HEALTH AND SAFETY TRAINING:

Your trainer:

Mr. Mark Elwell

RDTHSC

Designed By ME

Consultancy Ltd.

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

DESIGN AND TECHNOLOGY HEALTH AND SAFETY PORTFOLIO OF EVIDENCE

Name: _____

School/College: _____

Date		Signature
Date of submission for accreditation		
Annual update		
Annual update		
Annual update		
Annual update		
Date of refresher training		
Annual update		
Annual update		
Annual update		
Annual update		
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 4163:2014 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

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 – TDA/D&T Association

Know and understand the current TDA/D&TA 'Health and Safety Training Standards in Design and Technology' - Core and Specialist Level Standards (as appropriate)

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

Task:

Look at the list of Acts, Regulations etc.

Cut along the dotted lines.

Your aim is to put them in order of Legal importance, (most important at the top).

(By the way you will be applying or adhering to all theses during your working life as a member of a D.T. Department.)

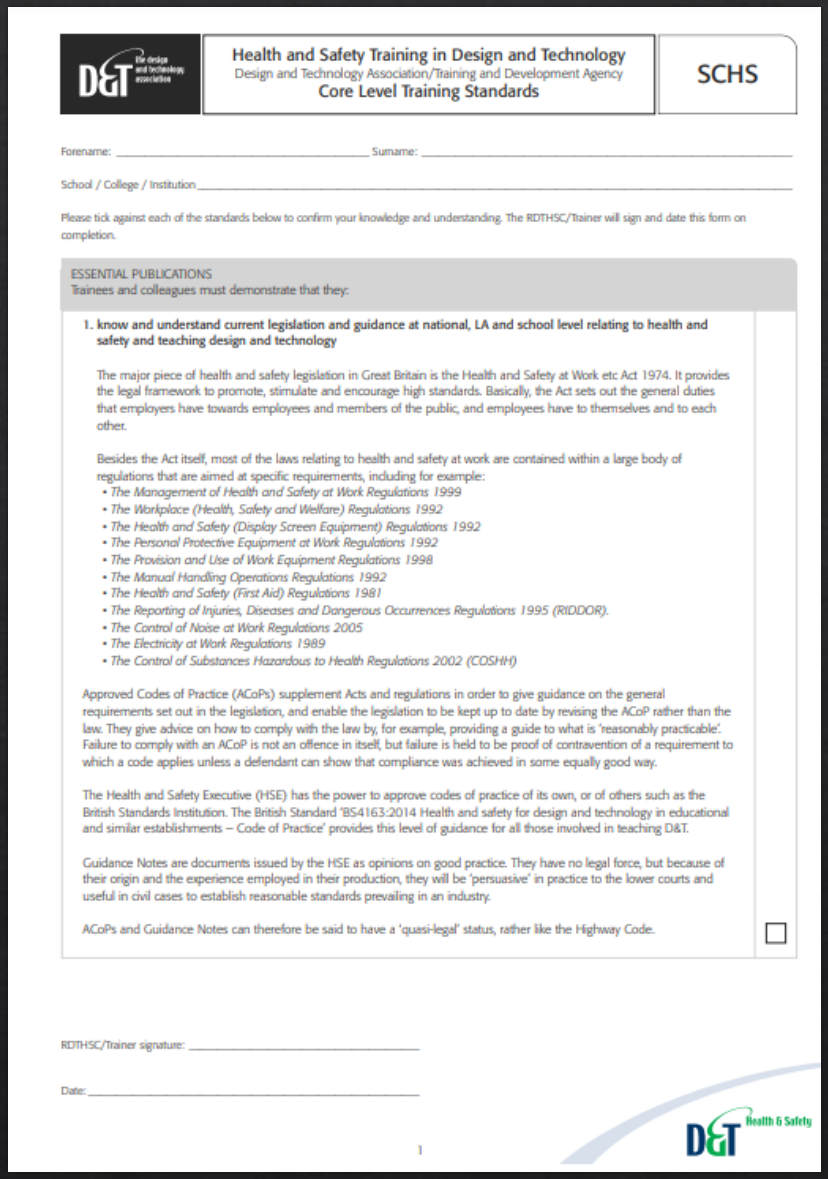
Health and Safety at Work etc. Act 1974 / Food Safety Act 1990

Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Control of Substances Hazardous to Health Regulations 2002
Electricity at Work Regulations 1989
Food Hygiene (England) Regulations 2005

The Control of Substances Hazardous to Health Regulations 2002 - Approved Code of Practice and Guidance, 2005
L114, Safe Use of Woodworking Machinery. Provision and use of Work Equipment Regulations 1998 as applied to Woodworking Machinery, Approved Code of Practice and Guidance, 1998

BS4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice
Code of Practice: Safeguarding Drilling Machines, Manufacturing Technology Association

HSG 17, Safety in the Use of Abrasive Wheels
HSE Woodworking information sheet 38 'PUWER 98: retrofitting of braking to woodworking machines'
L235, Managing Risk Assessment in Design and Technology, CLEAPSS



Health and Safety Training in Design and Technology
Design and Technology Association/Training and Development Agency
Core Level Training Standards

SCHS

Forename: _____ Surname: _____

School / College / Institution _____

Please tick against each of the standards below to confirm your knowledge and understanding. The RDTHSC/Trainer will sign and date this form on completion.

ESSENTIAL PUBLICATIONS
Trainees and colleagues must demonstrate that they:

1. know and understand current legislation and guidance at national, LA and school level relating to health and safety and teaching design and technology

The major piece of health and safety legislation in Great Britain is the Health and Safety at Work etc Act 1974. It provides the legal framework to promote, stimulate and encourage high standards. Basically, the Act sets out the general duties that employers have towards employees and members of the public, and employees have to themselves and to each other.

Besides the Act itself, most of the laws relating to health and safety at work are contained within a large body of regulations that are aimed at specific requirements, including for example:

- *The Management of Health and Safety at Work Regulations 1999*
- *The Workplace (Health, Safety and Welfare) Regulations 1992*
- *The Health and Safety (Display Screen Equipment) Regulations 1992*
- *The Personal Protective Equipment at Work Regulations 1992*
- *The Provision and Use of Work Equipment Regulations 1998*
- *The Manual Handling Operations Regulations 1992*
- *The Health and Safety (First Aid) Regulations 1981*
- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).*
- *The Control of Noise at Work Regulations 2005*
- *The Electricity at Work Regulations 1989*
- *The Control of Substances Hazardous to Health Regulations 2002 (COSHH)*

Approved Codes of Practice (ACoPs) supplement Acts and regulations in order to give guidance on the general requirements set out in the legislation, and enable the legislation to be kept up to date by revising the ACoP rather than the law. They give advice on how to comply with the law by, for example, providing a guide to what is 'reasonably practicable'. Failure to comply with an ACoP is not an offence in itself, but failure is held to be proof of contravention of a requirement to which a code applies unless a defendant can show that compliance was achieved in some equally good way.

The Health and Safety Executive (HSE) has the power to approve codes of practice of its own, or of others such as the British Standards Institution. The British Standard 'BS4163:2014 Health and safety for design and technology in educational and similar establishments – Code of Practice' provides this level of guidance for all those involved in teaching D&T.

Guidance Notes are documents issued by the HSE as opinions on good practice. They have no legal force, but because of their origin and the experience employed in their production, they will be 'persuasive' in practice to the lower courts and useful in civil cases to establish reasonable standards prevailing in an industry.

ACoPs and Guidance Notes can therefore be said to have a 'quasi-legal' status, rather like the Highway Code. ☐

RDTHSC/Trainer signature: _____

Date: _____

1

D&T Health & Safety

Add your name and school at the top.

Read through each section and tick the box.

Highlight any aspects or statements you are not sure of, and at your practical session they can be discussed.

Mark will sign this on completion

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

2

ESSENTIAL PUBLICATIONS

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 (where applicable)
BS4163:2014, 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

d Safety publications n the department

Publication	Available	Location
y Health and Safety Code of plicable)		
, Health and safety in design and educational and similar s - Code of practice		
ifety Training Standards in Design gy – D&T Association		
ent in Secondary Schools and gn and Technology Teaching – D&T Association		
sessments for D&T in Secondary colleges – CLEAPSS		
k Assessment in Design and 235 - CLEAPSS		
& Safety Policy for D&T L260 – CLEAPSS		
ty Maintenance of D&T Workshop Equipment L254 – CLEAPSS		
Building Bulletin 81: Design and Technology Accommodation in Secondary Schools – DfES		
Building Bulletin 98: Briefing Framework for Secondary School Projects – DfES		
Risk assessment. A brief guide to controlling risks in the workplace, HSE leaflet INDG163(rev4)		

Section 2:

Essential Publication's

- Local Authority Health and Safety Code of Practice (if applicable)
- School Health and Safety Policy
- Department Health and Safety Policy
  - Department Rules
- BS4163:2014, 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
- Risk assessment Folder
  - Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS
  - Managing Risk Assessment in Design and Technology, L235 – CLEAPSS
  - Model Health & Safety Policy for D&T Departments L260 – CLEAPSS
  - Health & Safety Maintenance of D&T Workshop Equipment L254 – CLEAPSS
- COSHH Folder
- Bulletin 81: Design and Technology Accommodation in Secondary Schools – DfES
- Building Bulletin 98: Briefing Framework for Secondary School Projects – DfES
- Risk assessment. A brief guide to controlling risks in the workplace, HSE leaflet INDG163(rev4)

Documents in Blue are internet based ones that are advice and guidance, though it is important you can access them, they should act as a reference resource – whereas the items highlighted are vital that your department has and that you access as and when required.

Are there any other documents you feel should be in this list?

Can you find all these documents in your school? Can you access these documents?

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

H&S ACCREDITATION AUDIT FORM

Name: _____

Audit date: _____

Use the table below and record in the right hand column:
C Where current D&TA accreditation/Food Safety certification is in place
I Where INITIAL training is required
R Where REFRESHER training is required

D&T Association Health and Safety Training Standards in Design and Technology			
CODE	**TRAINING STANDARDS**		**STATUS**
SCHS	SECONDARY CORE		
SFHS	FOOD TECHNOLOGY		
	LEVEL 2 + FOOD HYGIENE & SAFETY ACCREDITATION		
SMHS	RESISTANT MATERIALS		
SMHS	RESISTANT MATERIALS (individual equipment)	Hand tools	
		Drilling machines	
		Guillotines/shears/trimmers	
		Off hand grinding machines(only use of)	
		Sanding/linishing machines	
		Mortisers	
		Polishing (buffing) machine	
		Power fret saws	
		Power hacksaws/metal cutting bandsaws	
		Heat processes	
		Plastics moulding processes	
		Portable power tools (only inc. drills and sanders)	
SSHS	SYSTEMS AND CONTROL		
STHS	TEXTILE TECHNOLOGY		
S1HS	WOOD SAWING MACHINES	Band Saw	
		Circular Saw	
		Vertical Panel Saw	
		Chop/Radial Arm Saws	
S2HS	CENTRE LATHE/CNC LATHE		
S3HS	CASTING N/F METALS		
S4HS	METAL ARC WELDING	MMA	
		MAG	
		MIG	
		TIG	
S5HS	OXY ACETYLENE WELDING		
S6HS	MILLING MACHINES/CNC CENTRE	Vertical	
		Horizontal	
		CNC Centre	
S7HS	WOOD TURNING LATHE		
S8HS	PLANER/THICKNESSER MACHINES	Overhand planer	
		Thicknesser	
S9HS	PORTABLE POWER TOOLS	Portable Grinder	
		Rotating portable saw	
		Reciprocating portable saw	
		Biscuit cutter	
		Portable planing machine	
		Portable router	
S10HS	GRINDING AND SHARPENING		

h and Safety Training in Design and Technology
Design and Technology Association
ialist Level: Secondary Materials Health and Safety (SMHS)

_____ Surname: _____

RDTHSC: _____

theoretical and practical knowledge, skills and understanding of t
e following assessment tasks

n to confirm your knowledge and understanding and that you ha

e system of working (control measures)

Tools should be stored at a suitable height for ease of access
Sharp or pointed tools should be handled with care (with cutting edge pointing downwards)
Tools should not be carried in pockets or under belts
Hand tools should not be left projecting from a bench
Instruction should be given on the correct use of hand tools

Edged tools should be kept sharp and in good condition
They should be stored appropriately, e.g. in racks

Condition of tools should be checked before use
Learners should be aware of action required when tools break or fall a
Faces of hammer heads/hammer shafts should be frequently inspecte
heads and shafts should be discarded. The correct handle must be sec
tool. Wedges in hammer shafts should be kept tight
'Mushrooming' on the struck ends of metalworking chisels should be r

Work pieces should always be held/clamped firmly in place
Sawing boards (bench hooks) should be maintained in good condition
The correct size of spanner should be used to fit nuts and bolts. Packir
not be used

See DfES Building Bulletin 81, section 4.
Benches should be heavy-duty and robust enough for practical activitie
knee space for comfort if used for seated tasks
Working surfaces should be at the correct height for tasks and appropri
materials being used

See BS4163: 2014 Section 6 Working Area Environment

See BS4163: 2014 Section 6 Working Area Environment

Health and Safety Training in Design and Technology
Design and Technology Association
Specialist Level: Secondary Materials Health and Safety (SMHS)

Drilling machine

Forename: _____ Surname: _____

School / College/ Institution _____

Course date: / / RDTHSC: _____

Colleagues must demonstrate their theoretical and practical knowledge, skills and understanding of the use of drilling machines in school workshops by completing the following assessment tasks

Please tick in the appropriate column to confirm your knowledge and understanding and that you have completed the practical tasks set

Assessment Task 1
Hazards and Control Measures

Hazards	Safe system of working (control measures)	Tick
Entrapment	• Long hair and loose clothing secured • Dangling jewellery removed • Gloves or bandages should not be worn • Fixed guards (removable only with a tool) or interlocked guards must enclose drive pulleys and belts	☐
Chuck keys, broken drills, swarf, dust and work pieces can be ejected	• Chuck key must be removed before starting the machine and after the work is completed • Chuck key should preferably be spring loaded • Chuck guard should extend to the bottom of the drill bit when it is in the uppermost position • Table should be adjusted so that as the drill leaves the guard, it enters the work piece • When using a specialist printed circuit board drilling machine, the need for a guard should be determined by a specific risk assessment • Drill bits should be ground and sharpened correctly • Suitable eye protection available near to machine • Eye protection stickers on machine • Eye protection in use at all times	☐
Unexpected spinning of hand held work pieces	• Risk assessment should confirm appropriate clamping arrangements, e.g. use of a vice, clamping the work piece to the table etc., depending upon size of drill and size/shape of material	☐
Drill table slipping down, heavy objects falling from the table	• Suitable footwear should be worn • A safety collar stop should be used if no rack and pinion rise and fall mechanism is fitted	☐
Electric shock/Inadvertent starting of the machine	**The machine must have:** • A means of electrical isolation • Fused switch disconnector • Starter with overload protection and no-volt release • Armoured cable to isolator • A foot operated emergency stop device that can quickly stop the machine in an emergency • Machine must be electrically isolated before position of the drive belt is changed	☐
Sharp edges on drills, work pieces and swarf	• Swarf must be removed using a tool to avoid hand contact	☐
Contact with fluids, oil and grease	• Contact with the skin should be kept to a minimum and hands should be washed thoroughly after use	☐
Lack of space around machine	• Sufficient space around the machine to prevent the operator being pushed by passers-by	☐
Slippery floor surface, loose items around machine	• Floor surface should not be slippery and should be kept free of loose items • See BS4163: 2014 Section 6 Working Area Environment	☐

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

4 RISK ASSESSMENTS

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

Fact or fallacy

Task

1… Everyone is legally responsible for risk assessing their own job	2… A risk assessment must include control measures	3… Risk assessments must be reviewed every 12 months	4… Risk Assessors are legally liable for their assessments	5… There have been many prosecutions for failing to carry out a risk assessment
6… There have been many prosecutions for failing to carry out a risk assessment	7… The recommendations in a risk assessment must be implemented within 3 calendar months	8… An employee can refuse to contribute to a risk assessment	9… The Health and Safety Executive can ask to see risk assessments	10… Risk assessments are not necessary if you have low accident rates
11… If an accident happens which is covered by a risk assessment, the risk assessor can be prosecuted	12… Risk assessment forms can be obtained from the Health and Safety Executive	13… If you obtain risk assessments from a third party, such as a consultant, you are still responsible for their accuracy	14… All risk assessments must follow a standard procedure	15… Employees are entitled to copies of risk assessments
16… Risk assessment is something we do all the time	17… Risk assessments prevent prosecutions/compensation claims	18… You can't undertake risk assessment unless you are competent	19… Risk assessments must be based on a numerical system	**Total out of 19 ???**

Risk Assessment exercise

Task

DESIGNED BY ME
CONSULTANCY LTD.

School Name

Design and Technology Department

Insert school logo and remove this box.

Activity:

The Design and Technology Department of **SCHOOL NAME** adopts the model risk assessments relating to the above activity as detailed in BS4163:2014 and CLEAPSS.

(Please see attached sheets.)

Additional HAZARDS identified:

Additional CONTROL MEASURES required:

All relevant staff have been made fully aware of the contents of this risk assessment and are
no doubt they must apply its content at all times when operating this item of equipment.

Original date risk assessment was carried out:	Name of person who produced the risk assess
Date risk assessment was REVIEWED:	**Name of person who REVIEWED the risk asses**

RISK ASSESSMENT

CLEAPSS Student Guidance

MRAT 085	Powered bench-mounted saws; fret, jig, scroll	Applicable to: cutting of intricate shapes in timber and rigid plastics	See also: 071
Process(es) covered:	The cutting of curved and irregular shaped lines in thin wood and plastics, using electrically-powered saws, eg. jig, scroll or fret saws.		

Control Measures

- Wear eye protection. Tie back long hair, remove or cover jewellery and cover loose clothing with a secure apron or overall.
- The machine should be fixed to the bench. Machines fitted on a stand will need the stand fixing to the floor.
- To minimise user injury, the saw blade must be adequately guarded so that, in normal use, the fingers of the operator cannot come into contact with it. The machine should not be used without a suitable guard in place and correctly set.

Immediate Remedial Measures:

Dust is in the eye	Irrigate immediately with water for several minutes, telling the casualty to hold eyelids apart.
A particle could be in the eye	Tell the casualty not to rub the eye, sit him/her down facing the light with the head leaning back. Stand behind the casualty to look for the particle in the eye. If it is over the iris or pupil, DO NOT ATTEMPT TO MOVE IT. Tell the casualty to hold a gauze pad over the eye and close the other one. Send for an ambulance to take the casualty to hospital. If the particle is visible over the white of the eye, the corner of a moistened handkerchief can be used to remove it. Call 111 and seek medical attention.
Injury to the eye	If there is any sign of injury to the eye, tell the casualty to hold a gauze pad over the eye and close the other one. Take the casualty to hospital as quickly as possible.
Cuts	If cuts are minor, ie. of a sort which casualties would normally treat themselves then the small, sterilised dressing applied by the casualty.
	t as possible, using fingers or a pad of cloth. Leave round them. Lower the casualty to the floor and raise yourself from contamination by blood.

©CLEAPSS 2020

13.6.3 Powered fret sawing machines

13.6.3.1 Hazards

Employees and learners should be made aware of the following hazards.

a) Hands or fingers, which can come into contact with the saw blade.
b) The powered fret sawing machine, which can become detached from the bench.
c) Wood dust, which can be inhaled.
d) Inadvertent starting of the machine.

13.6.3.2 Risk control measures

The machine should be provided with:

a) a means of electrical isolation using a fused isolating switch on or adjacent to the machine, and that it is controlled by a starter incorporating overload protection and no-volt release; and
b) a conveniently positioned and accessible, emergency stop switch (which could be the normal "off" switch) or other suitable control device that can quickly stop the machine in an emergency.

The saw should be securely fixed to the bench. Alternatively, if on a floor mounted stand, the stand should be securely fixed. The height of the machine should be set for comfortable working as appropriate.

A risk assessment should be carried out to evaluate the likely risks to health from inhalation of wood dust, and any action required to prevent or control the risks (see 13.1). Where an effective LEV system is not in place, a dust mask conforming to BS EN 149:2001+A1:2009 class FFP3 should be used.

Suitable eye protection should be used if deemed appropriate by the risk assessment. Long hair should be protected from entanglement.

Blades should be sharp and should be of the correct pattern and distortion-free.

a) NOTE Blunt or distorted blades can break in use.

Blades should be guarded at all times. The hold-down foot should be used at all times.

The machine should be included in a planned maintenance programme that should include electrical safety tests.

Evidence of:

How H&S issues are incorporated into your schemes of work

How H&S training is provided for learners and how this training is recorded

5 TEACHING STRATEGIES

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

Task

Teaching and learning discussion of examples of good practice.

Recording the training of students – How? Where? Why?

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

6 COSHH ASSESSMENTS

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

Task

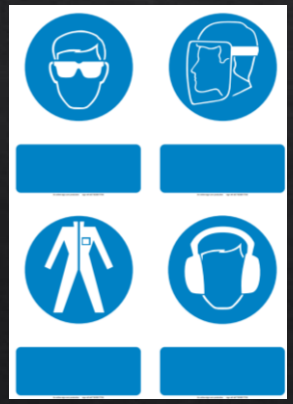
Signage:

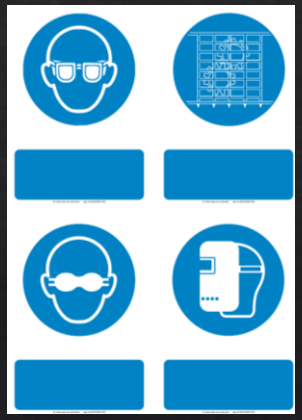
Add the meaning to the signs.





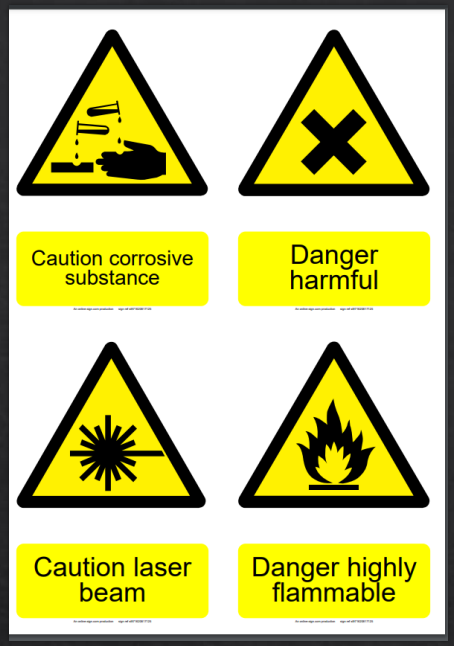






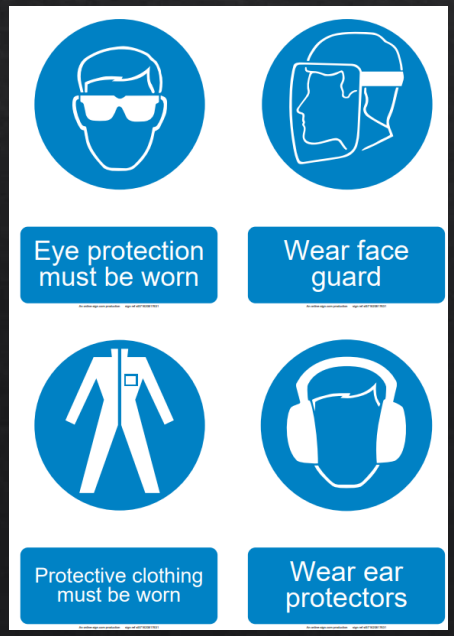
How many do you know?

How many should you know?











It is important to know the actual meaning not what you think.

How did you do…?

20 out of 20?





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

7 ENVIRONMENT

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

Task

So what is the issue….

Add notes to a couple of the sheets reflecting on the bad practise you see.
















Guards
must be used
















Dovetail Joint
Dowel Joint

8 PORTABLE APPLIANCE TESTING

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

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)

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

(if applicable)

9 LEV TESTING

9 LEV TESTING

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

Evidence of how machinery and equipment is regularly maintained and serviced within your work area

(if applicable)

10 MACHINE MAINTENANCE

10 MAINTENANCE OF WORK EQUIPMENT

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

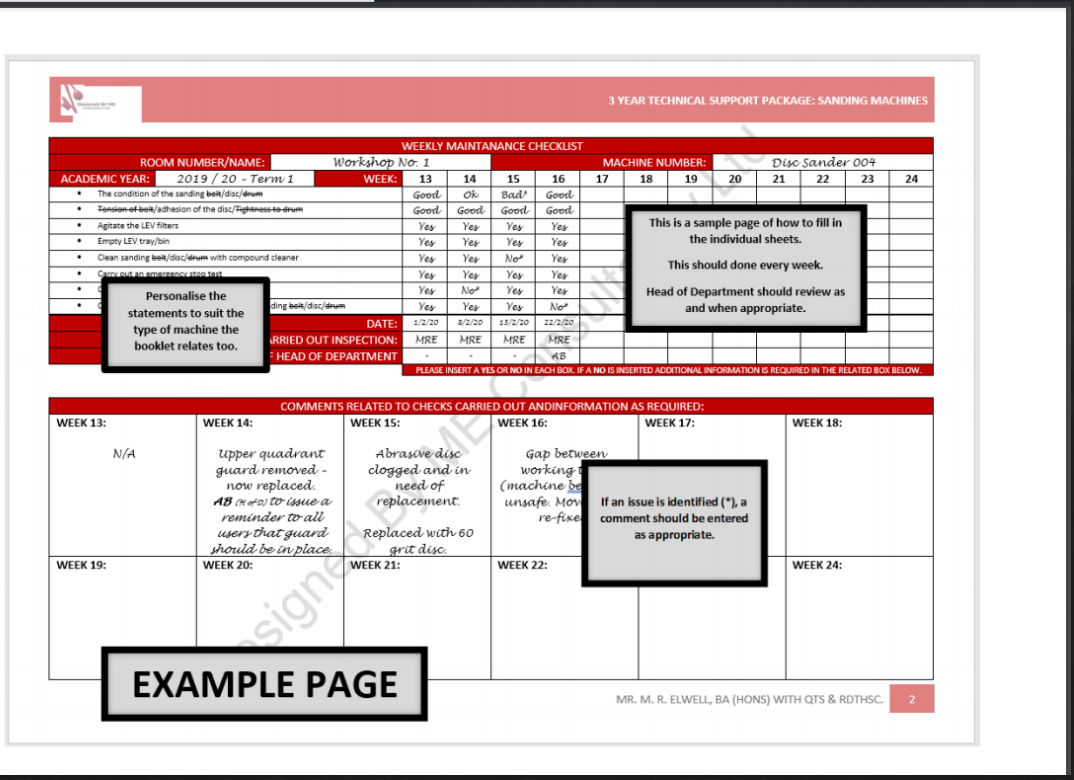
Machine Name/Number: _____

Room Name/Number: _____

3 Year Technical Support Package: Sanding Machines

THIS IS A 3 YEAR COMPRHENSIVE MAINTENANCE SCHEME. THIS DOCUMENT SHOULD BE POSITIONED ON OR NEAR THE ITEM OF MACHINARY IT IS ASSIGNED TO AND COMPLETED IN FULL.

Mr. M. R. Elwell, BA (Hons) with Qts & RDTHSC.
DESIGNED BY ME CONSULTANCY LTD.



3 YEAR TECHNICAL SUPPORT PACKAGE: SANDING MACHINES

WEEKLY MAINTANANCE CHECKLIST

ROOM NUMBER/NAME: Workshop No. 1 — MACHINE NUMBER: Disc Sander 004

ACADEMIC YEAR: 2019 / 20 - Term 1 — WEEK:

	13	14	15	16	17	18	19	20	21	22	23	24
The condition of the sanding ~~belt~~/disc/~~drum~~	Good	Ok	Bad*	Good								
~~Tension of belt~~/adhesion of the disc/~~Tightness to drum~~	Good	Good	Good	Good								
Agitate the LEV filters	Yes	Yes	Yes	Yes								
Empty LEV tray/bin	Yes	Yes	Yes	Yes								
Clean sanding ~~belt~~/disc/~~drum~~ with compound cleaner	Yes	Yes	No*	Yes								
Carry out an emergency stop test	Yes	Yes	Yes	Yes								
[illegible]	Yes	No*	Yes	Yes								
[illegible]ding ~~belt~~/disc/~~drum~~	Yes	Yes	Yes	No*								
DATE:	1/2/20	8/2/20	15/2/20	22/2/20								
[illegible]RRIED OUT INSPECTION:	MRE	MRE	MRE	MRE								
[illegible] HEAD OF DEPARTMENT	-	-	-	AB								

PLEASE INSERT A YES OR NO IN EACH BOX. IF A NO IS INSERTED ADDITIONAL INFORMATION IS REQUIRED IN THE RELATED BOX BELOW.

This is a sample page of how to fill in the individual sheets.

This should done every week.

Head of Department should review as and when appropriate.

Personalise the statements to suit the type of machine the booklet relates too.

COMMENTS RELATED TO CHECKS CARRIED OUT ANDINFORMATION AS REQUIRED:

WEEK 13:	WEEK 14:	WEEK 15:	WEEK 16:	WEEK 17:	WEEK 18:
N/A	Upper quadrant guard removed - now replaced. AB (H&S) to issue a reminder to all users that guard should be in place.	Abrasive disc clogged and in need of replacement. Replaced with 60 grit disc.	Gap between working t… (machine be… unsafe. Mov… re-fixe…		
WEEK 19:	**WEEK 20:**	**WEEK 21:**	**WEEK 22:**		**WEEK 24:**

If an issue is identified (*), a comment should be entered as appropriate.

EXAMPLE PAGE

Step by Step Reminder

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/co 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. Ple through to familiarise yourself with the Standards.

2 ESSENTIAL PUBLICATIONS

- Check to see if the following H&S documents and publications are available withi 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 establishments – Code of practice, British Standards Institute
  - Health and Safety Training Standards in Design & Technology – D&T Asso
  - Your department Risk Assessment folder for all process carried out in the
  - Your department COSHH folder.

3 HEALTH AND SAFETY TRAINING

- Add to your portfolio any H&S related training certificates relating to training tha completed.

4 RISK ASSESSMENTS

- Add to your portfolio an example of a risk assessment that has been completed f equipment within your material area. Please ensure that the Risk Assessment is u 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.

Mr. Mark R. Elwell
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Please remember Health and Safety is about ensuring all users of something are safe…
don't use it as a reason not to do something…
…work out a way to do it safely.

Thank you…

and see you soon!

Mr. Mark R. Elwell

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