



**The Westminster  
School**

*Safe, Happy and learning Together*

[www.thewestminsterschool.co.uk](http://www.thewestminsterschool.co.uk)

# 2023-24

# DT Health & Safety Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	<b>13/06/2024</b>
Signed by Chair of Governors:	<i>P. A. Evans</i>
Head Teacher:	<b>O M Flowers</b>
Lead Personnel:	<b>A Gibson/K Howard</b>
Date of Review:	<b>13/06/2025</b>

### **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 during Health and Safety Walks and the inspections are recorded.

The workshop is to be kept clean, tidy and free from sawdust and hazardous obstacles, including coats and bags. 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 immediately. 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. DT 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 use tools, materials and machines correctly. Students will only use tools, materials and machines with adult supervision and if they are considered safe to do so by the DT Teacher.

### **Tools**

Tools will be stored in a lockable cupboard and will 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 use tools, materials and machines correctly. Students will only use tools, materials and machines with adult supervision and if they are considered safe to do so by the 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

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PPE will be worn when using SHH. All COSHH risk assessments are kept on the H&S Hub on SharePoint which is available to all staff.

### **First Aid**

There is a list of qualified First Aiders displayed in all classrooms. In the event of an accident, a first aider should be called immediately.

### **Accident and Incident Reporting**

All Accidents and Incidents will be reported via the A&I forms on Form Central. The HR Manager will monitor accidents and incidents in order to identify trends and report to the Governors Resources Committee.

### **Electricity**

All portable electrical equipment within the school and is tested on a rolling programme and records of these tests will be held by Mitie FM. Private portable electrical equipment must not be brought into school.

### **Fire Safety**

The school's fire emergency plan is displayed in all classrooms. 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 sawdust. 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.

### **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. All staff are required to complete manual handling training.

### **Working at Height**

Staff should not work at height. However if putting up a display, staff must carry out a dynamic risk assessment and health and safety check. Do not climb on chairs or tables but use proper steps available from the Mitie FM. There is a Working at Height Risk Assessment in place.

### **Related Policies**

Health and Safety policy

First Aid policy

Fire Plan