

Ormiston Academies Trust

## Ormiston NEW Academy Art, design, and technology policy

### Policy version control

Policy type	Mandatory
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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	<ul style="list-style-type: none"> <li>▪ Changes made to align with reporting on iAM Compliant and to enforce the requirement to review and sign off risk assessments</li> <li>▪ Please review <a href="#">Design and Technology (sharepoint.com)</a> site on OATnet for guidance and procedures referred to within this policy</li> </ul>

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## 1. Introduction and context

- 1.1. The management of health and safety within the art, design and technology departments is crucial to minimise the risk to employees, pupils, and others. Within the academy environment, there are particularly high risks including the use of machinery and equipment, exposure to chemicals and dust.
- 1.2. The management and maintenance of all chemicals, equipment and machinery used within all classrooms, storage areas and preparatory rooms must be carried out in conjunction with this policy and associated guidance and procedures to minimise any risks associated.
- 1.3. To ensure that any risk is minimised to as low as reasonably practicable, processes are adopted to ensure that safety matters, preventative maintenance and emergency procedures arrangements are implemented.
- 1.4. The Art, design, & technology policy defines Ormiston Academies Trusts standards and procedures for management of all safety requirement specified are mandatory unless stated otherwise. Employee cooperation in maintaining a safe working environment is essential and any queries on matter arising because of local implementation, should be referred to academy safety officers or the OAT health & safety officer in the first instance.
- 1.5. The outcome of the Art, design, & technology policy is that adequate arrangements are made to protect pupils, staff and other individuals working on, or visiting the premises, by minimising the risks to reduce the likelihood of accidents, incident, and ill health.

## 2. Scope

- 2.1. The policy applies to all academy premises within Ormiston Academies Trust and all staff, volunteers, pupils, contractors, and visitors.
- 2.2. This policy is inclusive of all D&T departments including resistant materials, textiles, food, art and design and construction and health & beauty.
- 2.3. The Art, design, & technology policy should be read and used in conjunction with the following associated documents located in the Premises Handbook – Design and Technology & Art and Design. Summary guidelines for staff:
  - Pupils' rules
  - PPE
  - Waste Disposal
  - Health Surveillance

## 3. Roles & responsibilities

- 3.1. The academy principal is responsible for employees, visitors and pupils on site and must:

- 3.1.1. Be familiar with this policy by periodic reference to it and communicate with other members of staff, in promoting health and safety within all departments.
- 3.1.2. Delegate responsibility to a heads of department to ensure that:
  - Risk assessments are carried out.
  - Control measures are implemented.
  - COSHH assessments are carried out for any hazardous substances.
  - Employees who require health surveillance are reviewed on a regular basis.
  - All employees are adequately trained and competent to use machinery and/or equipment.
  - Suitable PPE is readily available, maintained and stored correctly.
  - Suitable first aid provision is in place.

## 4. Policy statement

### 4.1 Legislation

- 4.1.1. Ormiston Academies Trust recognises that the following legislation is relevant within the Art, Design & Technology Departments. All legislation is defined within the legal register.
  - Health & Safety at Work etc. Act 1974
  - Management of Health & Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health 2002
  - Personal Protective Equipment at Work 1992
  - Noise at Work Regulations 1992
  - Manual Handling Operations Regulations 1992
  - Provision and Use of Work Equipment Regulations 1998
  - Electricity at Work Regulations 1989

### 4.2 OAT general H&S policies and procedures

- 4.2.1. The general Health & Safety policy, Statement of intent and the policy of Health & Safety Roles & Responsibilities and Organisation and Arrangements acts as the overarching Health and Safety Policy.
- 4.2.2. All procedures as part of the overarching policy should be adopted to form part of this policy and can be found within the premises handbook.

## 5. D&T specific

### 5.1 Risk assessment

- 5.1.1. Art, design & technology risk assessment covers hazards and controls involved in activities that take place.
- 5.1.2. Due to the impracticability for risk assessments to be created for every activity a general risk assessment is created which should be adapted accordingly with local control measures.

- 5.1.3. For any new task/activity or one not listed on the general risk assessment which requires specific set of controls or highlights are higher risk, a task specific risk assessment is completed.
- 5.1.4. A copy of the Art, design & technology risk assessment and subsequent departmental risk assessment can be found on OATnet.
- 5.1.5. All departments to ensure the use of the MRAT (model risk assessment) of the CLEAPSS website. Links to these can be found in the relevant handbook.
- 5.1.6. All Risk Assessments must be read, checked, and signed off by all teaching staff

## 5.2 COSHH DSEAR

- 5.2.1. Each hazardous substance (highly flammable, highly combustible, toxic, corrosive should be kept apart from substances presenting different types of hazards.
- 5.2.2. Substances (such as sawdust) which are 'highly combustible' will not have a hazard warning label but still need to be stored carefully when disposing.
- 5.2.3. Materials labelled highly flammable should be stored in locked metal fire resistant cupboards. Such cupboards are normally yellow in colour and carry a highly flammable symbol. Only materials labelled highly flammable should be stored in the cupboard.
- 5.2.4. COSHH assessment should define long term exposure limits (LTEL) which are those levels average over an 8-hour period, and short-term exposure limits (STEL) which are the levels average over a 15-minute time period.
- 5.2.5. Substances in the air become hazardous only when the body's natural defenses are inadequate. The concentration of the substance in the air which problems begin is referred to as the 'threshold level'.
- 5.2.6. COSHH assessment should be used to decide whether control measures are required in academy technology areas, this is assuming that the normal ventilation system (windows) can achieve at least three air changes per hour.
- 5.2.7. Where there is inadequate natural ventilation, ventilation fans are provided with consideration to noise.

## 5.3 Local exhaust ventilation

- 5.3.1. The Control of Substances Hazardous to Health Regulations (COSHH) require testing of local exhaust ventilation equipment (LEV) (dust extraction and fume extraction from heat treatment areas) every 14 months.
- 5.3.2. Records for LEV must be kept and made readily available to all employee and/or employee representatives or HSE inspectors.

## 5.4 Pressure vessels

- 5.4.1. Air receivers of air compressors, pressure cookers and any other steam generated equipment need periodic inspection under the Pressure Systems Safety Regulations (PSSR). The frequency of inspection will be dependent on the detail in the written scheme.
- 5.4.2. PSSR applies to pressure systems containing what the regulation term as 'relevant fluid'. These fluids include steam at any pressure, gases which exert pressure in excess of 0.5 bar above atmospheric pressure and any liquid kept at temperatures which would generate a vapor pressure greater than 0.5 bar (water above 110°C).
- 5.4.3. A competent person must carry out examination on all parts of pressure system included in the written scheme at intervals specified.
- 5.4.4. If a new pressure vessel is installed, an examination will be required before a pressure system is used for the first time.
- 5.4.5. Considerations must be made for buildings under the ownership of the academy e.g. outdoor centers.

## 5.5 Equipment safety

- 5.5.1. Any employees selecting equipment to purchase will ensure that it is safe and suitable for the intended purpose and complies with Provision and Use of Work Equipment Regulations.
- 5.5.2. Equipment should be restricted to those who have received adequate training.
- 5.5.3. Sharps must be managed to ensure that users aren't at additional risks. A safety discussion must be completed on safe use of sharps but also correct First Aid measures need to be considered.
- 5.5.4. Any equipment which has a hazardous defect should be reported immediately and use of the equipment should be stopped.

## 5.6 Use of guards

- 5.6.1. All employees in the department must always use all guards and other safety devices on machines and other equipment.

## 5.7 Personal protective equipment

- 5.7.1. Personal protective equipment should be made available to all users. This includes but not limited to eye protection, gloves, overalls, and aprons for employees where the risk assessment requires them.
- 5.7.2. Eye protection must be worn by all employees and pupils when using any machine or when soldering using soldering irons.
- 5.7.3. Eye protection should be used for any other operation where the risk assessment shows it is required.
- 5.7.4. Considerations should be in place for those who require prescription safety spectacles with the costs being charged to OAT as it is a safety feature.
- 5.7.5. Overall coats and aprons are laundered effectively.

- 5.7.6. OAT expects eye protection to be available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.
- 5.7.7. Goggles or face shields are provided for chemical splash and worn whenever there's a risk to eyes.
- 5.7.8. Respiratory protective equipment should be used only where no other control measure is feasible.
- 5.7.9. RPE may be needed in D&T although LEV will deal with the great majority of instances where staff and pupils need to be protected from hazardous fumes and dusts.
- 5.7.10. RPE will be required for those who service and empty LEV.
- 5.7.11. Where there is significant risk to health, additional PPE needs to be considered such as FFP3 masks for control of dust. This is defined within each risk assessment.

## 5.8 Disposal of waste

- 5.8.1. Waste chemicals and equipment are disposed of in an environmentally responsible manor in accordance with relevant legislation. Chemical disposal should be followed using associated COSHH assessments.

## 5.9 Security

- 5.9.1. Access to D&T teaching and preparation rooms will be controlled.
- 5.9.2. All teaching rooms, preparation rooms and storerooms are to be kept locked at all times except when in use.
- 5.9.3. It is the responsibility of the staff member leaving a room to see the room is empty and that the door is locked.
- 5.9.4. No class/student is allowed to work in a D&T room without supervision by a qualified D&T teacher or someone who is familiar with the departmental safety procedures.
- 5.9.5. Any non-D&T members of staff who have to supervise any class in a D&T room will receive brief training in the department's safety rules.

## 5.10 Maintenance of equipment

- 5.10.1. When maintenance is carried out machines must be isolated from the power supply and the fuses removed so the isolator is locked off.
- 5.10.2. A notice stating that the machine is under maintenance should be attached to this machine.
- 5.10.3. A risk assessment of the hazards involving in the task should be carried out before the work is started.

## 5.11 Spillages

- 5.11.1. 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 are dealt with by teachers or technical staff using a 'spill kit'. Major spills are those involving escape of toxic gases and vapors or of flammable

gases are vapors in significant concentrations. Staff should be trained in the appropriate procedures which may involve calling Fire and Rescue Services.

## 5.12 Accidents and incidents

- 5.12.1. D&T staff will follow the normal school procedures in cases that require first aid. D&T staff are trained to carry out immediate remedial measure while waiting for first aiders, after accidents which occur in D&T.
- 5.12.2. Injuries or suspected injuries to a pupil or member of staff, dangerous occurrences and instances of damage or theft will be reported using iAM compliant incident reporting. The OAT H&S team will offer guidance and support with RIDDOR.

## 5.13 Health surveillance

- 5.13.1 Any new employee who will have regular exposure to wood dust must complete an initial health surveillance questionnaire which can be found her [Health Surveillance \(sharepoint.com\)](#)
- 5.13.2 The health surveillance questionnaire must be repeated after 6 weeks.
- 5.13.3 If the questionnaire highlights any health concerns the employee must be referred to Occupational Health via HR
- 5.13.4 Academies must ensure that employees are regularly screened by Occupational Health for exposure to wood dust. This is mandatory regardless of if an employee shows signs or symptoms or not.
- 5.13.5 Individual health records are to be kept whilst employed by OAT and then given to the employee when leaving. Individual health records are to be kept with HR.
- 5.13.6 Any health surveillance reports must be documented within the Health & Safety Committee.

## 5.14 Training

- 5.14.1. Training should be provided to anyone involved within Art, Design & Technology Department and information can be found within the training matrix in [Training \(sharepoint.com\)](#)
- 5.14.2. Design & Technology Association are the recommended provider for H&S training.
- 5.14.3. Academies should use the initial analysis for Design and Technology H&S training document to highlight areas where training is required which can be found here [Design and Technology \(sharepoint.com\)](#)
- 5.14.4. Following analysis for training, the provider should be contacted, and arrangements made. Information on Design and Technology Association and training requirements can be found in the Design and Technology sections of the premises handbook.



## 6. Related documents

- 6.1. The Art, design & technology policy has due regard to statutory and government guidance including the following:
- CLEAPSS – Design & Technology

## 7. Monitoring and review

- 7.1. This policy will be reviewed annually by OAT head office, any changes made to this policy will be communicated to all members of staff.
- 7.2. All members of staff are required to familiarise themselves with this policy as part of their H&S induction.