auditing Health & Safety in a Secondary School D & T Department

CLEAPSS – DL254 – Health & Safety Maintenance of D & T Workshop Equipment

CLEAPSS – DL260 – Model Health & Safety Policy for D & T Departments

CLEAPSS – E262 – Storage of Chemicals used in Design & Technology

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Name	
Job Role	
I acknowledge receipt of the DT Health & Safety Policy on (date)	
The policy is dated	
I confirm I have read the policy (date)	
I have no issues/concerns with the policy	Yes/No
If yes, please state your issues	
Any issues I have been communicated to;	
I am clear about my responsibilities with regards to the policy	
Signed:	
Date:	