

# TOAT - RA024 - D AND T RISK ASSESSMENT : Risk Assessment

**Assigned to: All locations**

Organisation: Tall Oaks Academy Trust  
Address: Castle Wood Academy  
The Avenue  
Gainsborough  
Lincolnshire  
DN21 1EH



## Risk Assessment Description

Hazards presented by Design Technology Lessons

## Identified hazards

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Design Technology Lessons	<p>Pupils Staff Helpers</p> <p>Anything that <b>can cause</b> an accident is a hazard. A risk is the likelihood of a misfortune occurring caused by a hazard. Carrying out practical work in design and technology is hazardous and we should protect ourselves and other people by taking actions to remove or minimise the risks to our health and safety.</p>	<p><b>GENERAL POINTS</b> All lessons and learning must be conducted in accordance with current DfE guidelines. Most Design Technology lessons will present some form of additional risk of injury to the participants if lessons are not managed correctly. This risk assessment has been created to guide and Identify some of the many risks present in Design Technology (D&amp;T) lessons. It does not cover all potential</p> <p><b>Carry out lesson specific Staff Risk Assessment for your lesson using CLEAPS for guidance - Organisers Class Teachers</b></p> <ul style="list-style-type: none"> <li>• All class teachers and those conducting D&amp;T lessons should use this generic risk assessment as guidance for their proposed lessons.</li> <li>• Close adult supervision is required at all times during DT lessons – consider using additional adults for supervision.</li> <li>• All class teachers and those conducting D&amp;T lessons must Identify any risk to themselves and the children.</li> <li>• Each lesson will be different and therefore lesson organisers, as a part of their PPA planning should conduct their own risk assessment to ensure appropriate control measures are in place.</li> <li>• <b>To do this: Teaching Staff must complete a specific Risk Assessment for each D&amp;T lesson. Once complete please send to your HOS/SLT for signature.</b></li> <li>• <b>All staff should follow the guidance in CLEAPS for conducting specific D&amp;T lessons. Lessons planned using the control measures through CLEAPS will ensure lesson safety is applied at the correct levels.</b></li> </ul>	Low	Paul Turner on: 18/06/2024
Food Hygiene	<p>Pupils Staff</p>	<ul style="list-style-type: none"> <li>• At least one staff member present carrying out cooking lessons must hold a Food Hygiene Certificate Level 2 (validity is 3 years)</li> <li>• All staff and pupils involved in handling food ingredients must thoroughly apply strict hand hygiene controls.</li> <li>• All lessons must be conducted in accordance with current Food Hygiene regulations as guided by the certified staff member.</li> </ul> <p><b>Check Certificate is in date - 3 years from completion</b></p>	Low	Paul Turner on: 19/11/2023
Using Hacksaw Blades - saws	<p>Pupils Staff</p>	<ul style="list-style-type: none"> <li>• The adult must closely supervise the children when using a hacksaw.</li> <li>• Only staff to replace worn blades.</li> <li>• Teeth point forwards on the blades for ease of cutting- the cut will be on the push, not the pull.</li> <li>• Pupils who are likely to cause injury to themselves or others are prohibited from using hacksaws.</li> <li>• Prior to use a member of staff should check the security of the blade in the frame and that the blade has no broken teeth.</li> <li>• Where possible hacksaws to be stored away from children's access</li> <li>• Regularly check wooden handles for tightness, and for splits, and replace when necessary</li> </ul>	Low	Paul Turner on: 19/11/2023

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Using Hand Drills	Pupils Staff	<ul style="list-style-type: none"> <li>• Give appropriate instructions for the use of the hand drill to inexperienced users.</li> <li>• Always use a vice or bench hook and clamp to secure the material that you will be drilling into.</li> <li>• Inexperienced users may lack the physical strength to hold it securely and some form of clamping will be required.</li> <li>• If the work is too large to fit into a suitable vice hold it as securely as possible, perhaps with the aid of G clamps.</li> <li>• Warn students about the hazards of sharp edges of materials.</li> <li>• Gloves may be appropriate in some cases.</li> </ul>	Medium	Paul Turner on: 19/11/2023
Using Hot Glue Guns	Pupils Staff  Causing burns	<ul style="list-style-type: none"> <li>• Hot glue guns as with any electrical appliance must be used in accordance with the manufacturers safety instructions.</li> <li>• All electrical appliances must be PAT tested and in date prior to use.</li> <li>• Low-melt glue guns are considered safer than Hot-melt glue guns and should be used if possible.</li> <li>• If only hot-melt glue guns are to be used, these should only be used by older Y5/Y6 children and under strict supervision</li> </ul> <p><b>Carry out lesson specific Risk Assessment</b></p> <p><b>Check appliances have been tested and are in date. (Min 1 year)</b></p>	Medium	Paul Turner on: 19/11/2023

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Using Craft KnivesUsing Craft KnivesUsing Craft Knives	PupilsPupilsPupils	<ul style="list-style-type: none"> <li>• Only a craft knife with one blade should be used in schools.</li> <li>• There is an increased hazard regarding the craft knives with break off blades - <b>Only Y6 &amp; Y5 Children are permitted to use craft knives under strict supervision.</b></li> <li>• A craft knife with a retractable blade should be used.</li> <li>• Children may use the craft knife and this should be with close supervision of an adult.</li> <li>• Craft knife blades should be retracted when not in use to avoid injury.</li> <li>• Damaged blades must not be disposed of in Class rooms bins.</li> <li>• Only use knives and cutting tools that are good quality, and suitable for the task.</li> <li>• Blade replacement must be carried out by the class teacher</li> <li>• <b>Using high guide rulers are recommended. Standard Plastic and wooden rulers are not to be used for guiding blades.</b></li> </ul> <p>Carry out lesson specific Risk Assessment</p> <ul style="list-style-type: none"> <li>• Only a craft knife with one blade should be used in schools.</li> <li>• There is an increased hazard regarding the craft knives with break off blades - <b>Only Y6 &amp; Y5 Children are permitted to use craft knives under strict supervision.</b></li> <li>• A craft knife with a retractable blade should be used.</li> <li>• Children may use the craft knife and this should be with close supervision of an adult.</li> <li>• Craft knife blades should be retracted when not in use to avoid injury.</li> <li>• Damaged blades must not be disposed of in Class rooms bins.</li> <li>• Only use knives and cutting tools that are good quality, and suitable for the task.</li> <li>• Blade replacement must be carried out by the class teacher</li> <li>• <b>Using high guide rulers are recommended. Standard Plastic and wooden rulers are not to be used for guiding blades.</b></li> </ul> <p>Carry out lesson specific Risk Assessment</p> <ul style="list-style-type: none"> <li>• Only a craft knife with one blade should be used in schools.</li> <li>• There is an increased hazard regarding the craft knives with break off blades - <b>Only Y6 &amp; Y5 Children are permitted to use craft knives under strict supervision.</b></li> <li>• A craft knife with a retractable blade should be used.</li> <li>• Children may use the craft knife and this should be with close supervision of an adult.</li> <li>• Craft knife blades should be retracted when not in use to avoid injury.</li> <li>• Damaged blades must not be disposed of in Class rooms bins.</li> <li>• Only use knives and cutting tools that are good quality, and suitable for the task.</li> <li>• Blade replacement must be carried out by the class teacher</li> <li>• <b>Using high guide rulers are recommended. Standard Plastic and wooden rulers are not to be used for guiding blades.</b></li> </ul> <p><b>Carry out lesson specific Risk Assessment</b></p>	Medium	Paul Turner on: 19/11/2023

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
Cooking Lessons (Food Hygiene)	Pupils Staff	<ul style="list-style-type: none"> <li>At least one staff member present carrying out cooking lessons must hold a Food Hygiene Certificate (validity is 3 years)</li> </ul>	Low	Paul Turner on: 26/02/2024
Slips Trips Falls	Helpers	<ul style="list-style-type: none"> <li>All cooking lessons must be in accordance with the food hygiene general points above.</li> </ul>		
Burns and scalds		<ul style="list-style-type: none"> <li>Ensure all spillages are cleaned up immediately.</li> <li>Make sure access ways are clear.</li> </ul>		
Allergies		<ul style="list-style-type: none"> <li>Suitable footwear must be worn at all times, appropriate to kitchen duties.</li> <li>Take care when handling hot equipment or food.</li> <li>Enhanced due care and attention must be maintained at all times to avoid the risk of burns or scalds.</li> <li>Always use protective gloves and cloths for cooking tasks where contact with hot equipment is likely.</li> <li>Always use rubber gloves and protective apron when washing up, using chemicals and when likely to come into contact with hot water from cleaning tasks.</li> <li>Pupils must not place / remove any food into the ovens.</li> <li>All hot baking trays must remain out of reach from the pupils at all times.</li> </ul> <p><b>Food allergies</b> · All staff and volunteers are made aware of pupils who are allergic to certain foods and food additives.</p> <ul style="list-style-type: none"> <li>Staff are to make themselves aware of any allergens present in foodstuffs kept or stored for use in lessons - where there is a pupil who is sensitive to a certain allergen present in the lesson, these foodstuffs are not used.</li> <li>Parents are made aware of which ingredients their child cannot bring into school.</li> <li>The school ensures sufficient auto-immune injectors (AAIs) are held on site at all times and that staff are aware of the processes for use.</li> <li>The headteacher must ensure and identify the measures needed to protect pupils with food allergies and ensure they can participate safely in food technology lessons.</li> </ul> <p><b>Carry out lesson specific Risk Assessment Continued</b></p> <p><b>Adult supervision</b></p> <p><b>Children must never be left alone in the kitchen area or have unsupervised access.</b></p>		
Cooking - Cuts from knives or sharp tool	Pupils Staff	<ul style="list-style-type: none"> <li>Only use knives and cutting tools that are good quality, and suitable for the task.</li> <li>Pupils should be strictly supervised whilst using cutting tools and knives.</li> <li>Ensure correct use cutting tools at all times.</li> <li>Use extreme care if handling broken crockery or glass, wear gloves.</li> <li>Staff trained in good practice (Cutting away from the hand)</li> </ul>	Medium	Paul Turner on: 19/11/2023

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Sewing - Injury with small needles /pins	Pupils Staff	<ul style="list-style-type: none"> <li>• Close adult supervision is required at all times.</li> <li>• Adult to thread needles for younger children Use pin/needle cushions to create a safe place to place needles when not in use.</li> <li>• Cotton strands etc are cut using only scissors.</li> <li>• Only materials, which can be easily sewn and/or stitched, are to be used to avoid excess pressure being used to sew materials together.</li> <li>• Finger bobbins should be supplied to help pupils sew materials which are denser to work &amp; sew.</li> </ul> <p><b>Continue monitoring control measures</b> <b>Carry out lesson specific Risk Assessment</b></p>	N/A	Paul Turner on: 19/11/2023
Painting - Contact with Eyes and spillages	Pupils Staff Helpers	<ul style="list-style-type: none"> <li>• Pupils to be supervised during each activity, staffing ratios according to children's ages and ability.</li> <li>• Pupils thoroughly wash their hands &amp; faces etc. after each activity Any spillage is cleaned up immediately and the floor is in a dry, safe condition.</li> <li>• Where splash risks are deemed possible Safety goggles must be worn.</li> <li>• Only non- Hazard paints should be used.</li> <li>• Suitable aprons should be used for particularly messy projects.</li> </ul> <p><b>Continue monitoring control measures</b> <b>Carry out lesson specific Risk Assessment</b></p>	Low	Paul Turner on: 19/11/2023
Using Clay or Playdough	Pupils Staff	<ul style="list-style-type: none"> <li>• Staff &amp; helpers should watch for any adverse reaction when pupils are using the clay/playdough.</li> <li>• Pupils must thoroughly wash their hands Before and after using the clay •Pupils are given instructions before the activity.</li> <li>• Any spillages of clay and/or water are mopped up immediately to avoid a trip/slip hazard.</li> <li>• Suitable aprons should be supplied to avoid getting clothing soiled.</li> <li>• Any tools used to work the clay must be appropriate for the age group and with no sharp edges.</li> </ul> <p><b>Continue monitoring control measures</b> <b>Carry out lesson specific Risk Assessment</b></p>	Low	Paul Turner on: 19/11/2023

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Cleaning up - dust and sharp objects Cleaning up - dust and sharp objects	<p>Pupils Staff Helpers Cleaners</p> <p>Cleaning up following a lesson is often the time accidents occur - getting cuts and splinters is possible if caution is not taken</p> <p><b>Dust inhalation is hazardous to health</b>Pupils Staff Helpers Cleaners</p> <p>Cleaning up following a lesson is often the time accidents occur - getting cuts and splinters is possible if caution is not taken</p> <p><b>Dust inhalation is hazardous to health</b></p>	<ul style="list-style-type: none"> <li>• <b>Staff should be aware of dust.</b></li> <li>• Dusts from wood and plastic are hazardous; however, small amounts of sanding by children for short periods are unlikely to produce dangerous levels if ventilation is provided.</li> <li>• Avoid generating clouds of dust during clean up.</li> <li>• <b>Hands are not to be used when brushing off tables.</b></li> <li>• A dustpan and brush is should be used to pick-up sharp objects and rubbish.</li> <li>• All rubbish etc is collected in an appropriate container or bag and disposed of in a safe way.</li> <li>• Staff should ensure all knives, tools and dangerous equipment is accounted for at the end of each lesson and secured away safely</li> <li>• <b>Staff should be aware of dust.</b></li> <li>• Dusts from wood and plastic are hazardous; however, small amounts of sanding by children for short periods are unlikely to produce dangerous levels if ventilation is provided.</li> <li>• Avoid generating clouds of dust during clean up.</li> <li>• Hands are not to be used when brushing off tables.</li> <li>• A dustpan and brush is should be used to pick-up sharp objects and rubbish.</li> <li>• All rubbish etc is collected in an appropriate container or bag and disposed of in a safe way.</li> <li>• Staff should ensure all knives, tools and dangerous equipment is accounted for at the end of each lesson and secured away safely</li> </ul> <p>Continue monitoring control measures</p> <p><b>Do not forget to include clean up procedures in your specific Risk Assessment</b></p>	Medium	Paul Turner on: 19/11/2023

## Supporting Documents

File name	Link
TOAT - Staff - Risk Assessment Template.docx	<a href="https://sl.safesmart.co.uk/docs/6334/6334_20231119_114919576.docx">https://sl.safesmart.co.uk/docs/6334/6334_20231119_114919576.docx</a>