DESIGN & TECHNOLOGY ASSOCIATION

D&T Association

Health and Safety Training Standards in Design & Technology

DESIGN AND TECHNOLOGY HEALTH AND SAFETY PORTFOLIO OF EVIDENCE

Name: _____

School/College: _____

	Date	Trainer Signature
Initial training date		
Updated		
Updated		
Updated		
Date of refresher training		
Updated		
Updated		
Updated		
Date of refresher training		

D&T H&S PORTFOLIO CHECKLIST

The D&T Association recommends that all colleagues should assemble a D&T H&S portfolio as a personal record of their health and safety training and working practice in school, and recommends that this is updated on an annual basis as a permanent and cumulative record of on-going personal practice. The portfolio should include the evidence listed below and is a requirement for accreditation at the Core Level Standards.

On completion, please submit your portfolio to your Registered Design and Technology Consultant who will check it and register you on-line for accreditation by the Design and Technology Association.

The D&T Association recommends that refresher training on the core level Health and Safety Training Standards should be undertaken on a regular basis and no longer than 5 years from initial training.

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

Know and understand the current D&T Association 'Health and Safety Training Standards in Design and Technology' – Core Level Standards

Use the Core Level Standards provided and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment

2 ESSENTIAL PUBLICATIONS

Know where to access essential H&S publications within the department:

Local Authority Health and Safety Code of Practice (where applicable)

BS 4163:2021+A1:2022 Health and safety for design and technology in educational and similar establishments – Code of practice, British Standards Institute

Other H&S publications within the department should include:

Health and Safety Training Standards in Design & Technology – D&T Association

Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association

Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS

3 HEALTH AND SAFETY TRAINING

Evidence of your Health and Safety training records to indicate training completed and training needs identified

4 RISK ASSESSMENTS

Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area. This can include the adoption and adaptation of model risk assessments. Know and apply BS 4163:2021+A1:2022 Health and safety for design and technology in educational and similar establishments code of practice.

5 TEACHING AND LEARNING STRATEGIES

Evidence of:

How Health and Safety issues are incorporated into your schemes of work

How Health and Safety training is provided for learners and how this training is recorded

6 COSHH ASSESSMENTS

Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area and identifying how you remove or minimise associated risks

7 ENVIRONMENT

Evidence in the form of photographs or sketches of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns

8 PORTABLE APPLIANCE TESTING

Evidence that Portable Appliance Testing has been carried out regularly on equipment in your own work area (or one that you regularly work in)

9 LEV TESTING

Evidence that LEV testing has been carried out every 14 months on equipment within your work area (if applicable)

10 MAINTENANCE OF WORK EQUIPMENT

Evidence of how work equipment and machinery is regularly maintained and serviced within your work area (if applicable)

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

Know and understand the current D&T Association ‘Health and Safety Training Standards in Design and Technology’ – Core Level Standards

Use the Core Level Standards provided overleaf and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment

2 ESSENTIAL PUBLICATIONS

Know where to access essential H&S publications within the department, i.e.
Your Local Authority Health and Safety Code of Practice (or policy documents specific to your educational establishment)
BS 4163:2021+A1:2022, Health and safety in design and technology in educational and similar establishments - Code of practice
Other H&S publications within the department should include:
Health and Safety Training Standards in Design & Technology – D&T Association
Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS

Use the table overleaf to record these and other H&S publications held within the department and their location

Health and Safety publications held within the department

Publication	Available	Location
Local Authority Health and Safety Code of Practice or relevant school policies (if applicable)		
BS 4163:2021+A1:2022, Health and safety in design and technology in educational and similar establishments - Code of practice		
Health and Safety Training Standards in Design and Technology – D&T Association		
Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association		
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS		
Managing Risk Assessment in Design and Technology, G235 - CLEAPSS		
Model Health & Safety Policy for D&T Departments L260 – CLEAPSS		
Health & Safety Maintenance of D&T Workshop Equipment G254 – CLEAPSS		
Building Bulletin 81: Design and Technology Accommodation in Secondary Schools – DfES		
Building Bulletin 103/104 (previously 98/99): Briefing Framework for Secondary School Projects – (https://www.gov.uk/government/publications/area-guidelines-and-net-capacity)		
Risk assessment. HSE Website: Managing risks and risk assessment at work. Available at Location: https://www.hse.gov.uk/simple-health-safety/risk/ **[The leaflet is no longer available as a published document]**		

3 HEALTH AND SAFETY TRAINING

Evidence of your Health and Safety training records to indicate training completed and training needs identified

N.B. Applicants for SFHS should ensure that their food hygiene accreditation is up to date

Use the H&S Accreditation Audit Form overleaf to record training and accreditation that has been completed, where D&TA accreditation only is required or where either initial or refresher training is required

Use this section of the portfolio to hold materials relating to the Specialist and Specialist Extension Level training standards that you have completed, your D&TA accreditation and any other H&S certification

Name: _____ Audit date: _____

DESIGN & TECHNOLOGY ASSOCIATION

Initial analysis for Design and Technology H&S training.

Use the table below and record in the right-hand AUDIT column:
C Where current D&TA accreditation is in place
R Where REFRESHER training is required

D&TA Health and Safety Training Standards in Design and Technology				AUDIT
CODE	**TRAINING STANDARDS**		**HOURS**	
PCHS	PRIMARY CORE		6	
SCHS	SECONDARY CORE		6	
SFHS	FOOD TECHNOLOGY		6	
SSHS	SYSTEMS AND CONTROL		1-2	
STHS	TEXTILE TECHNOLOGY	Sewing Machine Processes	4	
		Textiles Heat Processes	2	
SMHS	SECONDARY MATERIALS (individual equipment)	Hand Tools	1	
		Drilling Machines	1	
		Guillotines, Shears & Trimmers	1	
		Off-hand Grinding Machines	1	
		Sanding/Linishing Machines	1	
		Mortiser Machines	1	
		Polishing Machines	1	
		Power Fretsaws	1	
		Power Hacksaw/Metal Cutting Bandsaw	1	
		Heat Processes		
		- Forging/Brazing	2	
		- Low Temperature Casting	1	
		- Soft Soldering	1	
		Moulding Plastics		
		- Strip Heaters	0.5-1	
		- Vacuum Formers	1	
		- Hot Wire Cutters	0.5-1	
		- Plastic Welding	1	
		- Injection/Extrusion Moulding	1	
		- Blow Moulding	1	
		- Moulding Trimming	0.5-1	
		Portable Power Tools (Drills and Sanders)	1	
S1HS	WOOD SAWING MACHINES	Circular Saw	3	
		Band Saw	3	
		Chop/Radial Arm Saws	1	
		Vertical Panel Saw	1	
S2HS	CENTRE LATHE/CNC LATHE		4-6	
S3HS	CASTING NON-FERROUS METALS		4-6	
S4HS	ELECTRIC WELDING/CUTTING	MMA – Metal Arc Welding	3	
		MAG – Metal Active Gas Welding	3	
		MIG – Metal Inert Gas Welding	3	
		TIG – Tungsten Inert Gas Welding	3	
		Spot Welding	1	
		Plasma Cutting	2-4	
S5HS	GAS WELDING/CUTTING	Oxy-Acetylene	4-6	
		Oxy-Propane	4-6	
S6HS	MILLING MACHINES & MACHINING CENTRES	Vertical Milling Machine	4-6	
		Horizontal Milling Machine	4-6	
		CNC Milling Machine	4-6	
S7HS	WOOD TURNING LATHE		4-6	
S8HS	PLANER/THICKNESSER MACHINES	Overhand Planer	2-4	
		Thicknesser	2-4	
S9HS	PORTABLE POWER TOOLS	Portable Grinder	1	
		Rotating Portable Saw	1	
		Reciprocating Portable Saw	1	
		Biscuit Jointer/Tenon Jointer	1	
		Portable Planing Machine	1	
		Portable Router/Router Table	2	
S10HS	GRINDING AND SHARPENING		4 to 6	
S11HS	H&S FOR SITE STAFF – USING PORTABLE POWER TOOLS		6	
S12HS	H&S FOR D&T TECHNICIANS		6	

4 RISK ASSESSMENTS

Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area

Provide a copy of 1 completed risk assessment in your portfolio. This can include the **adoption** and **adaptation** of model risk assessments as described in Standards 7 and 8 above, using the table provided overleaf

DESIGN & TECHNOLOGY ASSOCIATION

RISK ASSESSMENT GUIDANCE NOTES

Activity:

Equipment / Substance / Process:

Attach photo of specific machine with safety features identified

The Design and Technology Department adopts the model risk assessments relating to the above activity as detailed in BS 4163:2021+A1:2022/CLEAPSS

Additional HAZARDS identified:

Who is at risk?

Vulnerable individuals?

How could they be harmed?

Additional CONTROL MEASURES required:

Control measures not yet in place / action required? By who? By when?

Level of supervision required?

Minimum age / year group?

Reference to maintenance schedule, e.g. daily / pre-use checks

All relevant staff have been made fully aware of the contents of this risk assessment

Date of Risk Assessment: Date of Review:

Name(s) of Assessor(s):

Signature of Head of Department:

Signature of Headteacher/Key Manager:

SCHOOL/COLLEGE:
DESIGN AND TECHNOLOGY DEPARTMENT
RISK ASSESSMENT
Activity:
The Design and Technology Department adopts the model risk assessments relating to the above activity as detailed in BS 4163:2021+A1:2022/CLEAPSS **(SEE PHOTOCOPIED DETAILS ATTACHED)**
Additional CONTROL MEASURES required:
All relevant staff have been made fully aware of the contents of this risk assessment
Date of Risk Assessment: Date of Review:
Name(s) of Assessor(s):
Signature of Head of Department:
Signature of Headteacher/Key Manager:

5 TEACHING AND LEARNING STRATEGIES

Evidence of:

1 How Health and Safety issues are incorporated into your schemes of work

2 How Health and Safety training is provided for learners and how this training is recorded

6 COSHH ASSESSMENTS

Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area **and** identifying how you remove or minimise associated risks

DESIGN & TECHNOLOGY ASSOCIATION

SCHOOL/COLLEGE:
D&T DEPARTMENT COSHH ASSESSMENT
Name of substance:
The Design and Technology Department adopts the CLEAPSS model risk assessment/safety data sheet relating to the use of the above substance, recognises the hazards that use of the substance involves and the control measures that must be in place. (attach a copy of the current CLEAPSS model risk assessment/safety data sheet related to this substance)
Additional CONTROL MEASURES required, i.e. ***Extraction:*** ***Ventilation:*** ***Training:*** ***Level of supervision:*** General class Close class One to one *(Ring as appropriate)* ***Storage arrangements:*** ***Personal Protective Equipment:*** Goggles Face visor Dust mask Respirator Gloves Footwear Apron *(Ring as appropriate)*
All relevant staff have been made fully aware of the contents of this COSHH assessment
Date of COSHH Assessment: **Date of Review:**
Name(s) of Assessor(s):
Signature of Head of Department:

7 ENVIRONMENT

Evidence in the form of photographs of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns

8 PORTABLE APPLIANCE TESTING

Evidence that Portable Appliance Testing has been carried out regularly on equipment in your own work area (or one that you regularly work in)

9 LEV TESTING

Evidence that LEV testing has been carried out every 14 months on equipment within your work area (if applicable)

10 MAINTENANCE OF WORK EQUIPMENT

Evidence of how work equipment and machinery is regularly maintained and serviced within your work area (if applicable)