Insert Local Authority

**EDUCATION DEPARTMENT**

**MODEL HEALTH & SAFETY POLICY**

Insert School Name

**TECHNOLOGY DEPARTMENT POLICY**

Date: …………………… Next Revision Due: …………………………

**STATEMENT ON HEALTH AND SAFETY**.

THIS IS AN OPERATIONAL DOCUMENT TO BE MAINTAINED JOINTLY BY STAFF OF THE TECHNICAL SUBJECTS DEPARTMENT. IT IS TO BE MADE AVAILABLE FOR CONSULTATION BY STAFF AND FOR EXAMINATION BY VISITING HEALTH & SAFETY INSPECTORS (HSE), EDUCATION SCOTLAND, HEALTH & SAFETY ADVISERS OR OTHER APPROPRIATE REPRESENTATIVES OF THE EMPLOYER.

This document and subsequent amendments should be made clearly available to all relevant staff. It can, if preferable, be kept and consulted in an electronic format but if that is the case, it must be clearly signposted so all staff know where to find it. If this is not the case, the document should be kept in a clearly labelled ring binder in a prominent place; (in the Technology department staff base for example.) Good sense would dictate that even if the document is kept in an electronic format, one copy should be printed off and be able to be accessed in case of any difficulties accessing the electronic version.

The appendices must be kept up-to-date. The texts stipulated shall be available for reference. A copy is also to be lodged in the school office and, if so required, another sent to the employer.

1**. Introduction**

Under the Health & Safety at Work etc Act 1974 (and subsequent amendments), it is the duty of an employer to have an up-to-date written statement of health and safety policy. The Management of Health and Safety at Work Regulations, 1999 provide further detail as to operational measures to meet that overall duty including the organisation and arrangements for carrying out the policy. The overall policy statement, and any revisions, must be brought to the attention of employees. Such a general statement from the employer is well complemented by a policy statement drawn up for each school. School policies may then, in turn, articulate with operational policy statements from those departments with particular risks - such as the practical subject’s departments. This joint policy document for school Technology subjects including: Design & Manufacture, Design & Technology, Engineering Science, Graphic Communication and Practical Electronics, Practical Metalworking and Practical Woodworking.

**2. General aims**

It is the duty of all members of the Technology education staff to:

* take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions during work;
* be familiar with this safety policy by periodic reference to it;
* follow its provisions;
* look out for any revisions, and to
* co-operate with other members of staff in promoting health and safety.

**3. Responsibilities**

The person with overall responsibility for health and safety within the school is;

Head Teacher name

Within the Technical subjects, this is delegated to;

Principal Teacher/Faculty Head name

**3.1 Statutory requirements (Acts, Regulations or Parliamentary Orders)**

**3.1.1 Risk Assessments**

Risk Assessments are required under the Control of Substances Hazardous to Health (COSHH) Regulations, The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and The Management of Health and Safety Regulations 1999.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended 2004) require employers to undertake Risk Assessments before employees and others use or produce substances considered as hazardous to health viz:

* substances classified under the CLP Regulations as toxic, corrosive or having any other health hazard; (There are likely to still be containers in the department with the older (CHIP) labels but these will become less common over time)
* substances assigned a Workplace Exposure Limit (WEL) including solder/welding fume and inhalable and respirable dusts.
* harmful micro-organisms used as part of work under the control of an employer;

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 places similar requirements on employers with regard to substances that are flammable or explosive.

**Model (general) assessments**: This employer requires its teaching and support staff in technology departments to consult specific local restrictions (Appendix 1) and to use the following texts as sources of preventive and protective ('control') measures which are the results of model (general) risk assessments:

Suitable sources of such risk assessments are:

*The Technology section of the SSERC website*

**http://tinyurl.com/SSERCTechnologyHome**

*Model Risk Assessments for Technology in Secondary Schools*

**http://tinyurl.com/TechnologyRiskAssessment**

# Other References

# http://tinyurl.com/SSERCFurtherReading

Responsibilities of staff for checking COSHH risk assessments for particular courses are listed in Appendix 3. Hazard warnings and precautions are to be written into materials most appropriate to the points of use i.e. learning and teaching schemes or the texts or worksheets actually used by teachers, technicians or students.

**Novel or specific assessments**: If a teacher cannot find a general risk assessment for a particular operation involving hazardous substances in these texts or an assessment for a very similar one, a special assessment is required (see Appendix 3).

The Management of Health and Safety Regulations 1999 and associated legislation also use risk assessment based approaches. The references adopted herein are effectively the results of model risk assessments. These suggest preventive and protective measures which will cover many of the relevant activities in technology education and thus meet statutory requirements. The Council, as employer, has so adopted the sources cited above under COSHH, and any others cited in the Sections which follow.

**3.1.2 Local exhaust ventilation or LEV (dust extraction, extraction fans etc)**

The COSHH Regulations require the testing of LEV devices (annual in practice, but Regulations state every 14 months to allow a 'period of grace').

This employer has arranged a contract with;

LEV Testing Company name

who must be allowed access to carry out the tests.

For details and the schedule to be completed, see Appendix 4. Completed schedules should either be kept electronically or be kept in a separate ring binder and be available for staff reference and for inspection by the employer's representative or HSE Inspectors. (As is the case for most documentation, it is a good idea to have a printed copy as backup for the electronic one).

It is the responsibility of;

Member of Staff name

to see that this is done.

* + 1. **Electrical testing**

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly.

Details of the revised IEEE code of practice can be found in SSERC Bulletin 206 (Autumn 2002) and Topic 17 of the ASE’s of Topics in Safety (both based on Safety in electrical testing at work: General guidance INDG354 HSE Books  2013).

This employer has arranged a contract with;

Electrical Testing Company name

who must be allowed access to carry out the tests.

[OR]

 this will be carried out by the trained technician;

Trained Technician name

using a;

Test Set name

borrowed from;

Company name

Completed schedules should either be kept electronically or be kept in a separate ring binder and be available for staff reference and for inspection by the employer's representative or HSE Inspectors. (As is the case for most documentation, it is a good idea to have a printed copy as backup for the electronic one).

It is the responsibility of;

Member of Staff name

to see that this is done.

**3.1.4 Pressure Systems/Vessels**

Compressors used for air supplies to pneumatics teaching equipment need periodic inspection under the Pressure Systems Safety Regulations 2000. Gas Cylinders (and associated equipment i.e. regulator valves), such as those used for welding purposes also require periodic inspection. Guidance on this can be found in INDG 308 The safe Use of Gas Cylinders.

This employer has arranged a contract with;

Company name

who must be allowed access to carry out the tests.

[OR]

This will be carried out by the senior technician;

Senior Technician name

using instructions provided by the employer or nominated competent person(s).

For details and the schedule to be completed, see Appendix 6.

Completed schedules should either be kept electronically or be kept in a separate ring binder and be available for staff reference and for inspection by the employer's representative or HSE Inspectors. (As is the case for most documentation, it is a good idea to have a printed copy as backup for the electronic one).

It is the responsibility of;

Member of Staff name

to see that this is done.

**3.1.5 Workshop tools and machinery**

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) [see SSERC Bulletins 196] : any saw tables, lathes, pillar drills and other devices such as horizontal or vertical milling machines, have been fitted with fixed or moveable guards or other relevant safety devices as appropriate to the degree of risk and the level of intended users. Technology staff are required to visually inspect machines before use. They must check for the presence condition, and effective operation of suitable guard(s), riving knife or drill bit cover etc. They are not to use, or permit others to use, such machine tools unless the appropriate preventive and protective devices are in place and effective. See British Standards BS 4163:2021+A1:2022 and PD 5304:2019 for more information.

The HSE Guidance to PUWER itself contains much useful and detailed advice on risk assessment based approaches to workshop machine safety (see Appendix 2 - bibliography).

**3.1.6 Other equipment in general**

All staff responsible for selecting equipment for purchase, or other acquisition, must check, as far as is practicable, that it will be safe in use and suitable to the intended purpose (Provision and Use of Work Equipment Regulations 1998).

Equipment listed by reputable, specialist educational equipment suppliers can generally be taken to comply especially where a relevant and appropriate British or European Standard is quoted.

Other equipment - such as that purchased from ordinary retail or 'High Street' outlets or - especially - gifts must be treated with a sensible degree of caution and carefully assessed. The technical resource support service and SSERC can often advise.

As from 1st January 1997 it became necessary that existing equipment also be assessed and its suitability confirmed. Particular attention is to be paid to equipment with moving parts, able to cause burns or scalds or capable of shock risk voltages on accessible parts. The use of some types of equipment may have to be restricted to those users who have had, or are given, special training.

Any user who discovers a hazardous defect, offering other than the most trivial risks, in any item of equipment must report it to the Principal Teacher or Principal Teacher Faculty. The PT/FH is, in turn, responsible for with-drawing the item from service until the defect is rectified or a suitable replacement item is purchased or otherwise provided.

**3.1.7 Noise**

Refer to The Control of Noise at Work Regulations 2005 and the education authority’s policy on reducing noise at work, which can be found on Appendix 7.

**3.1.8 Personal protective equipment**

Insert reference to education authorities’ policy on provision of PPE

The relevant legislation here is the Personal Protective Equipment at Work Regulations 1992 – see HSE guidance leaflet INDG 174). It includes: Eye protection, gloves, hearing protection and any other protective equipment required for particular activities.

The person responsible for supervision of the departmental system for PPE provision, maintenance and usage is;

Member of Staff name

**3.1.9 Manual Handling**

All operations involving lifting, carrying or accessing items in storage, handling timber or sheet materials in bulk or of awkward dimensions etc. are to be assessed to ascertain the risks of injury (Manual Handling Operations Regulations 1992). All staff will report for review all problem operations to;

Member of Staff name

**3.1.10 Hot working**

Assessment of operations involving use of brazing hearths, forge work, hot working, welding are covered in ACOP Safe Use of Work Equipment PUWER 1998 Regulation 13. Where schools are carrying out above relevant publications will be found in Appendix 2.

**3.1.11 Display Screen Equipment**

Neither staff nor students are likely to be classified as 'habitual' users of such equipment according to the strict letter of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Nonetheless it is departmental policy, in order to expose students to accepted good practice, to follow the spirit of the legislation.

It is the responsibility of;

Member of Staff name

to assess workstations for levels of risk to health and to arrange for any upgrading, re-sitting which may prove necessary from time to time.

Guidance is provided in Display Screen Equipment: SSERC 2023.

The employer's own nominated specialist/competent person in this regard is:

Member of Staff name

**3.1.12 Security**

Access to workshops, design areas and stores is at all times to be controlled so as to comply with the provisions of the Management of Health and Safety at Work Regulations 1999. See Appendices 11, 12.

**~~3.1.13 Relevant Scottish Government Learning Directorate Administrative Memoranda and Circulars~~**

~~This section is obsolete~~

**3.1.14 Work experience, placements etc.**

Under the Health and Safety (Young Persons) Regulations 2000 (which in effect amend the Management Regulations) there is a requirement that the employer providing placement(s) for young persons shall make risk assessments and inform parents of their results - see Appendix 10. The school however has made arrangements to inform parents on behalf of such employers. The person responsible for supervising such arrangements on behalf of this school is:

The person responsible for supervising such arrangements on behalf of this school is;

Member of Staff name

and the member of the Technology department staff who is responsible for liaising with them is;

Member of Staff name

**3.2 Local arrangements and requirements**

These are not laid down in detail by law. Under the Management of Health and Safety at Work Regulations 1999, and related provisions, however, the employer has an obligation to provide rules of this nature. This is to meet duties under the Health and Safety at Work Act and the Management Regulations to describe "organisation and arrangements" to minimise risks to health and safety in the workplace and to deal with emergencies (e.g. fire) and other situations that may threaten "immediate and serious danger". Staff members have a legal duty to meet these provisions and to co-operate with the employer in their implementation. The Management Regulations also place an obligation on employees to bring to the employer's attention any significant shortcomings in his arrangements.

**3.2.1 Emergency procedures**

**Fire**: Technology education staff must follow the normal school procedures in case of fire. However, their work sometimes involves extra hazards such as hot-working, operations generating fine dusts and the use of flammable solvents, varnishes or paints in significant volume. All staff in the department must be aware of the appropriate remedial measure for clothing or hair etc on fire (see Appendix 8).

Specialised advice on fire precautions, equipment, etc for technical and science departments is given in the references in Appendix 2.

It is the responsibility of;

Member of Staff name

to arrange for fire drills within the department once each;

Period of Time

**Gross spillages and other releases** of harmful and, or, flammable gases or vapours etc: The possibility of such incidents must be anticipated and their varied consequences planned for so as to minimise any damage or harm to either persons or premises. They should be the subjects of regular drills for staff if not for pupils also. Emergency telephone contact numbers are displayed close to each departmental telephone extension (copy provided below).

## Emergency/Serious Accident

|  |  |  |
| --- | --- | --- |
| **Nature of Emergency** | **Person/Organisation** | **(HOME/Mobile Number** |
| Genral | Ambulance service | 999 |
| First Aid | (Name) | Ext no. out of hours number |
| School nurse | (Name) | Ext no. |
| Safety Officer | (Name) | Ext. no. |
| Health and Safety Adviser | (Name) | Tel. Number |
|  |  |  |
| Chemical | Technical Support Service | Tel. number |
| **Solvent or Fuel**  | PT Chemistry | School ext. Home no. |
| **Spillage** | SSERC | 01383 626 070 |

**Accidents and injuries**: Staff must follow the normal school procedures in cases which require first-aid.

They must be aware of whom the trained and nominated First-Aiders are and where First-Aid boxes are located.

They must also be aware of the remedial measures to be carried out, while waiting for First-Aiders, after accidents.

(See Appendix 8).

A list of staff qualified to administer First Aid or provide emergency aid (immediate remedial measures) is also appended as part of Appendix 9.

**Chemicals in the eye etc:** Where corrosive chemicals are likely to be in use (e.g. printed circuit board work, photography, enamelling etc) there should be a water tap available to which a length of rubber tubing can be fitted. The tubing should be kept in a sealed bag labelled *'eye wash only'.*  The person responsible for co-ordinating training in immediate remedial measures is;

Member of Staff name

* + 1. **Reporting procedures.**

Injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft must be reported using the correct procedures. See Appendix 9.

**3.2.3 Other restrictions made by the employer**

These are filed as Appendix 1 and will be updated periodically.

**3.3 Other safety advice and good practice**

Principal Teachers/Faculty Heads should be aware that other advice exists which is not mandatory unless specifically mentioned by the employer or in UK Regulations. A short list of useful references is appended as Appendix 2.

* 1. **Department rules and checklists**

The Guidelines for Technology Education Staff are contained in Appendix 11 and the Rules for Pupils in Appendix 12. The employer does not insist that the Technology department uses checklists for monitoring workshops or teaching rooms every day nor before locking up in the evening etc but strongly recommends their sensible application. They are particularly useful as aide memoire and for new teachers or technicians to settle them into a routine that should eventually become second nature. Suggested checklists for daily, weekly, term and annual monitoring are given in Appendix 14. Where these are not used, other procedures will be needed for checking machinery guards, personal protective equipment and main controls/switches in particular.

**4. Other duties**

The materials store is the responsibility of;

Member of Staff name

who will see that the arrangement is appropriate.

Safety aspects of the work of probationers or newly-qualified staff are the responsibility of;

Member of Staff name

Supervision of students on teaching practice is the responsibility of;

Member of Staff name

Induction and supervision of temporary, part-time and supply is the responsibility of;

Member of Staff name

**5. Communications**

The Principal Teacher/Faculty Head is responsible for issuing this Health and Safety Policy, ensuring as far as is practicable that is read and acted upon by the teaching and support staff reporting to them and that staff know where it is kept.

[OR]

In this school, all Technology education staff is to be issued with a personal copy of the whole of this Policy].

Appendix 12 is to be posted on the wall in all workshops and each of the other Technology subject rooms.

The Principal Teacher/Faculty Head must draw attention to any amendment(s) made to the Policy themselves or by the employer (and, for their own protection, record that this has been done). They are advised to have a procedure whereby hazards etc of which any staff become aware from other reputable and relevant sources, are brought to the attention of everyone in the department.

They each must make sure that all delegated responsibilities are actually carried out and that any damage to equipment which may produce a hazard is properly reported; they may have to ban the use of such items or require that extra precautions be taken until repairs are complete.

It is sensible for safety to be a regular item on the agenda of staff meetings and for technicians to attend meetings when it is discussed.

The person responsible for identifying staff development needs in Health and Safety is;

Member of Staff name

They will discuss with the Principal Teacher/Faculty Head and other colleagues the means whereby those needs are to be met. It is the responsibility of the school senior management team to arrange for relevant and appropriate health and safety training.

\* \* \*

This policy has been drawn up and agreed to by:

Member of Staff 1 name

Member of Staff 2 name

Member of Staff 3 name

Member of Staff 4 name

Member of Staff 5 name

Date Completed

**Appendix 1 Local restrictions**

Insert here any local rules or restrictions on any practical activities or procedures (e.g. use of specific types of equipment by pupils/students).

**Appendix 2 Details of publications required**

(Depending on the layout of the Technology departments this minimal Health and Safety Library may be kept as one single, central, collection or have to be duplicated at a number of sites and/or (more likely nowadays) be kept electronically in the school intranet)

**Part A:** Essential reading/reference (point-of -use documents)

 Employer’s Health and Safety Policy Statement plus this Statement.

Technology section e.g. SSERC website

 Model Risk Assessment for Design and Technology SSERC

Control of Substances Hazardous to Health Regulations 2002.

 Safe Use of Woodworking Machinery ACOP (PUWER 1998)

 Safe Use of Work Equipment ACOP (PUWER 1998) 4th edition 2014 HSC ISBN 9780717662951

Safety in the use of Abrasive Wheels (PUWER 1998) 3rd edition 2000

 Safe use of individual portable or mobile cylinder gas supply equipment. Revision 3, 2013

 Welding, hot work and allied processes WL9 Engineering control

**BS 4163:2021** Health and safety for design and technology in schools and similar establishments. Code of practice

**PD 5304:2019** Guidance on safe use of machinery.

**Part B:** may be needed for dealing with specific problems in particular areas

 Building Bulletin 81 Design and Technology Accommodation in Secondary Schools 2004 *(ISBN 0112711707)*

 Control of Substances Hazardous to Health Regulations 2002.

Controlling Noise at Work Regulations 2005

 Health and Safety In Engineering Workshops HSG129

 Dangerous Substances and Explosive Atmospheres Regulations 2002

 The Safe Cylinder Handling and the Application of the Manual Handling Operations Regulations to Gas Cylinders (Revision 2 2010)

 BS EN ISO 15607:2019 Specification and qualification of welding procedures for metallic materials

**Appendix 3 Risk Assessments: responsibilities for particular courses**

To meet the requirements of the Management of Health and Safety at Work Regulations 1999 (and associated regulations) COSHH and DSEAR the results of risk assessments, i.e. appropriate preventive and protective measures may be needed for the use of certain equipment, materials, adhesives, solvents and other chemicals, and for dusts. See SSERC Bulletin number 213.

Measures to remove or minimise any risks must be made known to all staff and to pupils/students. All staff is required to exercise control and supervision to ensure that, as far as is practicable, such preventive and protective measures are always taken. Holders of promoted posts have the added responsibility to monitor, and if necessary review, risk assessments and the preventive or protective measures which result from them.

Note that the advice in several of the texts and codes of practice referred to in the body of this policy statement and, or, in Appendix 2 may be regarded as the results of model risk assessments. In many cases following that advice and ensuring that the necessary information is transferred to point of use documents (as annotations to lesson plans, schemes of work or work cards etc) is sufficient to meet the regulatory requirements.

|  |  |  |
| --- | --- | --- |
| **Particular course**  | **Staff member**  | **Reporting to :** |
| S1& S2 BGE | ...................................... | ...................................... |
|  | ...................................... | ...................................... |
| NATIONAL 3/4/5 | ...................................... | ...................................... |
|  | ...................................... | ...................................... |
|  | ...................................... | ...................................... |
| Short Courses/Extra curricular activities | ...................................... | ...................................... |
| *Open-ended projects, Special or novel risk assessments* | ...................................... | ...................................... |

## Particular course(s)

* S1 BGE
* S2BGE
* S3BGE
* Design and Manufacture courses
* Design and Technology courses
* Engineering Science courses
* Graphic Communication courses
* Practical Craft Skills (Metalwork) courses
* Practical Craft Skills (Woodwork) courses
* Practical Electronics courses

Special risk assessments to meet the requirements of the Management Regulations and associated legislation or COSHH should be carried out following the procedures outlined in;

 Document name

Assistance with other special risks assessments may be obtained in the first instance through;

Member of Staff name

or directly from staff at the Technology support service or from SSERC.

**Appendix 4 - Monitoring of Local Exhaust Ventilation.**

Records are to be kept for 5 years.

**Dust extraction etc: guidance notes and schedules**

Insert here notes on LEV monitoring arrangements.

## Appendix 5 - Notes *and schedule for the examination and testing of portable mains-operated equipment*

Recommended records are kept for 5 years.

Insert here the notes on electrical testing if done by school staff.

**Appendix 6 - *Notes and schedules for inspecting pressure vessels.***

Recommended records are kept for 5 years

Insert here the instructions from the employer on pressure vessel monitoring (pneumatics compressors) if done by school staff.

**Appendix 7 - Notes on procedures for Noise control**

Insert here the instructions from the employer on workshop equipment maintenance procedures aimed at noise reduction/control and the procedures for the maintenance of any ear protection equipment.

**Appendix 8 - Remedial measures for Technology staff**

## Insert here or refer out to a suitable example

**Appendix 9 - Injury reporting procedure**

Insert here the employer's and the school procedures for the reporting of incidents and injuries - in particular those intended to satisfy the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR).

 **Appendix 10 - Work Experience, Industrial Visits or Placements**

Insert here the employer's or school policy on arrangements to comply with the Health and Safety (Young Persons) Regulations 2000.

## Appendix 11 - Guidelines for Technology Education Staff

**All staff**

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this safety policy, its updates, appendices and the safety texts it refers to. They must observe its requirements and fulfil any special responsibilities it gives them. They must co-operate with colleagues in meeting their own specific safety duties.
2. Staff practice must set a good example to pupils and be consistent with the rules for students.
3. Staff must be familiar with emergency drills and familiar with the location in each workshop or room of: personal protective equipment, the escape route; fire-fighting equipment; the nearest first-aid box; the water tap with tubing; the main gas cock; emergency stop controls on workshop machines and the main electricity switch.
4. Workshops and teaching rooms must be left safe. Special arrangements must be made for any equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all mains-operated apparatus, and gas controls if any, must be switched off. At the end of each day, wherever practicable the departmental electricity supplies are to be switched off at the main isolating switch (es).
5. Eating and drinking should not take place in workshops or teaching rooms.
6. A teacher or technician must think very carefully before conducting any practical operations when alone in the department. Nothing should then be done which could lead to an accident needing a remedial measure. (See Appendix 10.)
7. When not in use, workshops and teaching rooms are be locked by the staff unless so doing hinders a fire escape route. They should not be used by teachers who are not qualified technical staff for teaching or for class registration. They should be available for teacher-supervised club activities only by special arrangement.

**Teachers**

1. At the beginning of each school year, teachers must make sure that their classes have copies of the pupil/students rules and issue them if necessary. They should be stuck in an exercise book or binder.
2. Teachers are to enforce the rules, reminding pupils of them often enough for them to remain familiar. With first year pupils, time should be spent explaining them, with appropriate demonstrations.
3. In general, pupils must not be left unsupervised. Staff needing to leave a class briefly must decide whether this is safe, perhaps arranging for temporary supervision by a neighbouring member of staff.
4. Lesson preparation should be adequate and include checking on risk assessments and other safety precautions where necessary. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out unfamiliar procedures, particularly those involving specific hazards. Teachers should explain methods and precautions to pupils as part of their safety education.
5. Projects and open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
6. If, because of class size or indiscipline, safety cannot be maintained during certain procedures, that work must either be modified or abandoned.
7. A teacher is responsible for the safety of any of their classes taken by a student teacher. If the normal class teacher is absent, another technology teacher must be given this responsibility by the Principal Teacher/Faculty Head.
8. Teachers in charge of courses are responsible for ensuring that technicians are familiar with any hazards and the appropriate precautions which might be encountered in preparing materials or equipment for their lessons and in clearing the equipment away.

**Appendix 12 - Sample set of rules for students**

Insert sample set of rules for students here

**Appendix 13 - Safety checklists**

Insert Safety checklists here

(For routine use and, or, internal departmental inspections)