

## Policy and Practice Guidance

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| <b>Title:</b>   | <b>Design and Technology</b>   |
| <b>Purpose:</b> | To ensure safe teaching and learning in Design and Technology lessons in Primary and Secondary schools |
|                 | <b>Education Department Health and Safety Operational Policy</b>                                       |
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### 1. POLICY

Design and Technology is a compulsory part of the Key Stage 1, 2 and 3 Jersey Curriculum. At Key Stage 4 Design and technology is no longer a compulsory subject however pupils have an entitlement to be able to study a subject in this curriculum area.

The Jersey Curriculum for Design and Technology aims to ensure that all pupils:

- Develop the creative, technical and practical expertise needed to perform everyday tasks confidently and to participate successfully in an increasingly technological world
- Build and apply a repertoire of knowledge, understanding and skills in order to design and make high-quality prototypes and products for a wide range of users
- Critique, evaluate and test their ideas and products and the work of others
- Understand and apply the principles of nutrition and learn how to cook

Good design and technology teaching and learning involves a significant amount of practical work. It is of utmost importance that due regard is paid to the safe delivery of the Design and Technology curriculum.

The **Education Department** has adopted the **guidance** provided by CLEAPSS and the Design and Technology Association (DATA) as the recognised standards for Health and Safety in Design and Technology. The Department will however retain the decision process and where applicable modify the guidance to meet local needs or interpretations.

The CLEAPSS Guidance provided in G265 ‘Model Health and Safety Codes of practice in D&T for Local Authorities and other School and College Employers’ is to be used as the main source of reference and advice on safety matters by staff teaching Design and Technology in the **Education Department**. This guidance document provides model codes of practice for Design and Technology in both Primary and Secondary schools. For Primary schools CLEAPSS document G265 references the Association for Science Education ASE booklet ‘Be Safe! Health and Safety in primary school science and technology’ which should also be adopted. All CLEAPSS material is available electronically from their website [www.cleapss.org.uk](http://www.cleapss.org.uk). The required user name and password for this site is published in the termly newsletter which is circulated to schools. The **Education Department** pays a yearly subscription to CLEAPSS for this support and guidance for all schools and colleges.

Additionally, the **Education Department** requires schools to follow the specific guidance as provided in BS 4163:2007 ‘Health and Safety for Design and Technology in schools and similar establishments – Code of Practice’. This document is of particular relevance to secondary schools and colleges but elements are of use in Primary settings, for instance guidance on the use of hand tools and glue guns.

The **Education Department** will provide training to secondary school Design and Technology departments to ensure all staff have current certification to enable them to use appropriate equipment safely. This training will be provided in line with DATA recommendations.

Design and Technology must only be taught by appropriate teachers or responsible adults who would be deemed competent to do so by virtue of their qualification, knowledge and experience.

## 2. RISK ASSESSMENT(S)

Risk assessments addressing all 'significant' risk shall be undertaken as appropriate and these should refer to 'safe systems of work' in place and will include details relating to:

- the use of apparatus and any other equipment, including personal protective equipment
- manual handling of equipment / apparatus
- safe use of machines and tools by teachers and pupils for demonstration design and build purposes
- indoor physical environment especially when the space has other uses e.g. as a dining hall or normal classroom
- outdoor physical environment including the effects of inclement weather / exposure to sun
- specific on and off site Design and Technology activities, including transport arrangements
- minimum qualification levels required of teaching staff and the use and training of non-specialist teachers
- supervision arrangements
- use of supply teacher cover
- use of volunteers
- age, physical capability and behaviour of pupils
- teaching group size
- non-participation by pupils
- special medical needs of pupils e.g. asthma
- dress code, including footwear, jewellery and long hair
- potential risks to new or expectant mothers

Additional guidance may be sought direct from CLEAPSS/DATA in the event of a 'non-routine' teaching practice being planned or undertaken.

An assessment of first aid arrangements must be made and measures put into place to ensure suitable provision is made. This should include off-site provision.

## 3. RESPONSIBILITIES OF HEADTEACHERS AND HEADS OF SERVICE

Heads are responsible for ensuring that:

All teachers who teach Design and Technology shall have access to a copy of the most up to date **CLEAPSS** guidance (see paragraph 6 below).

All teachers who teach Design and Technology shall have access to a copy of the most up to date **DATA** guidance (see paragraph 6 below).

All Primary school teachers who teach Design and Technology shall have access to a copy of the most up to date **ASE** guidance – 'Be Safe' (see paragraph 6 below).

Staff shall receive the appropriate training, instruction, information, supervision and guidance.

'Safe systems of work' are in place including undertaking regular inspections of the working/technicians preparation and teaching environment and equipment.

The workplace is a safe environment for all users: pupils, students, staff, cleaners and contractors.

That a 'structured and systematic' internal review of the Design and Technology Department/Faculty 'safe systems of work' is undertaken by the College/Schools Management.

'Suitable and sufficient' risk assessments have been undertaken identifying all 'significant' hazardous teaching undertakings and that risk assessments are directly 'linked' to the lesson planning process as deemed appropriate. Hazards relating to Hazardous substances shall be included within the scope of the risk assessment if required (COSHH). In addition, 'suitable and sufficient' measures are in place to control the identified risks to health and safety to an 'acceptable' level covering all relevant persons.

The First Aid risk assessment shall take into account the special risks inherent in the provision of the Design & Technology curriculum and competent qualified persons shall be readily available with 'suitable and sufficient' resources.

Accidents are properly recorded and investigated as required, including those within the Technicians preparation areas and any 'off-site' locations.

The equipment and environment are maintained, inspected and tested to the appropriate standards including the elimination or control of hazards 'so far as is reasonable practicable'. Specific reference shall be made to control of the working environment including LEV testing and maintenance, lighting. In addition, hazard related signage complies with COSHH regulations as identified in the Risk assessment process and H&S guidelines for machine use; including setting, cleaning etc are enacted. All practical workshop spaces shall be well maintained and good standards of 'housekeeping' displayed

The required and stipulated standards are enacted and adhered to and all applicable Education Department, College, Schools, Policies and procedures complied with.

#### **4. RESPONSIBILITIES OF STAFF**

The School Senior Leadership Team (SLT) and specifically the Departmental/Faculty Heads are responsible for complying with the Education Department and College/Schools standards and procedures, including the reporting of deficiencies or non-compliances to the appropriate person for remedial action as soon as possible.

Staff are responsible for informing their line manager immediately in the case of accident and/or emergency in compliance with College/School and/or Education Department policy. All D&T Departments shall develop a 'suitable and sufficient' Emergency Management Plan (EMP), interfaced with the overarching EMP of the College/School

Staff are responsible for complying with the standards and with local procedures and reporting deficiencies to the appropriate person for remedial action as soon as possible.

#### **5. SOURCES OF ADVICE AND ASSISTANCE**

**The Education Health and Safety Consultant can be contacted via the Department's Head of Governance or appointed deputy.**

- General advice and assistance on health and safety issues including risk assessment training and the provision of model risk assessments
- Training from CLEAPSS and DATA can be requested through **the Department.**

#### **6. FURTHER INFORMATION**

- G265 Model Health and Safety Codes of Practice in Science for Local Authorities CLEAPSS September 2011 [www.cleapss.org.uk](http://www.cleapss.org.uk)  
DL260 is an electronic version of the above document which can be amended for use by individual schools.
- Be Safe health and safety in school science and technology for teachers of 3- to 12-year-olds. Fourth edition 2012 ASE The Association for Science education ISBN: 978 0 86357 426 9 [www.ase.org.uk](http://www.ase.org.uk)

- BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice British Standards and DATA [www.bsi-global.com](http://www.bsi-global.com) and [www.data.org.uk](http://www.data.org.uk)
- Local Exhaust Ventilation in Design & Technology L225. March 2003 CLEAPSS publication
- Building Bulletin 81: Design & Technology Accommodation in Secondary Schools -DfES

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