



Health & Safety Policy

Faculty of Design & Technology / Food & Nutrition



The Hoe Valley School

Author: Peter Templeman (PTN), Head of Faculty

Policy date: 8 August 2026 | Next formal review: August 2027

Operational review is also required after any significant change, incident or new guidance.

Reference framework: CLEAPSS L260 and current MRATs; BS 4163:2021+A1:2022; D&T Association Health and Safety Training Standards; current HSE, Food Standards Agency and IGEM guidance.

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Document control

Field	Current entry
Policy owner	Peter Templeman (PTN), Head of Faculty
Operational leads	Keturah Salmon (KSO), Deputy Head of Faculty; Timothy Morgan (TMN), D&T Technician; Jane Weaver (JWR), Food Technician
SLT link	Will Inglis (WIS)
Approved issue	August 2026
Next formal review	August 2027, or earlier after material change

Summary of this revision

- Updated the faculty scope and facilities to the current Design & Technology / Food & Nutrition structure.
- Updated faculty roles to the current appointments, including TMN as D&T Technician and KSO as Deputy Head of Faculty.
- Updated the reference standard to BS 4163:2021+A1:2022 and aligned competence, machinery, LEV and class-size wording with current D&T Association/CLEAPSS guidance.
- Reframed PPE, electrical testing and maintenance as risk-based controls, while retaining statutory intervals where specified, including LEV thorough examination and test at least every 14 months.
- Updated food hygiene, allergen and PPDS labelling wording in line with current Food Standards Agency guidance.

Status: This faculty policy supplements, and does not replace, the school-wide Health & Safety Policy, employer procedures, manufacturer instructions, current CLEAPSS member documents or activity-specific risk assessments.

Part 1: General Faculty Health & Safety Policy

1. Introduction and purpose

This policy records the local arrangements used by the Faculty of Design & Technology / Food & Nutrition to implement the school and employer health and safety policy. It applies to teaching staff, technicians, support staff, cover staff, visitors and learners working in, entering or supporting the faculty practical areas.

The policy is based on the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, COSHH 2002, PUWER 1998, Electricity at Work Regulations 1989, current CLEAPSS guidance and model risk assessments, and BS 4163:2021+A1:2022. Food-room arrangements also take account of current Food Standards Agency and IGEM guidance.

Precedence: Where current employer, CLEAPSS, D&T Association, HSE, FSA, IGEM or manufacturer guidance sets a higher standard than this document, the higher/current standard must be followed and the policy reviewed.

2. Faculty structure and facilities

- Woodwork Workshop 038, incorporating the D&T Technician base and wood-processing facilities.
- Engineering Workshop 037, incorporating metalworking, electronics and digital-manufacturing facilities.
- Food & Nutrition Room 039, incorporating the Food Technician preparation and storage base.

3. Named roles

Role	Staff member
Head of Faculty / policy owner	Peter Templeman (PTN)
Deputy Head of Faculty	Keturah Salmon (KSO)
SLT Link	Will Inglis (WIS)
Full-time D&T Technician	Timothy Morgan (TMN)
Full-time Food & Nutrition Technician	Jane Weaver (JWR)

3.1 Responsibilities

Head of Faculty - PTN

- Coordinate implementation and annual review of this faculty policy, reporting resource or compliance concerns to WIS and the employer through school procedures.
- Ensure suitable and sufficient risk assessments and safe systems of work are available, communicated and reviewed.
- Maintain oversight of staff competence, training records, room audits, class-size risk assessment, incident learning and corrective actions.
- Ensure new equipment, materials, processes or room changes are not introduced until hazards, training, extraction, guarding, maintenance and emergency arrangements have been considered.

Deputy Head of Faculty - KSO

- Support implementation, monitoring and review of the policy and deputise for PTN when required.
- Support follow-up of incidents, missing sharp tools, training needs and identified control failures.
- Help ensure curriculum planning and cover arrangements remain compatible with safe staffing and room use.

Technicians - TMN and JWR

- Carry out only those inspections, preparations, maintenance tasks and equipment operations for which they are trained and competent.
- Keep local equipment, maintenance, stock, temperature, COSHH/SDS and issue/return records required by this policy and report defects promptly.
- Remove defective equipment from service, label or secure it, and notify the relevant teacher and PTN/KSO.
- Prepare practical resources and secure tools, substances and restricted equipment; technicians do not replace the supervising teacher.

Teachers and other staff

- Take reasonable care, follow this policy and relevant risk assessments, and supervise learners effectively throughout practical work.
- Use or supervise equipment only within their verified competence and stop work if a control, guard, extraction system or safety device is ineffective.
- Provide clear instruction, demonstrations and checks for understanding, adapting controls for individual learner needs.
- Report accidents, near misses, defects and unsafe conditions through school procedures without delay.

4. Training and competence

PTN coordinates the faculty training matrix. The employer remains responsible for ensuring staff are competent and provided with adequate information, instruction, training and supervision.

- D&T staff must hold appropriate Core and Specialist Extension Level competence/accreditation for the machinery, equipment and processes they use or supervise. D&T Association refresher training should be completed at least every five years.
- Food teachers and technicians must have role-appropriate food safety training. Current D&T Association provision combines Secondary Food Health & Safety training with Level 2 Food Safety accreditation.
- Certificates alone do not establish current competence: experience, familiarity with the specific machine, manufacturer instructions and observed safe practice must also be considered.
- Induction is required for new, temporary and returning staff, including room-specific emergency isolation, safeguarding of sharp tools, local risk assessments, first-aid arrangements and defect reporting.
- Non-specialist or unverified staff must not undertake or supervise practical activities involving machinery, thermal processes, sharp tools, hazardous substances or food preparation.

5. Risk assessment and management of change

The faculty uses the current school/employer risk-assessment system, supported by current CLEAPSS model risk assessments (MRATs), safety cards and guidance. Published model assessments must be checked and adapted to the actual room, equipment, class and activity; they are not adopted without local judgement.

- Teachers must work within the approved scheme, local risk assessment and safe operating procedure. A significant deviation requires a documented review agreed with PTN/KSO before the activity begins.
- Assessment must consider learner maturity and competence, additional needs, behaviour, language/communication, mobility, medical needs, staffing, room layout and emergency egress.
- New equipment, materials or processes require pre-use review of guarding, extraction/ventilation, electrical/gas supply, COSHH/SDS, waste, training, maintenance and emergency arrangements.
- Controls must be reviewed after an incident or near miss, a significant change, new guidance, a defect pattern, or evidence that existing controls are not effective.

Class size: For D&T work areas, BS 4163 guidance identifies a maximum of 20 learners with one competent, qualified teacher in a work area; the local risk assessment may require a lower number. The activity must not proceed where safe supervision cannot be achieved.

6. Design & Technology / Engineering overview

6.1 Machinery, guarding and isolation

- Machines and portable power tools may be used only where the specific activity, learner group and supervision are authorised by the local risk assessment and the supervising member of staff is competent.
- Guards, interlocks, emergency stops and extraction must be in place and effective. A machine with a defect, unusual noise/vibration or ineffective control must be stopped, isolated and taken out of service.
- Learners must be instructed, checked for competence where required, and continuously supervised at the level specified by BS 4163, D&T Association guidance and the local risk assessment.

6.2 PPE and personal preparation

PPE is selected from the activity-specific risk assessment and is the final layer of control, not a substitute for guarding, extraction or safe methods. Eye protection is required for operations presenting flying-particle, swarf, splash or soldering risks. Long hair and loose clothing must be secured; jewellery, ties and lanyards must be removed or contained. Aprons/overalls must be close fitting and fastened. Gloves must not be worn near rotating machinery where entanglement is possible.

6.3 Extraction, dust and fumes

LEV or purpose-designed extraction must be used where the risk assessment requires it, including wood-machining, laser cutting, soldering, brazing/welding and other fume- or dust-generating processes. Users complete pre-use checks; statutory thorough examination and test is arranged at least every 14 months, with defects remedied and records retained.

7. Food & Nutrition overview

- Food practices must control contamination, cross-contamination, allergens, burns, cuts, slips, gas/electrical hazards and unsafe storage temperatures.
- JWR supports stock control, safe storage, fridge/freezer monitoring, equipment preparation, cleaning systems and COSHH records. The class teacher remains responsible for instruction and supervision.
- Ingredient and allergen planning must consider individual healthcare plans and cross-contact risk before each practical. No assumption of an allergen-free environment may be made unless the school has formally established and verified one.

8. Electrical, gas, COSHH and maintenance controls

Electrical equipment must be maintained to prevent danger. User checks, formal visual inspection and combined inspection/testing intervals are risk-based, considering equipment type, use, environment, movement and previous results; annual PAT is not an automatic legal requirement. Gas systems and appliances are managed under current IGEM/UP/11 arrangements and serviced by competent Gas Safe registered personnel. Hazardous substances are assessed, securely stored, labelled and used in accordance with the SDS and COSHH assessment.

9. Student rules for practical rooms

1. Enter only when instructed and follow staff directions, demonstrations, safety signs and marked safe-working areas.
2. Do not touch, switch on or use equipment, ingredients or substances until authorised.
3. Wear the PPE and suitable footwear specified for the activity; secure long hair, loose clothing, jewellery, ties and lanyards.
4. Use the posture and work position taught for the task. Stand where required for safe practical work and keep aisles and escape routes clear.
5. Carry and store tools safely. Never misuse a tool, run, distract another person or engage in unsafe behaviour.
6. Report a defect, spill, breakage, burn, cut, allergy concern, near miss or injury immediately. Do not conceal or independently repair a fault.
7. Stop work when instructed or whenever a guard, extraction system or other safety control does not appear to be working.

10. Emergency and incident procedures

Event	Immediate faculty action
Fire / smoke / gas concern	Stop work; isolate energy only if trained and safe; raise the alarm and evacuate using school procedures. Do not fight a fire unless trained, authorised and it is safe to do so.
Serious injury	Stop/isolate equipment, summon a school First Aider and emergency assistance as required; preserve the scene where appropriate.
Burn or scald	Cool under cool running water for at least 20 minutes; remove nearby clothing/jewellery unless stuck; cover loosely and obtain first aid.
Chemical exposure	Follow the SDS/COSHH and eyewash/emergency procedure; obtain first aid and medical advice as required.
Spill / breakage	Keep people away, isolate the hazard and use the correct spill or sharps procedure. Do not dry-sweep hazardous dust.
Missing controlled sharp tool	Pause release of the group where safe and proportionate, maintain supervision, search using the local protocol, and notify PTN/KSO and WIS/SLT under school safeguarding procedures.

11. Review and sign-off

PTN will review this policy formally each year and sooner where required. Staff must raise any discrepancy between this policy and current guidance immediately.

Approval	Name / signature	Date
Head of Faculty	Peter Templeman (PTN) _____	_____
SLT Link	Will Inglis (WIS) _____	_____

Part 2: Woodwork Workshop 038 Safety Protocols

1. Scope and authority

These room-specific protocols apply to Woodwork Workshop 038 and supplement Part 1. They address machinery, sharp tools, wood dust, extraction, maintenance, behaviour and emergency arrangements. Current employer risk assessments, CLEAPSS MRATs/safety cards, BS 4163:2021+A1:2022, D&T Association guidance and manufacturer instructions remain controlling documents.

Stop rule: No person may use a machine or process if guarding, isolation, extraction, competence, supervision, work-holding or housekeeping is inadequate. The activity must stop until the control is restored.

2. Access and supervision

- Students must not enter or remain in the workshop without authorised staff supervision.
- The high-risk machine area must be under the control of a staff member competent for the specific machinery in use.
- The room is locked when not in authorised use. Keys, isolators and restricted machine controls are managed according to school procedures.
- Safe numbers are determined by the activity and local risk assessment and must never exceed the applicable BS 4163 guidance.

3. Machinery categories

Category	Workshop 038 policy
Learner-prohibited	Spindle/moulding machines are not used in schools. Learners in schools/sixth forms must not use circular sawing machines, vertical panel circular saws, or planing and thicknessing machines.
Staff-only unless an approved local procedure states otherwise	Mitre trimmers and other machines identified for competent-person use. Use is restricted to trained, authorised staff and must follow the specific safe system.
Restricted learner use	Bandsaws, chop/radial arm saws and named high-risk portable power tools only under the conditions in section 4 and the specific risk assessment.
Lower-risk equipment	Use only after instruction, demonstration and teacher authorisation, with the supervision and PPE specified by the risk assessment.

4. Restricted machinery and portable power tools

4.1 Bandsaws

HVS adopts the D&T Association recommendation that no learner under 16 uses a bandsaw. A learner aged 16 or over may use one only if the curriculum requires it, the individual has been trained and assessed as mature and competent, a record is kept, and a specifically trained employee provides direct and close supervision. The machine-specific risk assessment and safe operating procedure must be followed.

4.2 Chop and radial arm saws

Learner use is not routine. It is permitted only where an approved scheme and machine-specific risk assessment authorise it, the learner has been individually trained and assessed as competent, and a specifically trained employee provides direct supervision. Otherwise, use is restricted to competent staff.

4.3 High-risk portable power tools

Portable angle grinders, circular saws, biscuit/tenon jointers, reciprocating saws, multi-tools, planers and routers require specific staff competence. Learners may use them only where physically capable, individually trained and assessed as competent, and under the appropriate supervision of a specifically trained employee. Records are retained for higher-risk learner authorisations.

5. General machine rules

- Complete the prescribed pre-use check: guard/interlock, work rest/fence, cutter/blade, cable, extraction, emergency stop, work area and work-holding.
- Set guards and fences with the machine isolated. Never defeat an interlock or remove a guard to make an operation possible.
- Use push sticks, jigs, clamps, fences and other work-holding devices specified by the safe operating procedure.
- Only one authorised operator works at a machine; observers remain outside the marked exclusion area.
- Allow rotating parts to stop fully before measuring, clearing, adjusting or leaving the machine. Isolate before maintenance or blade/cutter changes.
- Remove defective equipment from service, label/secure it and report it to TMN and PTN/KSO.

6. Personal preparation

Long hair must be tied back; ties, lanyards, jewellery and loose clothing must be removed or securely contained. Sleeves are close fitting, aprons/overalls are fastened and suitable closed footwear is worn. Students follow the teacher's marked waiting and operating positions.

7. Personal protective equipment

PPE	When required	Key points
Eye protection	Machinery, portable power tools, chiselling and any flying-particle process.	Use impact-rated protection specified by the risk assessment; wearers of prescription glasses require suitable over-spectacles or prescription safety eyewear.
Apron / overall	Practical work where clothing protection or close-fitting workwear is required.	Must be close fitting and fastened; it must not create an entanglement hazard.
Hearing protection	Where the noise assessment or safe operating procedure specifies it.	Correct type and fit; does not replace noise reduction at source.
RPE	Only where the COSHH assessment shows residual inhalation risk after engineering controls.	Correct filter and assigned protection; tight-fitting RPE requires face-fit arrangements. Stop work if adequate control cannot be achieved.

Gloves: Do not wear gloves while operating or working close to rotating machinery unless a specific risk assessment establishes a safe exception. Gloves may be appropriate for handling rough timber, waste or chemicals away from entanglement hazards.

8. Sharp and portable tool control

TMN and teaching staff maintain secure storage and an inventory/issue system proportionate to the safeguarding and injury risk. Higher-risk portable sharp tools - including craft knives and other easily concealed blades - are counted out and reconciled before the group is released. Larger hand tools are stored in designated, readily checked locations and are visually reconciled at the end of practical work.

- Issue tools only when students are ready and the teacher has explained the task, safe method and return procedure.
- Carry edged tools with the point/blade controlled and never leave them hidden under materials or waste.
- Use a cutting mat, bench hook, vice or clamp as specified; cut away from the body and keep the supporting hand out of the cutting line.
- If a controlled item is missing, use the faculty-wide missing-tool procedure in Part 1. The response must remain calm, supervised and consistent with safeguarding and emergency egress.

9. Wood dust, COSHH and LEV

Wood dust can cause asthma and other serious ill health. Hardwood dust has a workplace exposure limit of 3 mg/m³ and softwood dust 5 mg/m³ (8-hour time-weighted average); where hardwood and softwood dust are mixed, the 3 mg/m³ limit applies. Exposure must also be reduced as low as reasonably practicable.

9.1 Control at source

- Use effective LEV on dust-producing machinery and on-tool extraction where specified. Start extraction before the process and confirm airflow/indicator response during the pre-use check.
- Minimise dust generation through suitable process choice, sharp tooling, correct feeds/speeds and prepared stock.
- Hand sanding must use the least dusty practicable method and extraction where the assessment requires it. RPE is not the default substitute for ineffective extraction.
- Do not process materials that are not authorised or whose composition is unknown.

9.2 Examination, testing and records

- A competent person must thoroughly examine and test each LEV system at least every 14 months, or more frequently where wear could reduce effectiveness.
- Users carry out the local pre-use check; TMN coordinates routine checks and defect reporting. Critical defects are acted on immediately.
- Reports, test labels and remedial actions are retained; COSHH control-measure examination records are kept for at least five years.

9.3 Cleaning and waste

- Do not dry sweep or use compressed air to clear wood dust.
- Use a suitable industrial dust extractor/vacuum meeting the current CLEAPSS GL434 and COSHH assessment requirements (normally M-class or higher where specified), with compatible bags/filters and safe emptying procedures.
- Keep benches, floors, machinery and escape routes clear. Offcuts and waste are removed into designated containers; dust bags/bins are emptied before overfilling by a trained person wearing any specified PPE/RPE.

10. Fire and combustible dust

Ignition sources are controlled, dust accumulations are prevented, and extracted waste is stored and disposed of safely. Hot work or any process capable of igniting dust requires a specific risk assessment and authorisation. Fire doors, extinguishers, isolators and escape routes remain unobstructed.

11. Inspection, maintenance and defects

Frequency / trigger	Typical control
Before use / daily	User visual and function checks of guard, interlock, emergency stop, extraction indication, tool condition, cable/plug, work area and isolation. Record/report defects as required.
Weekly / locally scheduled	TMN checks workshop condition, hand tools, extraction collection, machine safety devices and housekeeping using current CLEAPSS G254/G254A or the approved local log.
Termly / planned	Detailed inspection and maintenance at manufacturer/CLEAPSS intervals, including blades/cutters, belts, bearings, lubrication, braking and electrical/mechanical condition within competence.
Statutory / specialist	LEV TExT at least every 14 months; electrical inspection/testing at risk-based intervals; other specialist servicing according to law, manufacturer and employer schedule.
After change, damage or incident	Take out of service and inspect before reuse; review risk assessment and training where needed.

12. Emergency, cover and end-of-session controls

- In an emergency, stop/isolate machinery only if safe, summon first aid, and follow school fire/evacuation and reporting procedures.
- Practical workshop activity must not be undertaken during non-specialist cover. Machinery, thermal equipment, sharp tools and hazardous substances remain isolated or secured. TMN should be informed in advance where possible.
- At the end of a practical session, reconcile controlled tools; isolate machinery; clear stock, waste and dust safely; leave guards in the safe position; and lock the room when vacated.

Key references and controlled guidance

CLEAPSS L260 - Model Health and Safety Policy for D&T - [View source](#)

CLEAPSS G254 - Maintenance of D&T Workshop Equipment - [View source](#)

CLEAPSS GL434 - Vacuum cleaners to remove dust in D&T - [View source](#)

D&T Association - machinery use by students - [View source](#)

HSE - wood dust - [View source](#)

HSE - LEV examination and test - [View source](#)

Part 3: Engineering Workshop 037 Safety Protocols

1. Scope and hazard profile

These protocols apply to Engineering Workshop 037 and supplement Part 1. Principal hazards include rotating machinery, ejected work or swarf, sharp edges, heat and sparks, electricity, solder/brazing/welding fumes, compressed gases, chemicals, laser radiation, 3D-printing emissions, noise and manual handling.

2. Access, competence and supervision

- The room and high-risk zones are controlled by staff competent for the specific equipment and process.
- Learners receive instruction and demonstration and, for higher-risk machinery, an individual competence assessment and recorded authorisation.
- Direct/continuous supervision is used where required by BS 4163, D&T Association guidance and the local risk assessment.
- Guards, interlocks, emergency stops, extraction and work-holding must be effective before use. Defective equipment is isolated and reported to TMN and PTN/KSO.

3. Machinery

Equipment	Minimum control
Centre lathes	Supervision only by a person trained to D&T Association standards or recognised industry equivalent. Secure work/tooling; remove chuck key; guard where provided; no gloves, loose clothing or jewellery.
Milling machines	Supervision only by a trained competent person. Secure work in vice/clamps; fit guards; select safe speed/feed; remove swarf only when stopped.
Grinding machines	Competent supervision; correct wheel and inspection, guard and work-rest setting; eye/face protection; spark control and exclusion zone.
Metal sawing machines	Learner competence assessment and supervision as required; secure work; guards and coolant controls in place; hands clear of blade path.
Portable power tools	Physical capability, training and supervision; higher-risk tools require individual competence assessment and specifically trained supervision.

4. PPE and personal preparation

Control	Application
Eye protection	Mandatory for machining, grinding, drilling, soldering, cutting and any process producing particles, splashes or wire offcuts. Select the correct impact rating.
Face protection	Use for grinding, hot work or splash risk where the task assessment requires it; a face shield supplements rather than automatically replaces eye protection.
Apron / protective clothing	Close-fitting workshop apron/overall; leather protection for hot work where specified. Avoid synthetic clothing near sparks/flame where the assessment prohibits it.
Heat-resistant gloves	Handling hot material only, away from rotating machinery. Use tongs or other tools where preferable.
Hearing protection / RPE	Only as specified by noise/COSHH assessment, with correct selection, fit, training and maintenance.

Entanglement: Gloves, loose sleeves, jewellery, ties and lanyards must not be worn near rotating machinery. Long hair must be secured. Work must never be held by hand where a vice, chuck, clamp or jig is required.

5. Sharp equipment, swarf and hot metal

- Controlled portable blades and easily concealed sharp tools are issued and reconciled using the Part 1 procedure. Other tools are returned to clearly designated storage and visually checked.
- Swarf is never cleared by hand. Stop the machine and use the designated brush, hook or tool. Wear eye protection and handle sharp waste using the approved container and procedure.
- Hot metal is marked/segregated and handled with suitable tongs or heat-resistant tools/PPE. Never assume metal is cool; provide a cooling area and warning system.
- Deburr sharp edges promptly using the approved process. Keep benches, floors and machine trays free of swarf, wire and trip hazards.

6. Emergency stops and isolation

Staff and learners are shown the relevant emergency stop and room isolation arrangements before practical use. Emergency stops do not replace safe isolation for adjustment or maintenance. Only authorised competent staff restore an isolation or restart equipment after an emergency stop.

7. Fumes, dusts and hazardous processes

7.1 Soldering and brazing

- Use the least hazardous suitable materials, including lead-free solder and lower-hazard flux where practicable, subject to the approved COSHH assessment.
- Use effective source extraction, position the work so fume does not pass through the breathing zone, avoid overheating and wash hands after soldering. Eating and drinking are prohibited in the workshop.
- Rosin-based solder flux fume is a significant asthma risk. Extraction must be maintained and the process stopped if control is ineffective.
- Brazing/borax-based flux processes require the current CLEAPSS/material-specific assessment, direct competent supervision, heat/spark PPE and effective extraction.

7.2 Welding and hot work

All welding fume is carcinogenic. Eliminate or reduce welding where practicable; otherwise use suitable source-capture LEV and any additional RPE specified by the COSHH assessment. Welding/hot work is undertaken only by authorised competent persons or learners under the required direct supervision, with screening, fire precautions, cylinder controls and exclusion of unprotected people.

7.3 Laser cutting

- Use only approved, positively identified materials. PVC/vinyl and any unknown or prohibited material must not be cut or engraved.
- Operate with enclosure/interlocks and extraction functioning; follow the material settings and monitor the process. Do not leave the machine unattended.
- Keep the bed and extraction path clean and follow the fire/emergency stop procedure. Isolate before cleaning or maintenance.

7.4 3D printing

- Use approved printers and filaments under the current COSHH/MRAT assessment; prefer lower-emission materials and settings where suitable.
- Operate in the designated enclosed/extracted or well-controlled location. Keep people away from emissions and hot/moving parts; do not bypass enclosure or interlocks.
- Unattended or overnight operation is prohibited unless a separate written fire and process risk assessment has been approved by the school.

7.5 Metalworking fluids and chemicals

Avoid skin contact and mist; use splash controls and good hygiene. Manage fluid condition and contamination to the approved schedule. Chemicals, adhesives, etchants and cleaning agents require current SDS/COSHH assessment, secure storage, labelled decanting and controlled waste disposal.

8. Gas cylinders, inspection and maintenance

- Compressed-gas cylinders are secured upright, identified, stored away from heat and damage, and fitted with the correct regulator and flashback protection where applicable. Valves are closed when not in use.
- TMN coordinates local routine checks and records within competence. Specialist servicing and statutory examination are arranged by the school/employer.
- LEV used for soldering, brazing, welding, laser cutting or other hazardous contaminants is checked before use and thoroughly examined/tested by a competent person at least every 14 months; records are kept for at least five years.
- Electrical inspection/testing follows the risk-based programme; safety-critical guards, interlocks, stops and emergency isolations are checked at suitable intervals and after relevant faults or incidents.

9. Cover lessons, housekeeping and close-down

- Non-specialist cover is theory/design only. Machinery, portable power tools, thermal equipment, soldering/hot-work equipment, sharp tools, gases and hazardous substances remain secured.
- Walkways, marked machine zones, emergency stops, isolators, eyewash/first-aid access and exits remain unobstructed.
- At close-down: reconcile controlled tools; isolate equipment; remove swarf using the correct tools; return materials and chemicals; shut gas valves where applicable; check extraction and hot-work areas; and lock the room.

Key references and controlled guidance

D&T Association - Health and Safety / BS 4163:2021+A1:2022 - [View source](#)

D&T Association - machinery use by students - [View source](#)

CLEAPSS L260 - Model Health and Safety Policy for D&T - [View source](#)

HSE - soldering fume - [View source](#)

HSE - controlling welding fume - [View source](#)

HSE - LEV maintenance and testing - [View source](#)

Part 4: Food & Nutrition Room 039 Safety Protocols

1. Scope and responsibility

These protocols apply to Food & Nutrition Room 039 and supplement Part 1. They control gas and electrical appliances, heat, knives, hygiene, allergens, food storage, cleaning chemicals and practical supervision. The teacher retains responsibility for the class; JWR supports safe preparation, storage, issue/return, monitoring and close-down.

2. Gas and appliance safety

- Gas systems, isolation, ventilation/interlocks and appliances are managed under current IGEM/UP/11 Edition 3 and Supplement 1 arrangements, manufacturer instructions and the school maintenance plan.
- Flame supervision devices, stability restraints, ventilation/interlocks and gas alarms fitted to the room/appliances must be kept operational and checked/serviced by competent persons. Alarm and trip thresholds are those in the commissioned system documentation.
- All staff know the location and operation of the room emergency gas/electric isolation. It is used in an emergency only; faults are reported and the system is not reset by unauthorised persons.
- Use built-in ignition or the approved spark igniter. Matches and personal lighters are not used for classroom cooker ignition.
- Cooking is continuously supervised. If supervision cannot be maintained, heat sources are turned off and pans made safe.
- At the end of each practical, the teacher and/or JWR completes the local shutdown check: appliance controls off, gas/electric isolation as locally required, hot items safe, extraction/ventilation checked and combustible materials removed.

3. Ventilation and combustion concerns

Mechanical ventilation and any gas interlock must operate whenever required by the commissioned design. If ventilation fails, a gas alarm operates, combustion appears abnormal or gas is smelled, stop work, do not operate electrical switches unnecessarily, use emergency isolation if safe, evacuate and follow the school gas emergency procedure.

4. Knife and sharp equipment management

Room 039 uses a controlled count-in/count-out system for knives, peelers and other portable sharp items identified by the safeguarding risk assessment. Storage remains locked and accessible only to authorised staff.

4.1 Issue and return

- Before the lesson, JWR or the class teacher records/counts the exact controlled items required and checks their condition.
- Issue items only when students are at prepared workstations and have received the safety demonstration. Knives are carried only as taught and are not carried around unnecessarily.
- Use a stable board and the demonstrated bridge/claw or other task-appropriate technique. Keep the guiding hand clear and select the correct knife for the task.
- At the end, students place cleaned items visibly at the designated collection point or workstation; they do not return knives into a sink of water or conceal them under cloths/equipment.
- JWR or the teacher physically reconciles all controlled items before students are released and returns them to secure storage.

4.2 Missing item

- Remain calm; stop activity and maintain effective supervision. Pause routine release where safe and proportionate while the immediate work area, collection points, sinks, bins and equipment are checked using safe methods.
- Notify PTN or KSO and, if the item is not promptly located or safeguarding concern exists, notify WIS/SLT and follow the school safeguarding/incident procedure.
- Do not require unsafe hand-searching of waste or bags. Preserve emergency egress and respond proportionately to any immediate risk.
- Record the incident/near miss and review the issue-return control before the next practical.

4.3 Cuts and breakages

Stop food preparation, control contamination, summon first aid and dispose of contaminated food. Broken glass or ceramics are cleared using tools, never bare hands, and placed in the designated rigid waste container. Blood spills are managed under the school/CLEAPSS procedure using appropriate PPE and disinfectant.

Dishwashers and sinks: Sharp tools must not be left concealed in washing-up water or mixed loose with other equipment. Any dishwasher use follows the manufacturer instructions and current CLEAPSS GL491/local assessment.

5. Food hygiene and temperature control

5.1 Personal hygiene

- Wash hands thoroughly with warm running water and liquid soap before food preparation, after handling raw food or waste, after touching the face/hair, after breaks and whenever contamination may have occurred. Dry with a hygienic method.
- Wear a clean apron; tie hair back securely; remove or secure jewellery and loose clothing in accordance with the local dress rules.
- Cover cuts with a visible blue waterproof dressing. Anyone with vomiting/diarrhoea or another relevant infectious condition must follow school exclusion/reporting arrangements and must not handle food.

5.2 Cleaning and cross-contamination

- Clean then disinfect food-contact surfaces using the approved product, dilution, contact time and COSHH controls. Use separate cloths/equipment as specified.
- Keep raw and ready-to-eat foods separate; use the school colour-coded board system correctly; sanitise probes between uses; and dispose of contaminated food safely.
- Do not wash raw poultry. Cook food thoroughly using time/temperature or other approved checks appropriate to the product.

5.3 Chilling and storage

- Refrigerators are set to keep food at 5°C or below (the legal maximum for chilled food is generally 8°C). JWR records temperatures on teaching days and acts on out-of-range results.
- Freezers are maintained at -18°C or colder as the faculty standard. Frozen food is defrosted safely and not refrozen unless an approved process permits it.
- Food is labelled, dated, covered and stored to prevent allergen cross-contact and raw-to-ready contamination. Use-by dates and time out of temperature control are managed.

6. Allergen management

- Before practical work, the teacher checks current school medical/allergy information and individual healthcare plans and agrees reasonable controls with relevant pastoral/medical staff and families as required.
- Recipes, ingredients, packaging and substitutions are checked for the 14 regulated allergens. Retain original labels until the food is completed and served/taken home.
- Prevent cross-contact through planning, separation, cleaned equipment/surfaces, handwashing, controlled storage and clear identification. "Free-from" claims are not made unless the process can support them.
- Students must not share or taste another person's food without teacher permission. Emergency medication and response arrangements follow the individual healthcare plan and school policy.

7. Labelling, emergencies and close-down

7.1 Food supplied beyond the immediate lesson

Where food is sold or supplied, the school determines whether it is acting as a food business and applies FSA/local-authority requirements. Natasha's Law applies to prepacked for direct sale (PPDS) food: food packaged at the same premises before the consumer selects or orders it. PPDS food requires the product name and a full ingredients list with the 14 allergens emphasised. Not every bake sale item is PPDS, so the FSA decision tool/guidance must be used for the actual arrangement.

7.2 Immediate response

Event	Action
Pan fire	Turn off heat only if safe. Raise the alarm. If trained and it is safe, use a fire blanket to smother the fire. Never use water on burning oil/fat.
Appliance / room fire	Use emergency isolation if safe, raise the alarm and evacuate. Use an extinguisher only if trained, authorised and escape remains available.
Burn / scald	Cool under cool running water for at least 20 minutes, remove nearby items unless stuck, cover loosely and obtain first aid.
Severe cut	Apply direct pressure with a sterile dressing, summon a First Aider/emergency help and control food contamination.
Allergic reaction	Follow the individual healthcare plan immediately, summon trained help and call 999 for suspected anaphylaxis. Do not leave the student alone.
Gas smell / alarm	Stop work, avoid ignition/electrical switching, isolate if safe, evacuate and follow the school gas emergency procedure.

8. Chemicals, maintenance and cover lessons

- JWR manages cleaning chemicals under COSHH: approved products only, secure storage, original labels/SDS, correct dilution and no incompatible mixing.
- Gas appliances and systems are maintained by competent Gas Safe registered personnel under the IGEM/school schedule. Electrical checks/testing are risk-based; ventilation, interlocks, restraints and safety devices are included in planned checks.
- Non-specialist cover is theory only. Gas/electrical cooking equipment, knives/peelers, chemicals and practical ingredients remain secured. JWR is informed in advance where possible.
- Close-down includes sharp-item reconciliation, food disposal/storage, fridge/freezer and appliance checks, chemical security, cleaning, gas/electric shutdown as locally specified, and locking the preparation/storage areas.

Key references and controlled guidance

D&T Association - Food Safety / Teaching Food Safely - [View source](#)

CLEAPSS GL095 - Checks in D&T, Food and Art and Design - [View source](#)

Food Standards Agency - allergen guidance - [View source](#)

FSA - PPDS guidance for schools, colleges and nurseries - [View source](#)

IGEM/UP/11 Edition 3 and Supplement 1 - [View source](#)

HSE - portable electrical equipment / risk-based testing - [View source](#)