

Outwood Academy Portland Design and Technology Health and Safety Policy

Design and Technology Department Health and Safety Policy should be read in conjunction with the schools general Health and 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 any Code of Practice or Guidance issued by the employer.

General aims

It is the duty of all members of the Design and Technology staff, i.e., teachers, and other support staff (e.g., learning support staff):

- 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 and 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.

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, e.g., availability of services and whether or not the ventilation rate is good or poor;
- class size.

Electrical testing

To meet the requirements of the Electricity at Work Regulations 1989, it is required that portable electrical equipment be inspected and tested regularly. The Head of Design and Technology in conjunction with the School Safety Officer has the function of seeing that this happens within the Design and Technology Department.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

Personal protective equipment

- eye protection is provided where applicable
- eye protection to be available for pupils

Security

Access to workshops/kitchens and preparation rooms will be controlled and rooms kept locked, except:

- those doors which are designated as fire escapes routes,
- certain doors where the inconvenience of locking is significant and the risks are low.

All areas which are left open are cleared of all hazards when supervision by a qualified Design and Technology teacher comes to an end. 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 or cleared of hazards.

Emergency procedures

- Fire - Design and Technology staff will follow the normal school procedures in case of major fires.

- Injury - Design and Technology staff will follow the normal school procedures in cases which require first aid. They will carry out immediate remedial measures, while waiting for first-aiders, after the accidents which occur in Design and Technology.

Reporting procedures

Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported using the standard school procedures.

IMMEDIATE REMEDIAL MEASURES

What Design and Technology Staff should do while waiting for first aid

The First Aid Regulations do not necessarily require there to be a qualified first-aider among Design and Technology yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common workshop/kitchen accidents and is intended as a supplement to any local guidance on dealing with non-workshop/kitchen events, e.g., epileptic fits.

Burns

Cool under gently running water until first aid arrives.

Hair on fire

Smother with a cloth.

Clothing on fire

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Design and Technology Department Rules

The Guidelines for Design and Technology Staff are contained below.

Names of staff with particular functions

The task of overseeing health and safety in this school is given to the School Head Teacher. Within the Design and Technology Department, this task is further delegated to the Head of Department who is Mark Richards.

Work is undertaken in the following areas:

- Food Technology
- Resistant Materials/Engineering
- Textiles
- Graphical communications/Computer Graphics.
- Electronic Products

Monitoring LEV: guidance notes and forms

The records of the tests are in the school H & S office and a copy with the D & T Technicians.

Notes and schedule for the examination and testing (PAT) of portable mains-operated equipment.

The records of the tests are in the H & S office and a copy with the Site Agent.

Guidelines for Design and Technology staff

All teachers and support staff

1. Teachers and support staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report to local management any failure of equipment which has a safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil Design & Technology rules, e.g., over the wearing of eye protection, aprons, etc...
3. Staff must be familiar with emergency drills and familiar with the location in each Design and Technology room of: the escape route; fire-fighting equipment; the nearest first-aid box; the main gas cock; and the main electricity switch.
4. Workshop/Kitchens 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, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the kitchens main gas cock and electricity at the workshops main switch.
5. Eating, drinking (except for the allowed water bottles which must be kept away from any source of mains electricity) should not take place in workshops/kitchens, preparation rooms or storage areas.
6. A teacher or support staff must assess the risks very carefully before conducting any practical operation in the workshop/kitchen when alone in the Design and Technology department. Nothing should be done which could lead to an accident needing a remedial measure.
7. In general, pupils must not be left unsupervised in a workshop/kitchen. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff.
8. Design and Technology workshops/kitchens, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. They should be available for teacher-supervised club activities only by special arrangement

Teachers

1. At the beginning of each school year/rotation, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary. They should be stuck in an exercise book or recorded in some way depending on the course.
2. Teachers must enforce the pupil workshop/kitchen rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.

3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out demonstrations/operations, particularly those involving hazard. Teachers must not deviate from that scheme of work for which the activities have been checked against model risk assessments, without making a further risk assessment, checked with a subject specialist. Teachers should explain precautions to pupils as part of their health and safety education.

4. A teacher is responsible for the safety of any of his/her classes taken by a student teacher. If the normal class teacher is absent, another Design and Technology teacher must be given this responsibility by the Head of Department.

Rules for pupils during Design and Technology lessons

- No running allowed in or through part of the Design & Technology area.
- No child access to certain cupboards.
- Coats and bags should be left in a storage area and not pose a hazard in technology areas.
- No children to be sent unsupervised to use any of the facilities.
- Protective clothing to be worn appropriate to the practical task and in line with the risk assessments made.
- Long hair must be tied back.
- Loose clothing secured.
- Only one pupil allowed on an electrically powered drill, saw or sewing machine with no other pupil in the near proximity to cause a distraction.