

**Health & Safety Policy - Caedmon College Whitby**  
**For the Design and Technology Departments**

**College Governance Status**

**This policy was created in November 2015 and taken for approval by the Governing Body on 2 December 2015. It will be reviewed every three years or as required such as in the light of new guidance or legislation.**

<b>Review dates</b>	<b>By Whom</b>	<b>Approval date</b>
December 2016	Staff and Governors	December 2016
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December 2021		

**Signed by the Chair:**



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## 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 students. 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 college'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 students and be consistent with student 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; eye wash station; the main shut off valves for gas and water (where they exist); the main electricity switch 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 college 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. Students 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.
7. Students must not be left unsupervised in any DT room at any time and no projects should use mains electricity.
8. All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. Students must never be allowed into preparation rooms unless 100% supervision can be guaranteed. DT rooms must only be used by teachers who are not D&T specialists for teaching or registration after they have received special training and the power to machines has been switched off or the machines isolated. D&T rooms will be available for teacher-supervised extra curricular activities by special arrangement only.

### Teachers

1. At the beginning of each college year, teachers must make sure that their classes have read the student rules for working in D&T room. (in planners) [see section 10]
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 and 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. Examination course work especially that which happens at post-16 level, 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 large class size or indiscipline, 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 taken by a trainee teacher. 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 DT equipment and a record kept of this training in the student passports

## **1. The role of this policy**

This *Design and Technology Department Health & Safety Policy* should be read in conjunction with the colleges general Health & Safety Policy and the detailed arrangements for implementing that policy in this college. The purpose of this document is to record the arrangements made in the design and technology department to implement the policy in accordance with the *Code of Practice or Guidance* issued by the college.

This document is maintained by the Design and Technology department. It is copied 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 in the health and safety file in the DT office to show that they have received a copy. A reference copy, together with various appendices, is kept in the Health and Safety Main File stored in the DT office and is available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the college. A copy of this document has been approved by the governing body and is kept in the colleges offices on both sites. 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 college. 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, i.e., teachers, trainee teachers, technicians, teaching assistants and other support staff (e.g., special needs and bilingual staff) and 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, (North Yorkshire County Council) has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

This employer has not currently issued any local instructions specific to design and technology.

The task of overseeing health and safety on both sites is delegated by the Principal. Within the D&T department, this task is further delegated to the Head of D&T and Senior Technician who has the particular function of maintaining this policy document.

This policy is reviewed annually during the summer term and any changes will be approved by Governors, at least every three years.

### **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 the Senior Technician (See section 10 for the names of staff members with these health and safety functions).

In this department, all staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio. A reference copy is kept in the departmental office together with any appendices.

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 college expects the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department Senior Technician.

Checklists on equipment and machines for daily, weekly / termly / annual are customised from those suggested in CLEAPSS Guide L254 *Health and Safety Maintenance of D&T Workshop Equipment*. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the Senior Technician in the *Safety Check File*.

**4. Training policy**

The person with the task of seeing that training is provided is the Head of Department advised by Senior Technician

Generally, this department follows guidance in *BS 4163:2014 Health and safety for design and technology in colleges and similar establishments – Code of practice* (page 7 section 2.4.6) 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 a 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 may show students 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.

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

Health & safety aspects of the work of newly-qualified teachers and other new teachers	The Head of Department and Senior Technician
Health and safety of trainees on teaching practice	The Head of Department and Senior Technician
Induction of newly-appointed technicians	Premises and Contracts Manager. The Senior Technician will cover specifics relating to DT
Immediate remedial measures and other emergency procedures	The Head of Department, the Senior Technician and Premises and Contracts Manager
Health & safety training of non-D&T support staff	The Head of Department and Senior Technician
[Health and safety of non-D&T teachers using specialist D&T rooms]	The Head of Department and Senior Technician
Manual handling for all relevant staff	Local Authority Health and Safety Advisor

Healthy and safe procedures for cleaners working in D&T rooms	NYCC Cleaning Service
Regular update training (covering new or changed regulations, new equipment etc)	The Head of Department and Senior Technician

Records of the training received by members of the design and technology staff are kept in the Staff Health & Safety 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 college design and technology, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which college D&T departments adapt to their local circumstances.

The employer has instructed that the following publications are to be used as sources of model (general) risk assessments

[CLEAPSS<sup>2</sup> publications generally]

[CLEAPSS, *Model Risk Assessment for Design and Technology in Colleges and Colleges*]

[CLEAPSS, *L235: Managing Risk Assessment in Design and Technology*]

[BSI *BS 4163:2014 Health and safety for design and technology in colleges and similar establishments – Code of Practice*]

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, i.e., the Planning for Progress See section 10 for the member of staff with the task of overseeing this process<sup>3</sup>.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special 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.

<sup>1</sup> 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 colleges 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 colleges as it becomes available. D&T departments are encouraged to mount it onto college networks and copy it onto stand-alone computers, laptops and teachers' home computers.

<sup>3</sup> See CLEAPSS guide L235, *Managing Risk Assessment in Design and Technology* on the *CLEAPSS web site* and the latest *CLEAPSS D&T Publications CD-ROM*.

- 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 also been checked with the models. The development of new practical activities (including on open evenings, at D&T extra-curricular activities, etc) is encouraged 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 and fume extraction from heat treatment areas) every 12 months. Testing normally takes place each year in July. The Premises and Contracts Manager has the function of seeing that this happens. This employer has arranged a contract with Paul Well LEV Testing who will be allowed access to carry out the tests. 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 Check File* kept in the DT office.

See section 10 for the names of the staff members currently with these functions.

### **6.2 Electrical testing**

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The Premises and Contracts Manager has the function of seeing that this happens within the D&T department. Testing normally takes place each year in July/ August.

This work will be carried out by the trained person using a proper earth-bonding and insulation test set. Completed schedules are kept in the *Safety Check File* kept in the DT office and on the computer network and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

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 Pressure vessels**

Air receivers of air compressors, need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in the summer holidays and is carried out by Northern Compressed Air.

### **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. Advice on safety and suitability is sought from CLEAPSS and the local authority through publications and directly.

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 Senior Technician and the Head of D&T

### **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 College 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. Overall coats and aprons will be supplied by the College.

The College will provide eye protection for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

### **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 and the local authority D&T adviser

### **6.7 Control of Substances Hazardous Health (COSHH)**

The DT department led by the Head of Department and Senior Technician will maintain the following systems when storing and using chemicals:

- Complete an inventory identifying all hazardous substances used in the department on both sites and obtain material safety data sheets for these.
- Ensure that a documented COSHH risk assessment is made for the use of any substances.
- Ensure that controls are in place and are adequately monitored for effectiveness.
- Ensure that any equipment required for controlling risk is being adequately maintained
- Ensure all staff have received information, instruction and training where required
- Ensure records of assessments are being kept on the premises.

**Substances hazardous to health as defined by the COSHH regulations are:**

- a) substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.



- b) Biological agents directly connected with work including micro-organisms.
- c) Dust of any kind when present as a substantial concentration in the air.
- d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission. (Examples include wood dusts and chlorine.)
- e) Any other substance not specified above which may create a comparable.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

## **7. Activities and procedures**

### **7.1 Outdoor activities**

When planning any visits or trips etc, staff consult one or more of the following the employer's code of practice

### **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 Senior Technician. 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 endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (i.e., 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 and Senior Technician.

See section 10 for the names of the staff members currently with these functions.

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 DT teaching and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations. All teaching 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 be in a DT room without supervision by a qualified D&T teacher or Technician familiar with the departmental safety procedures.

Any non-DT staff who have to supervise any class in a DT room will receive training in the department's safety rules. The guidance for such staff will be made available to them prior to the lesson by the Head of Department. Laminated copies will also be made available for staff as appropriate.

### **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 college procedures in case of major fires. All D&T staff will be 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 by the Head of D&T and Senior Technician. See section 10 for the name of the staff member currently with this function.

## 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. Spill kits are kept in the Technician Store room.

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 Head of D&T and Senior Technician. See section 4 for the name of the staff member currently with this function.

## 8.3 Injury

D&T staff will follow the normal college 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. [Instructions for immediate remedial measures are posted on the walls of all D&T teaching and prep rooms.]

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

## 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 college procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, accidents which result in a hospital visit must be reported to the Contracts and Premises Manager (CPM) immediately. The CPM is responsible for forwarding all relevant accident/incident information to the North Yorkshire County Council Health and Safety Risk Advisor. NYCC are responsible for complying with RIDDOR.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded in the book kept in DT office. 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.

**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!**

1. Report any accident, spillage or breakage to your teacher immediately.
2. 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.

3. Keep your work area and floor area clear leave coats and bags in the areas provided so that they do not obstruct the working space. Work tidily and methodically, wiping up spills immediately.
4. 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.
5. Always wear Personal Protective Equipment (PPE), e.g. aprons, gloves, safety glasses, etc., when doing practical work that requires it. Sleeves should be close fitting at the wrists and there should be no loose ends on your clothes. During food preparation sleeves should be rolled up for hygiene purposes. Ensure that you wear suitable shoes that protect your feet from accidents. Tie loose hair back - it can be dangerous around machinery and unhygienic in a food preparation area.
6. Check tools and equipment before starting work and again when you clear up. Report missing or damaged tools and equipment immediately.
7. Always be aware of safe practices and hygiene rules. Be aware that the specialist rooms will have hazardous substances. Do not assume a clear liquid is water!
8. No student should operate a machine without adequate coaching in its proper use. Be aware that mains power is a potential killer! Always use machinery correctly e.g. ensure guards are in place, etc.
9. Do not disturb a person working on a machine and always allow sufficient space for safety. Emergency STOP BUTTONS are located strategically in each room. You should know where these are.
10. Do not move unnecessarily around the room carrying sharp or dangerous equipment. Never throw anything in a practical room. Waste materials should be placed in the appropriate containers.
11. If you have an accident it must be reported to a member of staff immediately.
12. All machines and work areas must be cleaned at the end of a lesson.
13. Store all your work in the correct place, with your NAME on it.

**PLEASE TAKE CARE - WORKSHOPS CAN BE DANGEROUS**

**10. Staff roles and Emergency contacts**

**Staff roles**

Staff roles and/or emergency contacts updated on: <b>23/11/18</b>	
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
[Local authority D&T [adviser] / [ inspector] / [consultant]]	Carol Watts, Q&I County Hall

## CAEDMON COLLEGE WHITBY POLICY DOCUMENT – DT H&S

Local authority health & safety adviser	Donna Storey (07580 437486)
Overseeing health and safety in this college	Jackie Hunter
Overseeing health and safety in the D&T department	Mary Carter
D&T department health & safety officer	Mark Parkin
Senior Technician	Mark Parkin
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in resistant materials	Mark Parkin
Subject specialist for consultation over health & safety matters in food technology	Mark Parkin
Subject specialist for consultation over health & safety matters in textiles.	Fiona Middlemas / Mark Parkin
Subject specialist for consultation over health & safety matters in systems and control	N/A
Overseeing the checking of activities against the model risk assessments and recording significant findings	Mark Parkin
[Detailed checking of activities is further delegated by [courses] / [subjects] / [year groups]]	
[The person trained to do electrical inspection and testing]	Mark Parkin
[The person in charge of manual handling]	James Gilpin/David Orton
[The person trained to examine pressure cookers and model steam engines]	N/A
[The union health and safety representative(s)]	Vacancy (ATL); Vacancy (NUT); Chris Firth (NASUWT) Vacancy (Unison) Vacancy (Voice)

### Emergency contacts

Emergency advice	CLEAPSS 01895 251496
<i>Serious accident:</i> Ambulance service	999 or 112
101 (Reception)	100 (Reception)
<i>Serious accident:</i> College health & safety officer	104 Jackie Hunter
[ <i>Serious accident:</i> Employer's health & safety officer]	Donna Storey (07580 437486) ; Robin Smith 01609 532589
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	Whitby Fire Station 01947 824080
<i>Gas leak:</i> Gas company	Network Gas – 0800 111 999