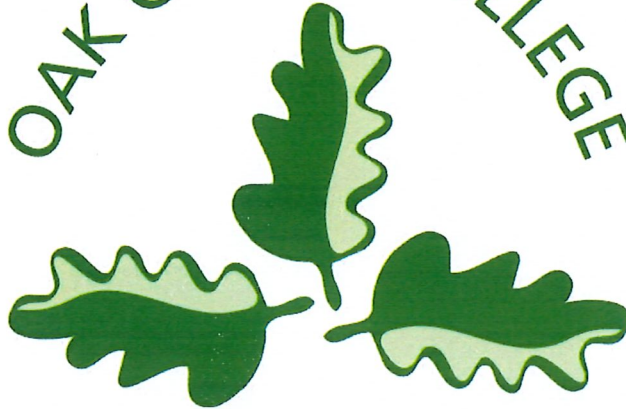


OAK GROVE COLLEGE



Everyone matters, every day counts

# DESIGN TECHNOLOGY HEALTH & SAFETY POLICY

Policy created: Dec 2019

Policy first adopted: Dec 2019,

Signed chair of Management Committee:

R. M. COOK

Re-adopted & signed:



## **Risk Assessments**

Health and safety is an intrinsic part of the DT curriculum and embedded in all lessons. 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. Good classroom management and supervision are crucial. Students are not allowed to enter or work in a Design Technology room unless supervised by a member of staff. Risk assessments are carried out on all hand tools, materials and machinery. Additionally, all students receive a workshop induction and training in tools, materials and machinery before use. Risk assessments are recorded in writing and reviewed annually or following a significant incident.

## **Workshop Maintenance**

The Design Technology workshop will be inspected at regular intervals by the Business Manager and Premises Team the inspections are recorded. Yearly checks are carried out on the machines, dust extraction equipment and electrical equipment. Any issues will be passed on and dealt with by the Business Manager.

The workshop is to be kept clean, tidy and free from sawdust and hazardous obstacles, including coats and bags. Chairs will be stacked when doing practical work. Students should keep their bench and the area around their benches tidy. Floors must be kept clean, dry and free from obstructions, slip hazards and trip hazards.

Staff must report any defective tools, machinery or furniture to the Business Manager using the Maintenance Request Form found on the network - central resource library/non media/staff only/school organisation/admin. The Business Manager will keep records of all issues reported and works completed. The Business Manager will monitor that all defects are dealt with in a timely manner as appropriate to the seriousness of the issue.

## **Machines**

Machines will be switched off when not in use. All DT teaching staff receive training in the use of machinery. Only staff who are trained to use machinery will do so. Regular checks will be made to check the condition of machines. Annual checks will be made of the machines, electrical equipment and dust extraction. Appropriate PPE must be worn when using machines and work must be properly secured. 'Emergency stop' buttons must be regularly checked, and repaired if faulty. All students receive a workshop induction and are shown how to tools, materials and machines correctly. Students will only use tools, materials and machines with adult supervision and if they are consider safe to do so by the Lead DT Teacher.

## **Tools**

Tools will be stored in a lockable cupboard and with receive regular checks to make sure they are in good working order. Sharp objects will be stored in a locked cupboard. Appropriate PPE must be worn when using tools. Work must be properly secured, using vices, G-clamps, etc. when using tools. All students receive a workshop induction and are shown how to tools, materials and machines correctly. Students will only use tools, materials and machines with adult supervision and if they are consider safe to do so by the Lead DT Teacher.

## **PPE**

The correct PPE must be worn when using tools, materials and machines. Signage must be displayed to inform staff and students that PPE must be worn. Regular checks will be made to check the condition of PPE, replacing it as necessary.

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

All hazardous substances stored and used within Design Technology are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. All SHH are to be stored in the lockable cupboard in the DT room. The correct PPE will be worn when using SHH. Premises Officer is the designated person for ensuring that the COSHH risk assessment file is kept up to date and communicated to relevant staff.

## **First Aid**

There is a list of qualified First Aiders displayed in The Design Technology workshop. In the event of an accident, a first aider should be called immediately. A first aid kit is stored in the Design Technology room. Each First Aider is delegated rooms to be responsible for, ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed. Any required stock items must be reported to the Finance Officer for ordering. A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover after college hours clubs, and all staff members are aware of the arrangements in place.

## **SOS forms**

Copies of individual student SOS forms, including food allergies, are kept in a folder in the Design Technology Cupboard, as well as on Central Resources.

## **Accident and Incident Reporting**

As a special school, accidents and incidents will be reported locally. However, all accidents that require further medical attention/visit to A&E will be reported using the online accident reporting system. The Headteacher/Business Manager will monitor accidents and incidents in order to identify trends and report to the Management Committee.

## **Emergency Provision/Business Continuity**

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of college business and arrangements to contact interested parties i.e. parents and the press. All staff are informed of the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the Business Manager followed by consultation with SLT, staff and Governors approval.

## **Electricity**

All portable electrical equipment within the college is to be tested bi-annually and records of these tests will be held at the school. Private portable electrical equipment must not be

brought into the establishment and used without the appropriate checks. A 5 yearly check of the fixed electrical installation is completed and records kept. Electrical safety is managed by the Business Manager.

### **Fire Safety**

The school's fire emergency plan is displayed in the Design Technology workshop. Fire safety equipment: a fire alarm, a fire exit sign and a fire blanket are stored in the Design Technology workshop. The workbenches and floors will be swept after the use of tools to clear away saw dust. The projector must be off when using the band saw as this can cause a fire. The workshop is regularly checked for trip hazards, particularly near escape routes. Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records. Flammable substances are stored in a locked cupboard.

#### Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Training (in house fire safety awareness training is carried out for all staff).
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

### **Moving and Handling of Customers and the Manual Handling of Inanimate Loads**

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling). Where manual handling or moving and handling tasks are undertaken, the Management Committee will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction. The College Manual Handling Team is responsible for developing and reviewing moving and manual handling risk assessment.

### **Working at height**

Staff should not work at height. However if putting up a display, it is up to you to carry out your own risk assessment and health and safety check. Do not climb on chairs or tables but use proper steps available from the Premises Team. The Premises Officer has been ladder trained. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained.

Organisation of the Health and Safety System at Oak Grove College.

Chairs of Management Committee: Liz Cook, Chrissie Chalmers

Health and Safety Governor on Management Committee: Tony Cooper

Headteacher: Phillip Potter

Business Manager: Sharon Kettlewell

Premises Officer: Tony Coppard

Premises Assistants: Andrew Dean, Robin Seymour

Responsibilities for the management of safety and welfare matters are listed below:

Fire emergency: Sharon Kettlewell

Cleaning/Caretaking duties: Sharon Kettlewell / Premises Team / Ridgcrest Cleaning Contractors

Contractors on site: Sharon Kettlewell, Premises Team

Control of hazardous substances: Premises Team

First Aid: Sharon Kettlewell

Hiring of premises: Sharon Kettlewell

Induction of Staff: Sharon Kettlewell / Will Shand / Gemma Kelly

Security: Sharon Kettlewell / Premises Team

Staff Welfare: Sharon Kettlewell

CPD: Gemma Kelly