



## Design Technology

### RAISE-AP

Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
Lack of supervision, inexperience of pupils leading to accidents.	Pupils Staff	<p>Group sizes appropriate for the room size, pupil-to-staff ratios, nature of the activity, pupil age and ability.</p> <p>Behavioural expectations explained to pupils prior to activity.</p> <p>Risks explained to pupils prior to activity.</p> <p>Pupils and staff provided with appropriate PPE where necessary (goggles, aprons, gloves, ear defenders etc.)</p> <p>A suitable first aid provision is made for all lessons, and first aid kits are stocked appropriately for the hazards.</p>		
Slips, Trips, Falls	Pupils Staff	<p>Working area kept free of trip hazards such as bags and coats.</p> <p>Spillages are immediately cleaned.</p> <p>Work areas and classrooms kept tidy and well organised.</p> <p>When not in use, chairs/stools will be removed from the work area.</p>		
Equipment, tools, machinery,	Pupils Staff	<p>Priority is given to safety when selecting equipment, ensuring it is fitted with appropriate guards, emergency stops, and minimal exposed moving parts.</p> <p>All equipment visually inspected prior to use.</p>		

<p>electrical outlets Electrocution, fire hazards, mechanical faults</p>	<p>All electrical equipment PAT tested and/or Visually inspected on a regular basis, with records kept, in line with <a href="#">HSG107</a> (Table 1)</p> <p>Staff are trained to use all equipment and instruct pupils prior to lessons.</p> <p>Pupils are instructed not to run or play with tools and equipment.</p> <p>Damaged electrical sockets (cracking, scorch marks, loose fittings, blockages) are not to be used, and should be reported to SLT.</p> <p>Pupils informed of electrical safety (no wet hands, no inserting in to sockets, turn off after use etc.)</p>		
<p>General storage Slips trips and falls, manual handling injuries, falls from height.</p>	<p>Pupils</p> <p>Staff</p> <p>All equipment and substances stored appropriately, and in line with manufacturers guidance.</p> <p>All equipment is accounted for at the end of each lesson.</p> <p>Heavy equipment stored at an appropriate height.</p> <p>If using a step-ladder, always maintain three points of contact.</p> <p>Rags/fabric cuttings/polyurethane foam etc. should not be allowed to accumulate or be stored near ignition sources.</p>		
<p>COSHH Allergies, burns and scalds, fire hazards, ingestion, inhalation</p>	<p>Pupils</p> <p>Staff</p> <p>Flammable substances stored in a lockable fire resistant metal cabinet wherever possible, or a lockable cupboard, free of ignition sources and oxidising substances.</p> <p>Hazardous substances used in Art and DT recorded on central COSHH register. COSHH assessments completed for hazardous substances.</p>		

		<p>All hazardous substances used in line with manufacturer's guidance.</p> <p>Wherever possible, low risk paints, glues, pens etc. will be used.</p> <p>Food is not to be consumed in Art or DT spaces.</p> <p>Staff aware of all allergies in group.</p> <p>Staff aware of signs of undiagnosed allergies.</p>		
Cookery, Food Prep, Kitchens  Slips trips and falls, cuts, allergies, food poisoning, burns and scalds	Pupils  Staff	<p>Staff instructed in good hygiene practices.</p> <p>Pupils informed of risk such as sharps, hot surfaces and cross contamination.</p> <p>Pupils shown good hygiene practices at the beginning of lessons.</p> <p>All equipment used is age appropriate. Pupils shown how to use all equipment safely.</p> <p>Sharps are stored in a lockable cupboard and accounted for at the end of the lesson.</p> <p>Pupils informed not to leave sharps in the bowl when washing up.</p> <p>Equipment with "concealed" sharp edges such as blenders to be assembled/dismantled/cleaned by staff.</p> <p>Staff aware of allergies and sensitivities of pupils in the class. Staff aware of signs of an allergic reaction to undiagnosed allergens. Allergy medications easily accessible during cookery lessons.</p> <p>Cross contamination avoided using coloured chopping boards and cleaning of utensils/equipment between uses.</p>		

		<p>Long hair tied back.</p> <p>Pupils supervised at all times</p> <p>Oven gloves to be used when putting trays in and out of the oven and when handling pot handles etc.</p> <p>Pupils only to use hobs/cookers if height appropriate. They should not have to tiptoe or stretch to reach pots &amp; pans, and they should be below head height.</p> <p>Oven doors left closed while not taking food in/out.</p>		
Using fixatives, glues and adhesives.  Allergies, inhalation, skin gluing, burns,	Pupils  Staff	<p>Pupils instructed in quantities of glues to be used.</p> <p>Water based, non-toxic glues to be used, never use solvent-based glues with children.</p> <p>No superglue to be used with pupils.</p> <p>Spray adhesives and fixatives used by staff members</p> <p>Aerosols used in well-ventilated spaces.</p> <p>Staff understand first aid actions for skin/eye contamination and indigestion for different substances.</p> <p>Glues containing fungicides should not be used by pupils.</p> <p>Glue guns used by young children should be low-melt only.</p> <p>All pupils should be supervised while using glue guns.</p>		
Using scissors/pliers and cutting tools  Cuts, pinching	Pupils  Staff	<p>Supervision of pupils.</p> <p>Round ended scissors to be used by pupils.</p> <p>All cutting tools accounted for at the end of lesson.</p> <p>Cutting tools not left accessible to pupils when not in use.</p> <p>Damaged cutting tools are disposed of immediately.</p>		

		<p>Cutting mats used to protect surfaces and improve control when using bladed cutting tools such as scalpels.</p> <p>Punches used for making holes in paper/materials rather than pointed implements such as screwdrivers/bradawls.</p> <p>Pupils shown to carry scissors with blades closed and gripped in palm.</p> <p>Left-handed tools available where required.</p>		
Sewing/needle work  Puncture wounds, cuts, thread stuck between teeth	Pupils  Staff	<p>Pupils instructed in how to use needle and thread safely.</p> <p>Threads cut using scissors, not teeth, to prevent thread sticking in teeth.</p> <p>Avoid the use of thick materials such as leather or heavy canvas, to reduce accidental puncture injuries.</p> <p>Use single layer, looser materials for cross-stitch such as aider cloth, felt and cotton.</p> <p>Provide thimbles when carrying out needlework with thicker materials.</p>		
Woodwork, drilling, use of saws and portable power tools.  Wood dust, eye damage, cuts and lacerations, burns,	Pupils  Staff	<p>Pupils instructed in the safe use of all woodworking tools.</p> <p>Workstations set up to accommodate left/right handed sawing (i.e. additional space on the side of their non-dominant hand).</p> <p>Pupils provided with goggles to protect against wood dust.</p> <p>Space is well ventilated. Pupils told not to blow wood dust away after sawing/drilling.</p> <p>Pupils &amp; staff only to saw wood that is secured with a clamp. Bench hooks and vices used as appropriate.</p>		

puncture wounds	<p>All equipment accounted for at the end of the lesson, and kept in secure cupboard.</p> <p>Staff to change drill bits/tool pieces.</p> <p>Drill bits left to cool after using, before changing.</p> <p>Drills set to low speeds to reduce vibration and improve control.</p> <p>All electrical equipment maintained and cleaned. PAT tested and/or Visually inspected on a regular basis, with records kept, in line with <a href="#">HSG107</a> (Table 1)</p> <p>No long hair, loose clothing etc. while using electrical equipment, to prevent entanglement.</p>		
<p>Using clay &amp; glazes</p> <p>Inhaling dust, skin allergy, slips trips and falls, cuts, fire hazards</p>	<p>Pupils</p> <p>Staff</p> <p>Hands to be thoroughly washed before and after using clay.</p> <p>Spillages cleared up immediately.</p> <p>Plastic/wooden cutting tools used. No sharp edges.</p> <p>Any sanding/cutting of fired clay to be carried out by staff using appropriate respiratory protection.</p> <p>Paints/underglazes used with PPE as recommended by manufacturer.</p> <p>Flammable glazes stored in suitable fire resistant cabinet or away from ignition sources in lockable cupboard.</p>		
Paints	<p>Pupils</p> <p>Staff</p> <p>Hands to be thoroughly washed before and after using paints.</p> <p>Water based paints used, low VOC, no solvent or oil based paints.</p> <p>Spillages cleaned up immediately.</p>		

Using batteries  Electric shocks, swallowing, leaking	Pupils	Young pupils supervised when using batteries.  Batteries accounted for when replacing.  Batteries removed from equipment when not in use.		
	Staff	Batteries kept in original packaging.  Batteries charged unsupervised/overnight.  If it is suspected that a pupil has swallowed a battery, attend A&E immediately.  Damaged batteries are disposed of immediately.		



Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	<b>Tasks and control measures reviewed by the Educational Directors:</b>
Name (PRINT)		Name (PRINT):
Signature:		Signature: Date:
Next Review Date:	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <p>if it is no longer valid</p> <p>if there has been a significant change</p>	