



Horizon Schools Federation

Health and Safety Policy for Primary Design and Technology 2025

Policy Co-ordinator: DT Lead/ Headteacher

Original Policy date: April 2025

Date for next review: March 2026

This policy outlines the guiding principles by which this school will implement safe practices in the teaching and learning of design and technology.

Responsibility

The employer¹, Lincolnshire County Council, has ultimate responsibility to ensure the health and safety of employees and others using this organisation. This school will consider and act upon any guidance provided by the employer or CLEAPSS.

The task of overseeing health and safety for design and technology has been delegated to Nicole Mann and in her absence, Sophie Foston. It is the responsibility of teaching and non-teaching staff and other adults to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Remain familiar with this policy
- Implement the provisions of this policy
- Cooperate with the employer and other colleagues in promoting health and safety

Advice

This school subscribes to CLEAPSS (www.cleapss.org.uk) which provides advice on health and safety for design and technology including model risk assessments, information sheets, a helpline service and advice in the event of an emergency.

Risk Assessment

The school has adopted 'model' or 'general' risk assessments published by CLEAPSS which each member of staff adapts to:

- local circumstances
- the activity
- resources
- the needs of individual pupils

When writing schemes of learning or lesson plans, staff will note down any relevant and important health & safety information and, if necessary, reference relevant CLEAPSS guidance.

If the proposed activities or equipment are not covered by a model risk assessment in relevant CLEAPSS guides, a Special Risk Assessment must be obtained by contacting CLEAPSS.

Supervision

This school's interpretation of group sizes and supervision for design and technology activities are based on CLEAPSS advice as follows

Very close supervision <i>Needed when there are significant risks of accident and injury</i>	Two or three pupils to one adult
Close supervision <i>Needed when there are risks of accident and injury, but these are predictable and considered unlikely.</i>	Small group (up to 6) pupils to one adult
Moderate supervision <i>Needed when risks of accident and injury are well controlled and unlikely.</i>	10-15 pupils to one adult

CLEAPSS levels of supervision guidance is available on CLEAPSS primary website at www.cleapss.org.uk

Resources

The task of ensuring that purchased and donated equipment and materials are fit for purpose, safe to use, safely stored and appropriate for pupils to use lies with Nicole Mann. However, all staff must be aware of their individual responsibility to ensure that this is the case every time a design and technology activity is carried out.

Where required, equipment checks and testing, e.g. PAT testing, will be carried out in accordance with the employer's policy and manufacturer recommendations. Disposal of resources and equipment will be carried out in accordance with the employer's policy and manufacturer recommendations. For advice on safe use, storage and disposal of equipment and resources refer to CLEAPSS resources on the website www.cleapss.org.uk

Procedures

All staff are responsible for ensuring that the necessary procedures to safely carry out design and technology activities are implemented, including:

- Hygiene procedures such as washing hands
- Personal protection such as tying back hair, tucking in loose clothing, and removing jewellery
- Reducing workplace hazards such as not using water near an electrical point or appliance

For further advice refer to CLEAPSS resources at www.cleapss.org.uk

Training

It is the responsibility of Nicole Mann to ensure that essential training on health and safety in design and technology is accessed and disseminated to other school members. Adults other than teachers supporting or leading design and technology activities should be briefed by a teacher prior to carrying out any activity. It is the duty of Nicole Mann to inform adults (teachers and non-teachers) that are new to supporting design and technology at this school about this policy.

Monitoring

This policy is reviewed by Nicole Mann who will inform staff of the outcome at the next staff meeting and highlight any changes to the policy. The person with overall responsibility for design and technology will monitor that this policy is being implemented. Minutes will be kept of staff meetings at which health & safety matters are discussed.

This policy document dated April 2025 was adopted by the staff of The Horizon Schools Federation on 23rd April 2025 and was endorsed by the school governors on 24th April 2025.