

Ormiston Academies Trust

## Ormiston SWB Academy

### Art, Design & Technology Health & Safety Policy

#### Policy version control

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# 1. Introduction and Context

Art and Design & Technology (D&T) subjects allow students to solve problems, think creatively and develop ideas. These subjects offer students a chance to use creative thinking and activity within a defined purpose and tangible outcome. Our academy is committed to nurturing students' curiosity and creativity, as well as preparing them for living in a modern world where technology is rapidly changing and advancing.

As with any practical activity, there is an element of risk in art and design activities. However, this can be kept to an acceptable minimum if those involved are aware of the potential hazards and take appropriate steps to avoid accidents. It is particularly important that teachers are aware of their responsibilities regarding health and safety and ensure that students act safely, within acceptable bounds, at all times.

## 2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

## 3. Definitions

**Risk assessment:** "A systematic process of evaluating the potential risks that may be involved in an activity or undertaking."

**COSHH:** "Control of Substances Hazardous to Health Regulations(COSHH) 2002 as amended."

**PPE:** "Personal Protective equipment such as, goggles, gloves, etc."

**Work Equipment:** "Any machinery appliance, apparatus or tool. This definition is very wide and examples would include a lathe, guillotine, sewing machine, food mixer, microbiological safety cabinet, portable drill and overhead projector."

## 4. Responsibilities

### 4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

### 4.2 Responsibilities of senior teaching staff

Senior teaching & support staff will ensure that:

- Risk assessments are carried out and recorded, for all planned activities within all Art and Design & Technology lessons;
- Identified control measures are implemented and followed and the findings are shared with all relevant people;
- COSHH assessments are carried out for any hazardous substances used;

- All work equipment is safe to use and regularly maintained;
- Anyone likely to use the equipment has been suitably trained in the safe operation;
- Lessons are planned and scheduled, a risk assessment is carried out ensuring safe supervision and safe management of students.

#### 4.3 Responsibilities of all other teaching Staff

All teaching staff members must ensure that:

- Safe systems of work identified in the Art and D&T lesson risk assessments are followed
- Suitable first aid provision is available before the start of any practical lessons;
- Suitable PPE is available, in good condition and worn where required;
- Students are supervised during all practical activities;
- Escape routes are clear for the purposes of evacuation.

#### 4.4 Responsibilities of Students

Students must follow all safe systems of work identified in the risk assessments.

#### 4.5 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Assist with the completion of Art or D&T lesson risk assessments where required;
- Provide advice and guidance, where required.

## 5. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
- Provision and Use of Work Equipment Regulations (PUWER) 1998.

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Guidance - H&S in Art, Design & Technology
- Risk Assessment Procedure
- Risk Assessment Procedure
- Guidance – Risk Assessment
- Risk Assessment standard form template
- Control of Chemicals (COSHH) Policy
- Control of chemicals - COSHH Assessment Procedure
- Guidance – Control of chemicals (COSHH)

## 6. Monitoring and review

This policy is reviewed every 3 years by the OAT Head Office, any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.