CORE LEVEL TRAINING

CORE Training Course attendees please read:

- You will be provided you with either a hard copy or an e-mail copy of the D&T H&S portfolio.
- The portfolio provides an opportunity to demonstrate how you personally, and how your department, manages H&S to provide your students with a safe and healthy working environment. The portfolio is essentially a collection of 10+ pieces of evidence to show how you achieve this.
- INITIAL: In preparation for your training course, please complete as many of the following tasks that you are able to, add as much of the evidence requested below as you can to your portfolio, and bring it along to the training.
- If you are attending this training with other colleagues from your department/course, do work together to collect the evidence required for the generic sections (8, 9, 10).

1 H&S STANDARDS IN D&T – D&T Association

- Section 1 of the portfolio contains the 36 Core Level H&S Training Standards. Please read these through to familiarise yourself with the Standards.

2 ESSENTIAL PUBLICATIONS

- Check to see if the following H&S documents and publications are available within the department and make a note of where they are kept:
    - Your employers H&S Code of Practice
        - This could be a school or department.
    - BS 4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice, British Standards Institute
    - Health and Safety Training Standards in Design & Technology – D&T Association
    - Your department Risk Assessment folder for all process carried out in the area.
    - Your department COSHH folder.

3 HEALTH AND SAFETY TRAINING

- Add to your portfolio any H&S related training certificates relating to training that you have already completed.

4 RISK ASSESSMENTS

- Add to your portfolio an example of a risk assessment that has been completed for a piece of equipment within your material area. Please ensure that the Risk Assessment is up-to-date and personalised for your school/department.

5 TEACHING AND LEARNING STRATEGIES

- Add to your portfolio an example of how you incorporate references to H&S into your schemes of work.
- Add an example of how H&S training is provided for learners and how this training is recorded, e.g. a H&S worksheet.
- Add an example of how you record the H&S training that has been undertaken by learners.

6 COSHH ASSESSMENTS (Control of substances hazardous to health)

- Add to your portfolio an example of a COSHH assessment that has been completed within the department, e.g. by providing a hazard data sheets for a material or substance used within your work area and recording how you currently remove or minimise the risks associated with this substance.
- Add labelled photo evidence of the COSHH cupboard showing both the external and internal views.

7 ENVIRONMENT

- Add to your portfolio a page of a minimum of 3 photographs of your workshop or studio (or one that you regularly work in) to show some of the features that make it a safe working environment, or photographs that identify features that are of concern in your working environment.

8 PORTABLE APPLIANCE TESTING

- Add to your portfolio evidence to show that Portable Appliance Testing has been carried out regularly on equipment in your own work area (or one that you regularly work in), e.g. a photograph of a piece of equipment with a PAT sticker on it, or a page from a PAT testing record.

9 LEV TESTING

- Add to your portfolio evidence to show that Local Exhaust Ventilation testing has been carried out at least once every 14 months on equipment within your work area (if applicable) e.g. a photocopy of a page from an LEV report, photos of LEV stickers etc.

10 MAINTENANCE OF WORK EQUIPMENT

- Add to your portfolio evidence of how work equipment and machinery is regularly maintained and serviced within your work area (if applicable), e.g. a photocopy of a page recording maintenance undertaken by your department technician, or a photocopy of a page of a maintenance report completed by an external maintenance contractor.

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