

Amberleigh Therapeutic School - Art, Design Technology Department – Health and Safety Policy

Introduction: This policy is primarily intended to inform members of the Governing Body, Senior Management Team and any one undertaking teaching and learning duties in The Brookfield School Design Technology Teaching and Non-Teaching Staff to meet the various requirements of the current Health and Safety legislation.

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 DATA accreditation where possible. All staff are required to familiarise themselves with the health and safety policies of the School. Planning is the key to creating a safe working environment and all Schemes of Work are written to include references to Health and Safety.

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.

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). o 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 o Be aware of how to safely dispose of waste materials

Pupils in the workshop area kept to 3-4 pupils at the discretion of RK. This may mean that with certain pupils at times of unsettledness – either a one to one ratio only when in the workshop area or not it may be deemed **not safe** at all to be in the workshop area. This must be decided on a case by case basis at the time of the lesson. TA's are to **flag** any instances of pupil unsettledness that may impact on safety.

Additional Notes/Equipment set up etc. Risk assessment is a process that has several components: ☒ Identify hazards. o 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. o Look at cause and effect. o A large class size (8 or more) may adversely affect the safety of the people in the workshop area, therefore the number of students allocated to any one group (see above paragraph) is ideally restricted to help enable adequate and safe use of the

equipment/facilities in each room. ☐ Examine methods of work. o The following areas should be clearly defined in each DT room, Fire exits and evacuation routes. The location of firefighting equipment and First Aid boxes) Floors must be kept clean, dry and free from obstructions and tripping hazards.

Adequate lighting and ventilation must be provided. o Safety equipment must be used o Safety measures must be taken in respect of electricity, heat and potentially harmful substances, 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: o Be familiar with evacuation procedures in case of fire or other emergency – (see School Handbook – one practice is held each term) o Know the location of, and how to use, firefighting equipment positioned in the teaching area – Fire Blankets, Dry Powder and CO2 Extinguishers o 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). o Know the location of, and how to control, the mains services, i.e. 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. 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. Staff should ensure that the students leave the area in an orderly manner.

Section 3. Control. ☐ Where to find information. The DT Health and Safety Policy Document is placed in the Curriculum Area Handbook.

Location of equipment handbooks. These are stored in the Filing Cabinet in the Design Technology/Food Tech store room. ☐ Regular safety checks: o Electrical equipment is regularly monitored by teaching and curriculum support TA. All electrical equipment is PAT tested annually inspect and maintain all firefighting equipment.

Aprons, goggles, visors etc are regularly checked and cleaned. ‘Emergency stop’ buttons must be regularly checked, and repaired if faulty. Their key switches must not be operated by students. o 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. The Room is provided with a first-aid box, which is maintained in accordance with guidelines. A Burns Gel for treating burns is positioned by the hand readily available when soldering or using hot glue guns. o 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. ☐ New teaching staff are given an induction programme that includes training in safety procedures. All staff who work in the Design Technology room are trained on the use of appropriate equipment.

Section 4. Monitor and review. ☐ Procedures for reporting safety matters: such as reporting of faulty equipment including faulty/inadequate firefighting 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).

RK, September 2016.