



DANES HILL SCHOOL  
STRONG & SAGACIOUS

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# D&T DEPARTMENT HEALTH AND SAFETY POLICY

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# HEALTH & SAFETY POLICY DESIGN AND TECHNOLOGY

## Introduction

### Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers, trainee teachers, technicians and teaching assistants 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, the texts to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & 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 pupils and be consistent with pupil workshop rules, eg, over the wearing of 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; the main shut off valves for gas; the main electricity switch and the nearest first aid kit including eye wash.
4. Design and Technology rooms must be left safe. In general, doors and windows locked, machines padlocked and electrical supplies in workshops should be completely turned off at the end of each school day, or after the end of the last lesson of the day. In food technology rooms this may not be practicable, but all rooms should still be left in a safe condition.
5. Eating and drinking should not take place in workshops and workshop storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using hazardous machines. Staff are not permitted to work outside normal school hours without the permission of the Bursar and the Head of Department.
7. Pupils must not be left unsupervised in any D&T room at any time.
8. All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. Pupils must never be allowed into preparation rooms. D&T rooms must only be used by teachers who are not D&T specialists for teaching or registration after they have received special instruction, or if the rooms have been specially cleared and power to machines switched off. D&T rooms must be available for teacher-supervised extra-curricular activities only by special arrangement.
9. All teaching staff should be aware of any pupils they are teaching with any food allergies. This information is updated here

M:\Main School\Curriculum\DT\HEALTH & SAFETY\PUPIL ALLERGIES & DIETARY Info 2019-20

## Teachers

1. At the beginning of each D&T unit of study, teachers must make sure that their classes have read and understood student rules for working in the D&T rooms. They are displayed in each room.
2. Teachers must enforce the student rules for working in D&T room, 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. Technicians must be given adequate time to prepare materials and equipment safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out tasks, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (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. Scholarship work, must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of poor discipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.
6. A teacher is responsible for the health and safety of any of his/her classes. If the normal class teacher is absent, another D&T teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.
8. Teachers should ensure that students have been adequately trained to use D&T equipment and a record kept of this training on the weekly assessment sheets.

# DANES HILL SCHOOL

## DESIGN and TECHNOLOGY DEPARTMENT HEALTH & SAFETY POLICY

### 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. The purpose of this document is to record the arrangements made in the design and technology department to implement the policy.

This document is maintained by the design and technology department. It is available to all new members of staff, ie, teachers, trainee teachers, technicians, teaching assistants, etc working in the department. Staff are expected to sign the list kept on file to show that they have read and will comply with the policy. A reference copy, together with various appendices, is kept in the workroom available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document is also held on the 'M' drive.

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, ie, teachers, trainee teachers, technicians, teaching assistants and other support 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, The Vernon Educational Trust Ltd, 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 School Administrator Tiffany Callis. Within the D&T department, this task is further delegated to the Head of D&T Dan Taylor who has the particular function of maintaining this policy document.

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 those working within the department.

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. Records of monitoring are kept by the Head of Department.

Checklists on equipment and machines for daily /weekly / termly /annual are maintained by the technician. The timetable for such checks is kept with the reference copy of this policy.

## 4. Training policy

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

Generally, this department follows guidance in *BS 4763:2007 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 only use items of equipment or machines if they have had sufficient training by the head of design & technology. The trainee must prove to be competent in the use of such equipment before they are able to share their knowledge with pupils. As an addition to training early practical lessons, delivered by new members of staff, should be supervised by a trained member of staff/HOD. Documented evidence of training must be approved by a member of SMT. 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.

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

## 5. Risk assessments

Every employer is required under various regulations<sup>1</sup> 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.

**CLEAPSS<sup>2</sup> 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 4763:2007 Health and safety for design and technology in schools and similar establishments- Code of Practice*

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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.

<sup>2</sup> 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

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, ie, the scheme of work.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a 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, ie, 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 scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models / agreed with the Head of D&T.

The department encourages the development of new practical activities (including 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). Testing takes place every 14 months. The Technician has the function of seeing that this happens. This employer has arranged a contract with Surrey County Council, who will be allowed access to carry out the tests and run maintenance checks on the workshop machinery. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the Safety File held by the Technician.

### **6.2 Electrical testing**

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment and kitchen appliances to be inspected and tested regularly. The School Maintenance Department (Phil Cunningham, has the function of seeing that this happens within the D&T department in line with the school policy.

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.

#### 6.4 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.

Equipment restricted to those users who have received special training (see section 4, Training policy) is labelled accordingly.

Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the Technician and Head of D&T.

**At no point should equipment, of any sort, be loaned to other colleagues at the school who are not members of the design & technology department, unless they have evidence of relevant training.**

#### 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 from any optician and the employer will meet the 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.

#### 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.

### 7. Activities and procedures

#### 7.1 Outdoor activities

When planning any visits or trips etc, staff follow the school policies and risk assessments are carried out.

#### 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 the technician and school Health & Safety officer.

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* and 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 endeavor 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 Head of Department.

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 and preparation rooms should 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. 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/ suitably-trained teacher comes to an end. No class is allowed to be in a D&T room without adequate supervision.

Any non-D&T staff who have to supervise any class in a D&T should be aware of the H&S rules as displayed in the room.

### 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

### 8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels.

### 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.

### 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 school nurse 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. 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:

Appendix 1 – Health & Safety in the workshop (2 worksheets)

Appendix 2 – Health, safety and hygiene in the food and textiles room

D&T staff go through these worksheets thoroughly when a group has their first lesson in each of the D&T staff are required to go through these worksheets whenever a new pupil joins part way through a term or project.

D&T staff will go through these rules every year to all year groups.

Appendix 3&4 – Health & safety pupil training log.

In addition to the worksheets each pupil will be given a Health & safety sheet which needs to be completed whenever a new piece of machinery or equipment is shown to them. This is signed and dated by the pupil. This enables teachers to keep a record of individual pupils progress.

## 10. Staff roles and Emergency contacts

### Staff roles

Staff roles and/or emergency contacts updated on 02/09/19	
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
D&T consultant (RDTHSC)	Laurence Pepper tel 0208 669 8964
Overseeing health and safety in this school	Tiffany Callis xtn 245
Overseeing health and safety in the D&T department	HoD
Technician	Jane Miles
Various training functions	HoD/L Reeves
Subject specialist for consultation over health & safety matters in resistant materials	HoD
Subject specialist for consultation over health & safety matters in food technology	HoD
Subject specialist for consultation over health & safety matters in textiles.	HoD
Subject specialist for consultation over health & safety matters in systems and control	HoD
Overseeing the checking of activities against the model risk assessments and recording significant findings	HoD
The person arranging electrical inspection and testing	Phil Cunningham 07753813686 xtn 215

### Emergency contacts

Emergency advice	CLEAPSS 01895 251496
<i>Serious accident</i> Ambulance service	[999] / [9-999]
<i>Serious accident</i> School first-aiders	School nurse Anna Corbett xtn 235

*Serious accident*·School health & safety officer

Tiffany Callis xtn 245

## ***DESIGN & TECHNOLOGY*** ***Health & Safety*** ***in the*** ***Workshop***

*It is important to always consider safety in the workshop to make sure that you are safe, the people around you are safe, and your work space is safe. Most accidents are caused by carelessness.*

*Always follow instructions and safety rules carefully.*

- Only enter the workshop when the teacher is ready and present.*
- Always walk sensibly around the workshop.*
- Do not touch tools or equipment until your teacher has given you permission.*
- Place all bags, coats and blazers in the storage area.*
- Always keep your work space clean and tidy. Put away equipment in the correct place when you have finished your task.*
- When designing always consider safety aspects for the user of the product which you are designing.*
- Make sure you know and follow the fire drill when in the workshops.*

## *DESIGN & TECHNOLOGY*

### *Health & Safety in the Workshop*

*During practical lessons you must follow these additional rules.*

- Wear an apron tied in a bow at the back. Make sure hair is tied back, ties tucked in and proper school shoes are worn.*
- Put all stools and chairs away in the allocated space.*
- Protect the work benches when using glue, paints or sharp tools.*
- Handle hot and sharp tools with extra care.*
- Always ask permission before using power tools.*
- Wear goggles and dust masks when necessary.*
- Do not talk or distract people when they are using tools or machinery. Give them plenty of space.*
- Report all broken or blunt tools to your teacher.*
- Report all accidents to your teacher:*
  - To yourself*
  - To tools or equipment*
  - Spillages*
- Always ask your teacher if you are not sure about anything.*

*THINK SAFE  
BE SAFE*

## ***DESIGN & TECHNOLOGY***

### ***Health, Safety & Hygiene in the Food & Textiles Room***

*It is important to always consider health, safety and hygiene in the Food & Textiles room, in order to make sure that you are protected and those around you are protected. Most food related illnesses are caused by poor hygiene, and accidents are caused by carelessness.*

*Always follow instructions and safety rules carefully.*

- Only enter the room when the teacher is present and ready.*
- Always walk sensibly around the room.*
- Do not touch food or equipment until your teacher has given you permission.*
- Place all bags and coats in the allocated lockers.*

#### *Textiles*

- Be careful when using pins and needles. Do not prick your skin*
- Be careful when using Fabric scissors*
- Only use an iron under supervision*
- No food and drink at the table during textile lessons*
- 
- When using the sewing machine, always turn off the power before threading the needle, and after you have finished using it.*

## *Food Technology*

- *Bring your ingredients to the Food Tech room before registration in a named, covered container and place dairy products in the fridge. Remember raw and cooked foods must be stored on separate shelves.*
- *Cooking must be collected at the end of the: day.*

*During practical lessons you must follow these additional rules.*

- *Wear an apron tied in a bow at the back. Make sure hair is tied back, ties tucked in and proper school shoes are worn.*
- *Put all stools away in the allocated space.*
- *Wash your hands in the hand wash sink, before and after you handle food. You will need to wash them again if you handle raw meat or eggs, go to the toilet or blow your nose.*
- *Do not lick food, spoons or fingers.*
- *Food dropped on the floor must go in the bin.*
- *Any cuts should be covered with a blue plaster.*
- *Wash all raw food before use, and wipe down your work area.*
- *Handle hot and sharp tools with extra care.*
- *no more than two students to work at a hob at any one time.*
- *Always take care opening a hot oven and always use oven gloves when using the oven*
- *Always keep your work space clean and tidy.*
- *When washing-up: Scrape all scraps into the bins*
  - Wash in hot water with washing-up liquid*
  - Wash glassware and cutlery first*
  - Wash sharp knives separately*
  - Dry thoroughly.*
  - Wipe all work surfaces.*
- *Report all accidents to your teacher, whether it is an accident to yourself, equipment or a spillage.*
- *Always ask your teacher if you are not sure about anything.*
- *Make sure you know and follow the fire drill when in the room*

Appendix 3

HEALTH & SAFETY RECORD SHEET : Resistant Materials

NAME: .....

Whenever you are shown how to use a piece of equipment in the Resistant Materials Room please sign and date in the relevant box below

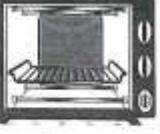
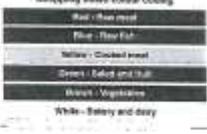
 <p>Tie long hair up, tuck in ties and wear aprons</p> <p>.....</p>	 <p>I have read and understood the H&amp;S rules of the DT Room</p> <p>.....</p>	 <p>Understand when to wear safety glasses</p> <p>.....</p>	 <p>Safe use of the Fret Saw</p> <p>.....</p>
 <p>Safe use of a Junior Hack saw</p> <p>.....</p>	 <p>Safe use of the Sanding Belt</p> <p>.....</p>	 <p>Safe Use of Glue Guns</p> <p>.....</p>	 <p>Safe use of Hammer and nails</p> <p>.....</p>
 <p>Safe use of a Coping saw</p> <p>.....</p>	 <p>Safe use of a Tenon saw</p> <p>.....</p>	 <p>Safe use of a Pillar Drill</p> <p>.....</p>	 <p>Safe use of Chisels</p> <p>.....</p>

## Appendix 4

### HEALTH & SAFETY RECORD SHEET : FOOD TECH

NAME: .....

Whenever you are shown how to use a piece of equipment in the Food room please sign and date in the relevant box below

 <p>The importance of washing hands and how to do it properly</p> <p>.....</p>	 <p>Tying hair up, removing jumpers and putting on aprons</p> <p>.....</p>	 <p>Storing food correctly in a fridge</p> <p>.....</p>	 <p>Washing and drying up thoroughly. Putting equipment away correctly</p> <p>.....</p>
 <p>Safe use of a tin opener</p> <p>.....</p>	 <p>Safe use of grater</p> <p>.....</p>	 <p>Safe use of peeler</p> <p>.....</p>	 <p>Safe use of the kettle</p> <p>.....</p>
 <p>Safe use of the hob</p> <p>.....</p>	 <p>Safe use of the oven</p> <p>.....</p>	 <p>Using oven gloves to put food into the oven and take it out once cooked</p> <p>.....</p>	 <p>Chopping board colour coding</p> <p>Red - Raw meat</p> <p>Pink - Raw fish</p> <p>Yellow - Cooked meat</p> <p>Green - Salad and fruit</p> <p>Brown - Vegetables</p> <p>White - Bakery and dairy</p> <p>Importance of using the correct colour chopping boards</p> <p>.....</p>
 <p>Safe use of electric whisks</p> <p>.....</p>	 <p>Safe use of kitchen knives</p> <p>.....</p>	 <p>Safe use of blender</p> <p>.....</p>	<p>.....</p>

## Children requiring extra support 2020/21

Scarlet Pollock

Scarlet is mobility issues and has 1on 1 support

Teddy Brine

Has vision impairment and has 1 on 1 support

## D&T Risk Assessment - Covid 19

*Please refer to CLEAPSS GL344 - Guide to doing practical work during the COVID-19 pandemic – D&T and Food - Version 2.2 - 24/08/20 for full guide.*

Both design & technology workshops will be well ventilated with windows and doors remaining open at all times.

### **Managing practical activities in the Design & Technology including Food technology**

Pupils and staff must wash their hands before entering the room, at the end of the lesson and after handling any equipment. This should ideally be using soap, water and paper towels as this is the most effective method. If this is not manageable, then hand gels should be used.

Pupils should use their own equipment like pens and pencils, aprons and not share these. If teachers need to provide any of this equipment it should be given and not loaned.

Classrooms, tables and work stations are sanitised after each use, between different year group bubbles.

### **Supervising pupils engaged in practical tasks**

Teachers must aim to maintain a 2m distance when observing pupils as they work through practical activities. Less able pupils will have their own teaching assistant to aid with work, when required.

### **Management of D&T equipment**

Equipment can be shared by pupils within the same bubble, or it will need to be cleaned (or stored for 72 hours) if it is to be used by other bubbles. Laptops and iPads are sanitised before each use by a member of staff.

Goggles will need to be cleaned in Milton solution and left to dry. We have enough goggles to supply different groups with clean, sanitised goggles.

Wooden spoons have been replaced with silicon equivalents. A meticulous washing /cleaning process has been implemented in Food Technology in line with CLEAPSS GL344. Washing up with antibacterial liquid and left to drip dry in drying racks before being sprayed and sanitised with Milton solution.

## Demonstrations

Teachers will need their own set of equipment for demonstrations and to show pupils how to carry out activities themselves. This equipment will need to be quarantined or, where possible, meticulously cleaned before it is used by another teacher, or forms part of a set for pupils. Equipment used by teachers to show pupils how to do an activity or part of an activity **must not be 'borrowed'** from one of the sets intended for pupils or given to pupils to use immediately after the teacher has handled it. Both of these are common practice during class practical work. In practice, an additional set of apparatus will be needed for use exclusively by the teacher.

- ***Date reviewed: Sept 2020***
- ***Head of Department: DJT***
- ***Technician: JM***

# Design & Technology

## Health & Safety Acknowledgment

The department's Health and Safety documents are to be found in the blue folder and in addition, Risk assessments accompany the schemes of work in red folders in R3. Having received your copy of the department handbook, including the Health & Safety Policy, please sign below to acknowledge your compliance with the documentation.

SIGN



PRINT

POSITION

DATE