

St Alban's Catholic **High School**



Technology Department **Health and Safety Policy**

Approved by: LGB 8th December 2025

Recommission Date: December 2027

Section 1 Purpose and Scope

This policy sets out how the Technology Department at St Albans Catholic High School manages health, safety and welfare for staff, pupils, visitors and contractors. It should be read alongside the school's overarching Health & Safety Policy and relevant employer arrangements. It applies to all Technology teaching rooms, prep areas and stores, including workshops, food preparation rooms and textiles rooms.

Section 2 Aims

The Technology Department promotes rich, practical learning while maintaining a strong safety culture. We aim to:

- Ensure compliance with current UK legislation and guidance.
- Plan and deliver practical activities using appropriate risk controls.
- Provide training, supervision and equipment that enable safe practice.
- Continually monitor, review and improve our arrangements.

Section 3 Roles and Responsibilities

Employer: Our Lady of Walsingham Multi Academy Trust

Overseen by: Governing Body of St Albans Catholic High School

Headteacher: Overall site safety.

Head of H&S: Overall site safety.

Head of Technology: Technology H&S implementation. Maintains this policy; ensures department staff competence, equipment safety, risk assessments and monitoring.

Technology Staff (teachers, technicians, support staff, trainees): Follow this policy and model risk assessments; report defects; enforce student room rules; leave rooms safe; never leave pupils unsupervised.

Union Health & Safety Representatives: Engaged and consulted in line with legal rights.

Review: This policy is reviewed annually in July or following significant change/incident.

Section 4 Communication, Monitoring & Checking

Communication: A copy of this policy is provided to all Technology staff and issued at induction. A reference copy is held in the Technology Curriculum shared drive. Updates or restrictions are issued in writing.

Monitoring: The department uses checklists and maintenance logs for daily/weekly/termly/annual checks. Records are held in the 'Safety Check File' for in house checks and with Premises keep the records for annual checks. Non-conformances and near-misses are discussed at departmental meetings and acted upon.

Section 5 Training & Competence

The department follows BS 4163:2021 and CLEAPSS guidance for training needs. Staff may only use (and supervise the use of) machines and equipment for which they have had formal training. Competence is refreshed at least every five years. Trainee teachers are supervised by a qualified teacher; the level of supervision is proportionate to competence and risk. Training records are kept in the H&S Certificates and Training folder in Curriculum drive.

Section 6 Risk Assessment

The employer adopts model/general risk assessments from CLEAPSS and BS 4163. Schemes of work, lesson plans and technician notes are checked against model risk assessments and adapted for local circumstances (room size/ventilation, class size/ability, substances and quantities used, etc.). Staff must not deviate from checked activities unless a further assessment is completed and agreed by the Head of Technology. New or one-off activities (incl. open evenings/clubs) require prior checking and, where no suitable model exists, a specific risk assessment is made.

Section 7 Equipment, Guards & Personal Protective Equipment (PPE)

Equipment Safety: Only CE- or UKCA-marked, education-suitable equipment is purchased. Gifts are assessed before use. All guards and safety devices must be used at all times; if an operation cannot be performed with guards in place, it must not be done. Defects are reported immediately to the Technician/Head of Technology and equipment is taken out of service.

PPE: Eye protection is worn by staff and pupils when using machines or soldering and whenever indicated by a risk assessment. Departments maintain stocks of safety spectacles, goggles and/or face shields as appropriate. Aprons/overalls and gloves are provided where required.

Section 8 Statutory Testing & Maintenance

Local Exhaust Ventilation (LEV): Dust and fume extraction serving machinery and heat-treatment areas are examined and tested every 12 months by a competent person. Reports are filed in the Premises folder (teams and physical copy) and actions tracked.

Electrical Safety: Portable electrical equipment is subject to inspection and testing at appropriate intervals. Users perform visual checks before use for damage to plugs, cables and casings.

Pressure Systems: Air receivers/pressure cookers/model steam engines are examined against a written scheme by a competent person at the frequency specified.

Maintenance: All machinery maintenance follows lock-off/isolated procedures with clear signage. Records are kept using maintenance logs.

Section 9 Substances & Waste Management

Substances hazardous to health are controlled under COSHH using CLEAPSS model assessments and safety data. Quantities are kept as low as reasonably practicable and stored securely. Waste (including chemicals, blades and sharps) is disposed of responsibly in line with guidance and local arrangements.

Food waste is stored and collected separately as per LA rules.

Section 10 Operational Procedures

Security & Supervision: Technology rooms, prep rooms and stores are kept locked when not in use. Pupils are never left unsupervised. Non-Technology staff supervising in Technology rooms receive a brief safety induction.

Manual Handling & Work at Height: Regular tasks are assessed; suitable aids (trolleys, step stools) are provided. Only lightweight, rarely-used items are stored above head height; never store glass/fragile items overhead.

Outdoor/Off-site Activities: Visits follow employer/school procedures and risk assessments.

Cleaners/Contractors: Areas are made safe before cleaners/contractors commence work; hazards and isolations are communicated.

Section 11 Emergency Procedures

Fire: Follow school General Emergency Evacuation Procedures (GEEP). Staff should only attempt to fight fires that are small and that they are confident to address directly that may occur in food or heat-treatment areas. Extinguishers are maintained and sited appropriately. Staff are not expected to tackle fires.

Spills: Trivial spills are cleaned promptly. Major spills or gas releases necessitate evacuation and contacting the Fire & Rescue Service.

Injury & First Aid: Immediate remedial measures are undertaken while waiting for first aiders. All incidents, injuries and near-misses are recorded and reviewed; reportable events are notified under RIDDOR via school procedures – currently via Cambridgeshire Council H&S services.

Section 12. Technology Room Rules for Students

1. Follow instructions precisely. Only use tools, machines, equipment and materials when told to do so by a teacher. Never remove items without permission.
2. Wear eye protection when instructed and keep it on until the task is complete.
3. Secure ties/hair/baggy clothing when using flames, hobs or machinery.
4. Stand when doing practical work in workshops and food rooms so you can move away quickly if needed.
5. Wash hands before starting work in food rooms and after all practical lessons.
6. Report all spillages immediately to your teacher.
7. If you are scalded, burnt or a substance splashes on your skin, rinse with plenty of water and tell your teacher at once.
8. Never run or distract others; keep benches and floors tidy and tools returned.

Section 13. Staff Roles & Key Contacts

Overseeing H&S - C.Kiy / Business Manager / ckiy@stalbans-staff.org

Overseeing H&S as Head of D&T – C.Williams / cwilliams@stalbans-staff.org

Technology Technician: M.Clarke / mclarke@stalbans-staff.org

Buildings and facilities compliance: R Denny / rdenny@olow.org.uk

Approval & Sign-off

Signed by C. Williams. Head of Technology

Date 16.10.25

Signed by M Oakley, Chair of Governors:

Date: