



Pear Tree School

Health & Safety Policy for Design and Technology

Revised March 2025

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HEALTH & SAFETY POLICY for DESIGN AND TECHNOLOGY

Introduction

Under the Health & Safety at Work etc Act (1974), it is the duty of an employer to have an up-to-date written statement of health and safety policy, and the Management of Health & Safety at Work Regulations require the arrangements for carrying out that policy to be included, all of which must be brought to the attention of employees. The general policy statement of the employer is often complemented by a policy statement issued for each school under that employer (if more than one) and by policy statements from those departments, such as design and technology, with particular risks. This document is intended to help a school design and technology department construct the third component of such a three-part arrangement. In the case of foundation and voluntary-aided schools, academies and other independent schools and incorporated colleges, it will only be a two-part arrangement because the governing body, proprietor or corporation is the employer. However, a departmental policy should be endorsed by the employer(s) of teaching and technical staff so that it forms part of the employer's health and safety policy. Thus a copy of the policy should be lodged in the school office and, where relevant, another passed to the employer.

The Management of Health and Safety at Work Regulations 1999 require that young persons (persons under the age of 18) are not exposed to increased health and safety risks as a consequence of lack of experience, maturity and awareness of risks.

For the purposes of this policy, the term "D&T room" shall apply to the workshop, the forge, the art studio, the commercial kitchen if children are present and any area where pupils are involved in practical activities which would normally be under the remit of Design and Technology or Art and Design (e.g. batik, use of solvents or chemicals textiles activities, crafting and making, etc), with reference to BS 4163:2021 Health and Safety for Design and Technology in Educational and Similar Establishments – Code of Practice, Section 1, Subsection 1. The policy shall apply in its entirety to all of these areas and any related activities regardless of area.

Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers, technicians, support staff and other 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, 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, good housekeeping and safe practice.
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. The mains electrical supplies in workshops **must** be completely turned off and all doors locked at the end of each teaching session, after the end of the last lesson of the day and on any occasion that the room is left empty, including break times and lunch times. At the end of each teaching session and the end of each day, the mains electrical supplies **must** be completely turned off, machine isolators locked, floors cleared and the room left in a clean and presentable manner and all doors must be locked. **It is the responsibility of the education staff member to ensure that all rooms be left in a safe condition at all times and a safe and clean condition at the end of every session.**
5. Eating meals 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 identified.
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. Pupils **must not** be left unsupervised in any D&T room **at any time**.
8. During practical activities, pupils **must at all times** be supervised by a competent member of staff.
9. All D&T teaching rooms, preparation rooms and stores **must** be locked by staff when not in use for. Pupils **must never** be allowed into preparation rooms and store rooms.
10. Access keys and power keys only to be held by members of the education team.

Teachers / Instructors

1. At the beginning of each term, teachers/instructors **must** make sure that the students understand the rules for working in D&T room [see section 10]. These rules should be referred to and reinforced throughout the term.
2. Teachers/instructors **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 **must** be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. 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/instructors **must** 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 class size or indiscipline, health and safety cannot be maintained during practical work, the work **must** be modified or abandoned.
6. Teachers should ensure that students have been adequately trained to use D&T tools and equipment, with refresher demonstrations given as needed.

Pear Tree School

DESIGN and TECHNOLOGY DEPARTMENT HEALTH & SAFETY POLICY

March 2025

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 and the detailed arrangements for implementing that policy in this school. It should also be read in conjunction with the appropriate legislation and statutory guidance, including:

- **BS4163:2021 Health and Safety for Design and Technology in Educational and Similar Establishments – Code of Practice**
- **The Health and Safety at Work Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**
- **The Control of Substances Hazardous to Health Regulations 2002**
- **The Provision and Use of Workplace Equipment Regulations 1998**
- **The Personal Protective Equipment at Work Regulations 1992**
- **Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013**

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 Co-Ordinator. It is made available to all staff working directly in the department. All staff who come into the workshop or other areas covered by this policy as detailed in the introduction **must** read the document when they first enter these areas. A reference copy is kept in the workshop and is available for consultation by support staff, care staff and for inspection by visiting HSE inspectors, ISI Inspectors, or a representative of the employer. A copy of this document has been lodged in the school office at Toy Top Farm and is available on the company website.

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 education staff and other support staff who work in the department:**

- 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 in their entirety and without exception, 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, Pear Tree Projects, 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 within the D&T department to the D&T Coordinator who has the particular function of maintaining this policy document.

This policy is reviewed annually during the Autumn term and at other times as deemed appropriate.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the D&T Coordinator with the assistance of subject specialists. 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. There is also a copy in the main office at Toy Top Farm and The Manor and a digital copy on the company website.

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. Auditing of health and safety within areas covered by this policy as detailed within the introduction will be conducted by the Health and Safety Co-Ordinator in line with relevant statutory guidance and legislation and following CLEAPSS G79 – Auditing Health and Safety in Design and Technology & Art and Design Departments. Records of monitoring are kept by the Health and Safety Co-Ordinator.

4. Training policy

The persons with the task of seeing that training is provided is the Training Manager and the D&T Co-Ordinator.

Generally, this department follows guidance in *BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of practice* (page 7 section 4.6) in respect of the training needs of staff. Staff should not use any tool, item of equipment or machine if they have not received training to do so.

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

Health & safety aspects in the workshop	The D&T Coordinator / Training Manager / Health and Safety Co-Ordinator
Immediate remedial measures and other emergency procedures	The D&T Coordinator / Training Manager / Health and Safety Co-Ordinator
Health and safety of non-D&T teachers using specialist D&T rooms	The D&T Coordinator / Training Manager / Health and Safety Co-Ordinator
Manual handling for all relevant staff	The Training Manager
Update training (covering new or changed regulations, new equipment etc)	The D&T Coordinator / Training Manager / Health and Safety Co-Ordinator

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

5. Risk assessments

Every employer is required under various regulations¹ 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. Where appropriate, these should be adapted to suit the individual requirements, printed and filed by the Health and Safety Officer.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments.

CLEAPSS² 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 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of Practice*

CLEAPSS G79: *Auditing Health & Safety in Design and Technology & Art and Design Departments*

Whenever a new course or project is adopted or developed, all activities (including preparation and clearing-up work) should be considered against the model risk assessments and significant findings are incorporated into texts in daily use, ie, the scheme of work / set of lesson plans / syllabus. See section 10 for the member of staff with the task of overseeing this process³.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment **must** be produced by teacher/instructor intending to undertake the activity and approved by the Design and Technology Coordinator, following the employer's instructions **before** the activity can take place. 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.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

¹ 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.

² 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.

³ 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*.

6. Equipment and resources

6.1 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 Health and Safety Co-Ordinator has the function of seeing that this happens within the D&T department. This work will be carried out by a competent person using a proper earth-bonding and insulation test set. Completed schedules are kept by the Health and Safety Co-Ordinator and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

Any items not belonging to the workshop or Pear Tree should not be used for any reason or purpose until they have been inspected and PAT tested by the appropriate person.

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

All users should be 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. The checks should include the condition of the plug, the cable, the casing, moving parts, any connections or switches and the general condition. Any defects should be brought to the attention of the member of staff and in turn to the D&T Co-ordinator and the item removed from use and stored securely until remedial action or replacement can be undertaken. The item should not be used until remedial action or replacement has been undertaken and the item tested for safety by the appropriate person.

6.2 Pressure vessels

Air receivers of air compressors, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. In accordance with this employer's Code of Practice, for pressure cookers and model steam engines, the appropriate written scheme of examination is selected from CLEAPSS Guide L214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, certified by the Head of D&T and used by the competent person (see section 10) to carry out the examination. Records of examinations are kept in the *Safety Check File*.

6.3 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, **must** be treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly.

Equipment restricted to those users who have received appropriate training (see section 4, *Training Policy*) is listed here and labelled accordingly.

Narrow Band Saw, Chop Saw, Circular Saw, Wood Lathe, Pillar Drill, Morticer, Combination Sander, Belt Sander, Power Router, Scroll Saw, Horizontal Grinder, SMAW Welder, GMAW Welder, Biscuit Jointer, Power Drill (Mains and Battery), Angle Grinder, Orbital Sander

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

6.4 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.

6.5 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 power tool or machine.** Eye protection **must** be used for any other operation where the risk assessment shows it is required. Goggles are provided to be worn over prescription spectacles. Aprons are supplied by the employer.

The employer expects eye protection to be available for students, staff and visitors. Goggles are provided for general use and whenever the risk assessment requires them.

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.6 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 to consult 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 the Design and Technology Coordinator / the Health and Safety Coordinator.

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 will always use two people, one to hold open the door, the other to carry the items, or 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. These doors must be returned to their closed position as soon as the manual handling operation is completed, and any procedures which may carry a fire risk must not be performed during the operation.

Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Health and Safety Officer.

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. 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. Step ladders should be regularly inspected and **must only** be used by staff. Step ladders **must** be secured or footed by a second person when used against a wall. Where staff 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, preparation and storage rooms will be controlled and restricted to comply with the *Management of Health & Safety at Work Regulations*. All teaching rooms / preparation rooms /

store rooms **must** be kept locked at all times except when in use. It is the **express responsibility** of the staff member leaving such a room to see that the room is empty, any services [power, gas, etc] are locked off, any lockable machine isolators are locked safe and that all doors are locked. **No person** is allowed to be in a D&T room without supervision by a teacher/instructor or other competent member of staff, familiar with the departmental safety procedures.

Any hazardous items, substances or materials **must** be kept securely stored at all times and any flammable or hazardous substances **must** be kept locked in an appropriate COSHH cupboard at all times in line with COSHH regulations.

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 should 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 procedures in case of major fires. All D&T staff are 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 Health and Safety Co-Ordinator. 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 support staff.

Major spills are those involving the escape of toxic or noxious 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. See section 4 for the name of the staff member currently with this function.

8.3 Injury

D&T staff will follow the normal school procedures in cases that require first aid. D&T staff and support staff are trained to carry out immediate first aid, after accidents which occur in design and technology. First aid training is arranged and monitored by the Training Manager and records are kept at the Head Office.

8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft should be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident should be reported to the D&T Coordinator and a report form should be completed on Pear Tree Connect as quickly as possible (within 24 hours where possible).

9. Design and technology room rules for students

The rules for students during D&T lessons are as follows.

Rules for Working in Design & Technology Rooms

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!** Report any accident, spillage or breakage to your teacher.

1. Only enter a D&T room when told to do so by a teacher/instructor. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way.
2. Always maintain a clear working area. Return all tools to the tool rack after use. Return unused materials to the store area and scrap materials to the scrap bin. Clean as you go.
3. 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.
4. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection.
5. When using naked flames (eg, gas torches in workshops, the solid fuel forge), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
6. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
7. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
8. If you are scalded, burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher. Also report any cuts or abrasions.
10. Report all spillage of any substance to your teacher.

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts updated on: September 2022	
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
Design and Technology Consultant	Jeff Knox 0191 416 6095 / 07940 56231
Overseeing health and safety	Stephen Douglas 01748 835 372 / 07800 991 495
Overseeing health and safety in the D&T department	Stephen Douglas 01748 835 372 / 07800 991 495
D&T department health & safety officer	Stephen Douglas 01748 835 372 / 07800 991 495
Various training functions	Paul Glynn 07528 368 291
Subject specialist for consultation over health & safety matters in resistant materials	Philip Tebbs 01642 964500 / 07817 994764
Subject specialist for consultation over health & safety matters in food technology	Fiona Corner 01325 316729 / 07970 711413
Subject specialist for consultation over health & safety matters in textiles.	Fiona Corner 01325 316729 / 07970 711413 Philip Tebbs 01642 964500 / 07817 994764
Subject specialist for consultation over health & safety matters in systems and control	Philip Tebbs 01642 964500 / 07817 994764
Overseeing the checking of activities against the model risk assessments and recording significant findings	Philip Tebbs 01642 964500 / 07817 994764
Detailed checking of activities is further delegated to individual teaching staff	
The person responsible for electrical inspection and testing in D&T areas	Stephen Douglas 01748 835 372 / 07800 991 495
The person in charge of manual handling	Stephen Douglas 01748 835 372 / 07800 991 495
The person trained to examine pressure cookers and model steam engines	n.a.

Emergency contacts

Emergency advice	CLEAPSS 01895 251496
<i>Serious accident:</i> Ambulance service	[999] / [9-999]
<i>Serious accident:</i> School first-aiders	All staff trained in First Aid
<i>Serious accident:</i> School health & safety officer	Stephen Douglas 01748 835 372 / 07800 991 495
[<i>Serious accident:</i> Employer's health & safety officer	Stephen Douglas 01748 835 372 / 07800 991 495
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	[999] / [9-999]