Created by TheSchoolBus

**D&T room risk assessment**

|  |  |  |
| --- | --- | --- |
| Assessment conducted by: | Job title: | Covered by this assessment: Teachers, teaching assistants, volunteers, supervising adults, pupils. |
| Date of assessment: | Review interval: Annually | Date of next review: |

|  |
| --- |
| **Related documents** |
| Health and Safety Policy, COSHH Policy, Behavioural Policy, First Aid Policy |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

Last updated: 18 March 2016

| Potential risks | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- |
| Policies do not sufficiently cover the risks associated with D&T rooms | H | * Relevant policies, such as the [school/academy]’s Health and Safety Policy, contain clear guidelines on how to manage any risks related to D&T rooms. * Policies include protocols for an emergency response to an injury sustained from use of the D&T room. * Relevant policies are regularly reviewed and updated where necessary, according to their respective review schedules. * Staff and pupils are trained in the risks associated with the use of the D&T room, both prior to first use, and at regular intervals thereafter. | Y | Headteacher | 31/05/2016 | L |
| The design of the D&T room does not sufficiently meet health and safety standards |  | * Health and safety considerations are taken into account at the design and planning stage, prior to construction of the D&T room. * The requisite health and safety standards are taken into account during any building work, refurbishment and maintenance of existing D&T rooms, outlined in the school’s short, medium and long-term plans. * Any construction or maintenance work is procured and undertaken in accordance with the Construction (Design and Management) Regulations 2015. * The D&T room has a sufficient number of fire exits, which are clearly signposted and marked. |  |  |  |  |
| The D&T room is not accessible to pupils and staff with disabilities  The D&T room is not accessible to pupils and staff with disabilities cont. |  | * Accessibility is taken into account at the design and planning stage, prior to construction of the D&T room. * Accessibility requirements are taken into account during any building work, refurbishment and maintenance of existing D&T rooms, outlined in the school’s short, medium and long-term plans. * Fire exits are of a sufficient width to enable wheelchair users to safely escape from the D&T room in an emergency. * Warning signs relating to any aspect of the D&T room, including equipment, are large and bold enough to be understood by staff and pupils with visual impairments ‒ wherever possible, any text is accompanied with an easily interpretable image. * The D&T room floor is appropriately marked with the minimum distance that staff/pupils are instructed to stand from the equipment during use. |  |  |  |  |
| D&T equipment is not of sufficient quality |  | * D&T equipment will only be procured from a reputable supplier, such as (insert name of supplier), which delivers the highest quality at the best value for money. * Pre-installation checks are conducted on the equipment to confirm that all the necessary components are included, and that there are no obvious faults. * Equipment is returned to the supplier unused where any component necessary for correct operation is missing, or there are obvious faults. * A thorough inspection is undertaken on the equipment after installation and before being put into service for the first time. Equipment is also inspected after assembly whenever it is moved to a new site or location. |  |  |  |  |
| Relevant paperwork/accreditation is not included with the D&T equipment |  | * Installation, usage and maintenance instructions are included with the equipment, which are in English. * CE markings are affixed to equipment, such as power tools, showing that the equipment complies with all relevant supply laws. * A declaration of conformity is obtained showing that the equipment complies with the Machinery Directive (2006/42/EC) and any other directive associated with the machine in question. |  |  |  |  |
| User does not know how to install, use or maintain the D&T equipment |  | * The equipment comes with installation, usage, and maintenance instructions, which are in English. * Staff and pupils are instructed on the correct use of any equipment before using it for the first time, and at regular intervals thereafter. * The D&T coordinator risk assesses the suitability of any piece of D&T equipment, including whether it is age appropriate or if it requires close supervision, before allowing pupils to use it. |  |  |  |  |
| D&T equipment is not installed, used or maintained correctly  D&T equipment is not installed, used or maintained correctly cont. |  | * Only trained and competent persons, such as the D&T coordinator, are allowed to install, use, or undertake maintenance on, the equipment. * Pre-installation checks are conducted on the equipment to confirm that all the necessary components are included, and that there are no obvious faults. * Equipment is returned to the supplier unused where any component necessary for correct operation is missing, or there are obvious faults. * A thorough inspection is undertaken on the equipment after installation and before being put into service for the first time. Equipment is also inspected after assembly whenever it is moved to a new site or location. * Equipment is always used in accordance with its operating instructions, and staff/pupils are reminded of the proper procedures whenever it is apparent that the equipment is not being used correctly. * Any incidents of improper use, whether by staff or pupils, are reported to the D&T coordinator. * Statutory maintenance is undertaken on the equipment in accordance with the statutory maintenance periods outlined in the Compliance Monitoring for Council Buildings (2011) document, as well as any planned or reactive maintenance that may be required in response to any faults. * All maintenance work is logged in a maintenance log. |  |  |  |  |
| D&T equipment does not contain appropriate physical protective devices and controls in the event of emergency |  | * Only equipment that comes with emergency stop devices is procured for use in the D&T room. * Only equipment that comes with an adequate means of physically isolating it from its energy source in the event of fire, etc., is procured for use in the D&T room. * Only equipment that comes with sufficient guarding, preferably with a lock to prevent unauthorised access to danger zones, is procured for use in our D&T room. * Only equipment that comes with warning devices, such as a light or alarm, to warn of faults or overheating, etc., are procured for use in the D&T room. * An emergency response plan is in place for any instances where the physical protective devices/controls are not functioning properly. |  |  |  |  |
| Dangerous, flammable and explosive substances are not stored or used safely  Dangerous, flammable and explosive substances are not stored or used safely cont. |  | * The D&T coordinator identifies any dangerous substance in the D&T room, and associated risks, and clearly labels them as such. * Dangerous, flammable and explosive substances are stored at (insert location), and used in accordance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 and the Control of Substances Hazardous to Health Regulations (COSHH) 2002. * Dangerous substances are used only when necessary and replaced with safer alternatives wherever possible. * Areas of the D&T room where risk of fire or explosion is more likely are clearly identified and recorded. * Dangerous substances are kept away from potential ignition sources (e.g. unprotected equipment) at all times. * Plans and procedures are in place to deal with accidents, incidents and emergencies involving dangerous substances. * Staff/pupils are informed about the risks from dangerous substances, and how to control them. * Only the D&T coordinator has access to dangerous substances, and is duly informed whenever a member of staff requests their use. |  |  |  |  |
| Electrical shock |  | * A pre-use check is conducted by the D&T coordinator, and any electrical defects (e.g. exposed wiring) are reported to the site manager immediately. * Wires are fully enclosed in cable coverings. * Electrical equipment is subject to regular PAT testing. * Defective equipment is not used, and an out-of-order sign is clearly displayed on the equipment for all to see. * An established procedure is in place for dealing with any incidents of electrical shock. RIDDOR reporting procedures are met. |  |  |  |  |
| Fire/explosions  Fire/explosions cont. | ; | * A pre-use check is conducted on the equipment by the D&T coordinator, and any defects (e.g. exposed wiring) are reported to the site manager immediately. * Only surge-protected leads and adaptors are used. * Extension leads and adaptors are never overloaded. * Electrical equipment is regularly PAT tested. * Defective equipment is not used, and an out-of-order sign is clearly displayed on the equipment for all to see. * An established procedure is in place for dealing with any incidents of fire/explosions. RIDDOR reporting requirements are met. * Staff/pupils are advised to turn off, or discontinue using, a piece of equipment, such as a power tool, whenever it overheats. * Flammable and explosive substances, such as wood, solvents, paints, varnishes, etc. are stored and used in accordance with the DSEAR 2002 and the COSHH Regulations 2002. * Gas-operated equipment is switched off after use. |  |  |  |  |
| Tripping over extension leads |  | * An appropriate location for any piece of equipment, such as a power tool, is assessed prior to purchase, in order to minimise the need for extension leads, or extension leads of a significant length. * Sufficient outlets are provided to minimise the need for extension leads and adaptors. * Extension leads are of a suitable length (preferably no longer than two metres) and with a fuse rated high enough for the equipment in question. * Cable covers are used where leads are a trip hazard. |  |  |  |  |
| Overloading of extension leads |  | * Only one adaptor per socket is used. * Adaptors are never plugged into other adaptors. * Block adaptors are never used. * Residual current devices (RCD) are used whenever equipment is used externally. * Extension leads and RCDs are regularly PAT tested. |  |  |  |  |
| Staff’s/pupils’ eyes are damaged from wood shavings, iron filings, dust, glare, etc., produced from using D&T equipment |  | * A sufficient number of the appropriate personal protective equipment (PPE), such as wraparound plastic eye goggles and face shields, are procured for use in the D&T room. * The D&T coordinator instructs staff/pupils on the correct use of the appropriate PPE, and reminds them of such whenever it appears that any PPE is being worn/used incorrectly. * Users, and those in the immediate area, are protected from any glare by the use of a face shield, the screening off of the work area, or through the removal of anyone not directly involved in the activity. |  |  |  |  |
| Staff’s/pupils’ hearing is damaged by noise from D&T equipment |  | * Quieter equipment is purchased wherever possible. * A sufficient number of the appropriate PPE, such as hearing protectors, is procured for use in the D&T room, when users are operating noisy equipment. * The D&T coordinator provides staff/pupils with information and training on how to use and care for their PPE. * Hearing protection zones are identified and enforced where the use of hearing protection is compulsory, and marked with signs where possible. |  |  |  |  |
| Staff’s/pupils’ hands and/or arms are damaged by vibrations from D&T equipment  Staff’s/pupils’ hands and/or arms are damaged by vibrations from D&T equipment cont. |  | * Low vibration equipment is purchased wherever possible. * The use of higher vibration equipment/machinery is limited. * Workstations are designed in such a way as to minimise loads on staff and pupils’ hands, wrists and arms caused by poor posture. * Devices, such as jigs, are used to reduce the need to grip heavy tools tightly. * Equipment is well maintained to prevent avoidable increases in vibration. * Items, such as grinding wheels, are replaced with new parts, where necessary. |  |  |  |  |
| Staff’s/pupils’ respiratory system is damaged through inhalation of toxic fumes/substances |  | * D&T equipment which emits toxic fumes and/or substances, such as a glue gun, is used in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the school’s COSHH Policy. * The D&T room is properly ventilated and contains a dust extraction system. * Ventilation systems are regularly maintained, as required by the Compliance Monitoring for Council Buildings (2011) document. * All maintenance work is logged in a maintenance log. * A sufficient number of the appropriate PPE, such as face masks, is procured for use in the D&T room. * The D&T coordinator instructs staff/pupils on the correct use of the appropriate PPE, and reminds them of such whenever it appears that any PPE is being worn/used incorrectly. |  |  |  |  |
| Slips and trips  Slips and trips cont. |  | * Health and safety considerations, such as minimising the risk of slipping or tripping, are taken into account at the design and planning stage, prior to construction of the D&T room. * Methods to minimise the risk of slipping or tripping, such as replacing carpet with easily cleanable laminate flooring, are taken into account during any building work, refurbishment and maintenance of existing D&T rooms, and are outlined in the school’s short, medium and long-term plans. * Any spillage is immediately reported to the D&T coordinator, or other member of staff, who ensures that it is cleaned up as soon as possible. * Any spillage is appropriately signposted, and cordoned off, if necessary, until it has been cleaned up. |  |  |  |  |
| D&T equipment and components are not disposed of safely |  | * Waste is disposed of in accordance with the Waste Regulations 2012. * The least toxic and most reusable products are purchased where possible. * Obsolete or irreparable electronic equipment is returned to the retailer, or to a certified e-waste recycler or disposal service, for safe and proper disposal. * Any type of sealed battery which can be carried without difficulty by an average person, such as those from a battery-operated electric screwdriver, is returned to the relevant retailer’s specified collection point, or safely disposed of by a certified e-waste disposal service. * Batteries are never disposed of using fire. |  |  |  |  |
| Pupils with behavioural problems |  | * A teaching assistant is assigned to work with the most difficult pupils. * The D&T coordinator supervises and helps with the use of hazardous equipment. * Exclusion from D&T activities is considered in exceptional cases. |  |  |  |  |
| Pupils with special educational needs and disabilities (SEND) |  | * The D&T coordinator is informed about any educational, health and care (EHC) plans or reasonable adjustment requests that any pupils with SEND may have. * A teaching assistant is assigned to work with pupils with SEND. * Reasonable adjustments to D&T activities are adapted, where necessary, to meet the needs of pupils with SEND. |  |  |  |  |
| Overcrowding |  | * D&T classes are kept to a reasonable size, with sufficient space available for each pupil to work and operate any equipment safely. * Coats, bags and other personal effects, are kept off the floor, and stored in a designated area of the D&T room. * All D&T equipment, such as tools, is returned to its storage area after use, and is not left on tables or on the floor. * D&T activities are modified (e.g. through pupil-assisted demonstrations) or, in some cases, abandoned were overcrowding presents an unacceptable risk to health and safety. |  |  |  |  |
| No security procedures for preventing dangerous items leaving the building |  | * CCTV equipment is installed on all D&T room exits. * Staff/pupils are kept under close observation while in the D&T room, in case of theft of dangerous items. * Staff’s/pupils’ bags are checked before leaving the building. * Authorised items are logged in and out of the D&T room. * Potential incidences of theft are reported to the D&T coordinator. * Incidences of theft are reported to the headteacher and/or the police for further action. |  |  |  |  |
| D&T room unsafe for cleaners |  | * D&T rooms are left safe for cleaners. * A set of simple instructions is left for cleaners, covering the areas that they should clean and those which they should leave, how to dispose of broken glass, etc. |  |  |  |  |
| D&T coordinator is injured cleaning up |  | * D&T rooms are left safe for the D&T coordinator. * Staff inform the D&T coordinator of unexpected hazards, e.g. a waste bin left containing used craft knives, etc. * Warning labels/notes are left for the D&T coordinator if they are unavailable. |  |  |  |  |
| Lifting equipment down from high shelves |  | * Frequently used items are stored at a comfortable height. * Staff are trained in the use of ladders for heavier items stored at height. * An established procedure is in place for dealing with any incidents related to lifting equipment from high shelves. |  |  |  |  |
| Moving heavy equipment |  | * Trolleys are used wherever possible. * Two technicians are used to move heavier items. * Items requiring two or more technicians for moving should be clearly labelled as such. * Sandals are not permitted to be worn when moving heavy items. * An established procedure is in place for dealing with any incidents related to moving heavy equipment. |  |  |  |  |
| Entanglement |  | * Long hair is tied up during D&T lessons. * Jewellery, such as necklaces and bracelets, are not permitted during D&T lessons. * An established procedure is in place for dealing with any incidents of entanglement. |  |  |  |  |
| First aid equipment is unavailable |  | * At least one first aid box is stored in the D&T room, the location of which is communicated to staff/pupils using the D&T room, and is clearly signposted. * First aid boxes include, at a minimum, the following provisions: * 10 antiseptic wipes * 1 disposable bandage (not less than 7.5cm wide) * 2 triangular bandages * 1 packet of 24 assorted adhesive dressings * 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm) * 2 sterile eye pads, with attachments * 12 assorted safety pins   + 1 pair of rustless blunt-ended scissors * The D&T coordinator orders any depleted first aid equipment immediately or otherwise as soon as practicable. |  |  |  |  |