Forename: _____ Surname: _____

School / College/ Institution _____

Course date: / / RDTHSC:_____

Colleagues must demonstrate their theoretical and practical knowledge, skills and understanding of the use of sewing and finishing equipment 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

Electric shock	• The machines (e.g. sewing/overlocking/embroidery/embellisher machines) must have:
	  • A means of electrical isolation
	  • Fused plug/socket
	  • Cables should be regularly inspected for wear and damage
		☐

Tripping	• Trailing flexes should be placed to avoid tripping, entanglement or puncture by sewing needles	☐
Rotating parts	• Removable/sliding plates and inspection flaps should be closed during use • Appropriate seating should be provided and correct posture adopted	☐
Entrapment	• Long hair and loose clothing should be tied or secured well away from rotating parts • Jewellery should be removed	☐
Sharp points	• Machine needles should be appropriate for the fabric used (manufacturer's recommendations) • Broken needles should be reassembled before secure disposal • Spare needles should be securely stored	☐
Blades (Overlockers)	• Blades should be changed by contracted maintenance engineers	☐
Burns/Friction burn	• Allow light bulbs to cool before touching • Do not touch parts, spools or threads whilst operating machine	☐
Lifting	• Portable machines should be moved only when necessary for storage by a competent colleague according to the manufacturer's instructions	☐
Dragging	• When sewing large cumbersome objects, ensure large working surface area for fabric and use additional help if sewing weighted objects	☐
Lack of space around machine	• See DfES Building Bulletin 81, p137	☐
Flooring	• See BS4163: 2014 Section 6 Working Area Environment	☐
Lighting	• See BS4163: 2014 Section 6 Working Area Environment	☐

Teaching Strategies

- It is essential that risk assessments are completed to cover the use of each piece of equipment by colleagues and learners. This will normally involve the adoption and adaptation of model risk assessments, e.g. BS4163: 2014
- It is essential that a regular maintenance programme is put into operation and that maintenance log is kept. This should involve visual checks daily/weekly/termly. Power leads and foot controls need to be regularly checked and maintained. Annual servicing must take place
- A competent person should carry out portable appliance tests at least every 12 months and records of inspections and test results should be kept
- Learners should be aware of the hazards associated with the equipment and precautions that should be taken during use
- Before using the equipment, learners should be trained and assessed as competent, and a record of their training should be kept
- Learners should be supervised at all times by a trained, competent person
- Sewing/finishing machines health and safety rules should be available and observed

Demonstration of sewing/finishing machines to learners should highlight safe working procedures, i.e.

- Hair securely tied back, ties removed or tucked in
- Safe lifting and the correct working position of the equipment directly in front of the user and fairly close to the edge of the working surface
- Demonstration of starting and stopping the machine/safe practice i.e. finger position
- Correct threading of machinery
- Demonstration of appropriate attachments, e.g. darning foot – embroider, zipper foot
- Operation of machine by one person only
- Problems associated with malfunction of machines e.g. correct working sound ☐

Assessment Task 2
Practical Skills

Machine/equipment operation:

- Thread machine up correctly/change needle
- Visually observe dials/settings, adjust as necessary, demonstrate an understanding of tension ☐

Sewing Machine

Produce the following samples:

- Straight stitch on conventional seam
- Straight stitch for gathering
- Straight stitch for top stitching or decorative straight patchwork
- Insert a zip using a zipper foot
- Demonstrate a decorative technique ☐

Overlocker

Produce the following samples:

- Seam finishing (closed)
- Seam finishing (open seam)
- Curved edges ☐

Embellisher

- Undertake tests to assess the suitability of different materials
- Demonstrate correct selection of needles/foot plate/attachments ☐

Supplementary materials

The space-allocation diagram indicates the recommended distances around sewing machines on a side bench. The diagram shows a corner bench but the principles can be applied to other situations, such as freestanding tables. The shaded area shows an overlap of 500mm, which is applicable if benching is back to back (for example, in a peninsular arrangement).
The 800mm dimension shows the recommended distance from the centre of a sewing machine placed at the end of a run of benching to the end of the bench.

* distance between last sewing machine and end of run of benching.

Sewing machines

