D&T Association
Health and Safety Training Standards
in
Design & Technology

DESIGN AND TECHNOLOGY HEALTH AND SAFETY PORTFOLIO OF EVIDENCE

Name: _____

School/College: _____

Date		Signature
Date of submission for accreditation		
Annual update		
Annual update		
Annual update		
Annual update		
Date of refresher training		
Annual update		
Annual update		
Annual update		
Annual update		
Date of refresher training		

D&T H&S PORTFOLIO CHECKLIST

The D&T Association recommends that all colleagues should assemble a D&T H&S portfolio as a personal record of their health and safety training and working practice in school, and recommends that this is updated on an annual basis as a permanent and cumulative record of on-going personal practice. The portfolio should include the evidence listed below and is a requirement for accreditation at the Core Level Standards.

On completion, please submit your portfolio to your Registered Design and Technology Consultant who will check it and register you on-line for accreditation by the Design and Technology Association.

The D&T Association recommends that refresher training on the core level Health and Safety Training Standards should be undertaken on a regular basis and no longer than 5 years from initial training.

1   H&S STANDARDS IN D&T – D&T Association
Know and understand the current D&T Association 'Health and Safety Training Standards in Design and Technology' – Core Level Standards
Use the Core Level Standards provided and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment

2   ESSENTIAL PUBLICATIONS
Know where to access essential H&S publications within the department:
Local Authority Health and Safety Code of Practice (where applicable)
BS 4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice, British Standards Institute
Other H&S publications within the department should include:
Health and Safety Training Standards in Design & Technology – D&T Association
Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS

3   HEALTH AND SAFETY TRAINING
Evidence of your Health and Safety training records to indicate training completed and training needs identified

4   RISK ASSESSMENTS
Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area. This can include the adoption and adaptation of model risk assessments

5   TEACHING AND LEARNING STRATEGIES
Evidence of:
How Health and Safety issues are incorporated into your schemes of work
How Health and Safety training is provided for learners and how this training is recorded

6   COSHH ASSESSMENTS
Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area and identifying how you remove or minimise associated risks

7   ENVIRONMENT
Evidence in the form of photographs or sketches of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns

8   PORTABLE APPLIANCE TESTING
Evidence that Portable Appliance Testing has been carried out regularly on equipment in your own work area (or one that you regularly work in)

9   LEV TESTING
Evidence that LEV testing has been carried out every 14 months on equipment within your work area (if applicable)

10   MAINTENANCE OF WORK EQUIPMENT
Evidence of how work equipment and machinery is regularly maintained and serviced within your work area (if applicable)

1   H&S STANDARDS IN D&T – D&T Association

Know and understand the current D&T Association 'Health and Safety Training Standards in Design and Technology' – Core Level Standards

Use the Core Level Standards provided overleaf and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment

2   ESSENTIAL PUBLICATIONS

Know where to access essential H&S publications within the department, i.e.
Your Local Authority Health and Safety Code of Practice (where applicable)
BS4163:2014, Health and safety in design and technology in educational and similar establishments - Code of practice
Other H&S publications within the department should include:
Health and Safety Training Standards in Design & Technology – D&T Association
Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS

Use the table overleaf to record these and other H&S publications held within the department and their location

Health and Safety publications held within the department

Publication	Available	Location
Local Authority Health and Safety Code of Practice (if applicable)		
BS4163:2014, Health and safety in design and technology in educational and similar establishments - Code of practice		
Health and Safety Training Standards in Design and Technology – D&T Association		
Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association		
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS		
Managing Risk Assessment in Design and Technology, L235 - CLEAPSS		
Model Health & Safety Policy for D&T Departments L260 – CLEAPSS		
Health & Safety Maintenance of D&T Workshop Equipment L254 – CLEAPSS		
Building Bulletin 81: Design and Technology Accommodation in Secondary Schools – DfES		
Building Bulletin 98: Briefing Framework for Secondary School Projects – DfES		
Risk assessment. A brief guide to controlling risks in the workplace, HSE leaflet INDG163(rev4)		

3 HEALTH AND SAFETY TRAINING

Evidence of your Health and Safety training records to indicate training completed and training needs identified

N.B. Applicants for SFHS should ensure that their food hygiene accreditation is up to date

Use the H&S Accreditation Audit Form overleaf to record training and accreditation that has been completed, where D&TA accreditation only is required or where either initial or refresher training is required

Use this section of the portfolio to hold materials relating to the Specialist and Specialist Extension Level training standards that you have completed, your D&TA accreditation and any other H&S certification

H&S ACCREDITATION AUDIT FORM

Name: _____

Audit date: _____

Use the table below and record in the right hand column:

C   Where current D&TA accreditation/Food Safety certification is in place
I   Where INITIAL training is required
R   Where REFRESHER training is required

CODE	TRAINING STANDARDS		STATUS
D&T Association Health and Safety Training Standards in Design and Technology			
SCHS	SECONDARY CORE		
SFHS	FOOD TECHNOLOGY		
	LEVEL 2 + FOOD HYGIENE & SAFETY ACCREDITATION		
SMHS	RESISTANT MATERIALS		
SMHS	RESISTANT MATERIALS (individual equipment)	Hand tools	
		Drilling machines	
		Guillotines/shears/trimmers	
		Off hand grinding machines(only use of)	
		Sanding/linishing machines	
		Mortisers	
		Polishing (buffing) machine	
		Power fret saws	
		Power hacksaws/metal cutting bandsaws	
		Heat processes	
		Plastics moulding processes	
		Portable power tools (only inc. drills and sanders)	
SSHS	SYSTEMS AND CONTROL		
STHS	TEXTILE TECHNOLOGY		
S1HS	WOOD SAWING MACHINES	Band Saw	
		Circular Saw	
		Vertical Panel Saw	
		Chop/Radial Arm Saws	
S2HS	CENTRE LATHE/CNC LATHE		
S3HS	CASTING N/F METALS		
S4HS	METAL ARC WELDING	MMA	
		MAG	
		MIG	
		TIG	
S5HS	OXY ACETYLENE WELDING		
S6HS	MILLING MACHINES/CNC CENTRE	Vertical	
		Horizontal	
		CNC Centre	
S7HS	WOOD TURNING LATHE		
S8HS	PLANER/THICKNESSER MACHINES	Overhand planer	
		Thicknesser	
S9HS	PORTABLE POWER TOOLS	Portable Grinder	
		Rotating portable saw	
		Reciprocating portable saw	
		Biscuit cutter	
		Portable planing machine	
		Portable router	
S10HS	GRINDING AND SHARPENING		

4   RISK ASSESSMENTS

Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area

Provide a copy of 1 completed risk assessment in your portfolio. This can include the **adoption** and **adaptation** of model risk assessments as described in Standards 7 and 8 above, using the table provided overleaf

SCHOOL/COLLEGE:
DESIGN AND TECHNOLOGY DEPARTMENT RISK ASSESSMENT
Activity:
The Design and Technology Department adopts the model risk assessment relating to the above activity as detailed in BS 4163:2014/CLEAPSS **(SEE PHOTOCOPIED DETAILS ATTACHED)**
Additional HAZARDS identified:
Additional CONTROL MEASURES required:
All relevant staff have been made fully aware of the contents of this risk assessment
Date of Risk Assessment: **Date of Review:**
Name(s) of Assessor(s):
Signature of Head of Department:
Signature of Headteacher/Key Manager:

5   TEACHING AND LEARNING STRATEGIES

Evidence of:

1   How Health and Safety issues are incorporated into your schemes of work

2   How Health and Safety training is provided for learners and how this training is recorded

6 COSHH ASSESSMENTS

Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area **and** identifying how you remove or minimise associated risks

7   ENVIRONMENT

Evidence in the form of photographs of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns

8 PORTABLE APPLIANCE TESTING

Evidence that Portable Appliance Testing has been carried out regularly on equipment in your own work area (or one that you regularly work in)

9   LEV TESTING

Evidence that LEV testing has been carried out every 14 months on equipment within your work area (if applicable)

10 MAINTENANCE OF WORK EQUIPMENT

Evidence of how work equipment and machinery is regularly maintained and serviced within your work area (if applicable)