

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</p> <p>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 HSG107 (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</p> <p>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</p> <p>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>		
<p>Cookery, Food Prep, Kitchens</p> <p>Slips trips and falls, cuts, allergies, food poisoning, burns and scalds</p>	<p>Pupils</p> <p>Staff</p>	<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 & pans, and they should be below head height.</p> <p>Oven doors left closed while not taking food in/out.</p>		
<p>Using fixatives, glues and adhesives.</p> <p>Allergies, inhalation, skin gluing, burns,</p>	<p>Pupils</p> <p>Staff</p>	<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>		
<p>Using scissors/pliers and cutting tools</p> <p>Cuts, pinching</p>	<p>Pupils</p> <p>Staff</p>	<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>		
<p>Sewing/needle work</p> <p>Puncture wounds, cuts, thread stuck between teeth</p>	<p>Pupils</p> <p>Staff</p>	<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 aida cloth, felt and cotton.</p> <p>Provide thimbles when carrying out needlework with thicker materials.</p>		
<p>Woodwork, drilling, use of saws and portable power tools.</p> <p>Wood dust, eye damage, cuts and lacerations, burns,</p>	<p>Pupils</p> <p>Staff</p>	<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 & 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 let 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 HSG107 (Table 1)</p> <p>No long hair, loose clothing etc. while using electrical equipment, to prevent entanglement.</p>		
<p>Using clay & 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 Staff	<p>Young pupils supervised when using batteries.</p> <p>Batteries accounted for when replacing.</p> <p>Batteries removed from equipment when not in use.</p> <p>Batteries kept in original packaging.</p> <p>Batteries charged unsupervised/overnight.</p> <p>If it is suspected that a pupil has swallowed a battery, attend A&E immediately.</p> <p>Damaged batteries are disposed of immediately.</p>		
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Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	Tasks and control measures reviewed by the Educational Directors:
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>	