



# **St. John' Angell Town C of E Primary School**

## **POLICY STATEMENT**

### **- DESIGN AND TECHNOLOGY POLICY -**

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- "Learning to make the world a better place"

<b>Reviewed</b>	<b>Spring 2016</b>
<b>Next Review</b>	<b>Autumn 2018</b>

# DESIGN & TECHNOLOGY POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the subject of safety in Design and Technology and the arrangements by which this is brought about.

However, this policy focuses on the areas in which design and technology tasks and activities take place, whilst other policies will address similar issues that cover the whole establishment.

## RESPONSIBLE PERSON: Headteacher

The primary function of the named person is to assess the general risks related to design and technology activities as required under current legislation and through appropriate codes of practice and guidance from relevant professional bodies and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

Due to the wide range of issues that may be associated with the tasks and activities in design and technology, it is an important function of the above named person to ensure that the arrangements in place are complimentary to those arrangements in place under all other policies. To avoid any possible misunderstandings over the lines and levels of responsibilities, the above named person is expected to work closely with and to be supportive of those persons charged with carrying out the requirements of establishment-wide policies. This is particularly important regarding risk assessments and monitoring procedures.

## The Policy:

- To have and maintain a safe and effective area (or areas) in which all design and technology tasks and activities can take place.
- To ensure that those members of staff involved in the delivery of the design and technology curriculum are fully and appropriately trained to those standards laid down in approved codes of practice.
- To control the design and technology class sizes to a level that does not impose additional health and safety risks.
- To provide sufficient levels of supervision in design and technology classes commensurate with the numbers of pupils being taught, the nature of the equipment and materials used and the types of tasks and activities taking place.
- To provide training and instruction to pupils on matters that may affect their health and safety whilst in the design and technology areas, including personal hygiene.

## The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- Membership of at least one recognised professional body associated with design and technology.
- A risk assessment system that covers the evaluation of both general risks and the more specific risks associated with certain tasks and activities in design and technology, many of which may come under specific sets of regulations. These include:
  - Use of machinery and equipment
  - Use of personal protective equipment
  - Use of hazardous and dangerous substances
  - Exposure to hazardous substances
  - Provisions and arrangements for first aid and trained personnel
  - Fire hazards and precautions
  - Manual handling operations
  - Exposure to noise
  - Use of display screen equipment
- Pre-check lists for use prior to carrying out a particular task or activity.

- Controls over who is authorised to enter design and technology areas and who is not.
- Procedures for the instruction of pupils in the use of any potentially hazardous or dangerous tools, equipment, substances or materials prior to use.
- Provision of an adequate wash facilities and appropriate cleansing materials.

### **Responsibilities:**

All staff have the following responsibilities:

- To ensure all DT areas are kept and maintained to the standards laid down.
- To ensure that they do not use the facilities and equipment provided unless authorised to do so.

### **Training:**

The following training will be undertaken by the organisation:

- All DT teaching staff, supervisors, additional helpers etc to be trained in accordance to DATA standards.
- All DT teaching staff and supervisors to be trained in emergency first aid as a minimum. Full first aid training will be encouraged.
- Where relevant, DT teaching staff and supervisors to be trained and certificated on the use of specific items of equipment. These are listed in the DATA health and safety training standards document which forms part of the overall training plan for all staff in the establishment.