

# Design and Technology Risk Assessment



## Food & Nutrition Risk Assessment

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Preparation of food	staff children	Fingers being cut on blades of knives	<b>H</b>	<ul style="list-style-type: none"> <li>• Surfaces to be cleaned before activity begins with bacterial surface cleaner</li> <li>• Children wash hands before activity</li> <li>• All activities demonstrated carefully and children are closely supervised</li> <li>• Children are taught appropriate finger grip</li> <li>• Knives are checked regularly for sharpness and suitability</li> </ul>	<b>L</b>	<p>Children are reminded of safe behaviour prior to session.</p> <p>Knives must not be pointed or serrated and must be stored securely.</p> <p>Food can be ripped or cut with scissors.</p>
Cooking of food		Hot surfaces and liquids - burns and scalds	<b>H</b>	<ul style="list-style-type: none"> <li>• Cooker has safety film to protect the door from excess heat- children are reminded not to touch</li> <li>• Hot plates are used with close supervision by adults and children only take turns to cook</li> <li>• Hot items are removed from the oven by an adult</li> <li>• Hot cookware is handled carefully and all children are told not to touch</li> <li>• Lifting lids off pans &amp; kettles, moving hot tins, dishes and</li> </ul>	<b>M</b>	<p>Children are reminded of safe behaviour prior to session.</p> <p>Oven gloves are checked for holes</p> <p>Hot surfaces are heat guarded.</p>



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				<p>water to be restricted to adults only.</p> <ul style="list-style-type: none"> <li>• Adequate supervision and safe working procedures in place.</li> <li>• Position pan handles not to overhang the edge of the cooker.</li> <li>• Ensure adequate space is available around the ovens at all times when handling hot items.</li> </ul>		
Food storage	staff children	Food causing illness through incorrect storage	<b>H</b>	<p>Adults have food hygiene training.</p> <ul style="list-style-type: none"> <li>• All ingredients are kept in accordance with good food practise.</li> </ul>	<b>L</b>	
Food tasting	staff children	Allergic reaction Choking	<b>H</b>	<ul style="list-style-type: none"> <li>• Adults to check for allergies before the session</li> <li>• Ensure all food pieces are well chopped</li> <li>• Children to taste under adult supervision</li> <li>• First Aider is to be called immediately if any choking is suspected</li> <li>• Hot food to be appropriately cooled</li> <li>• Food sent home with children for consumption- not eaten at the club</li> </ul>	<b>L</b>	<p>All known allergy information is held by the office. Staff check before the club sessions are run.</p>
Cleaning and storage of equipment	staff children	Cuts from blades Cuts from broken glass Food poisoning from residue products	<b>H</b>	<ul style="list-style-type: none"> <li>• Adults are to supervise cleaning</li> <li>• Hot, soapy water must be used</li> <li>• All food residue must be cleaned off</li> <li>• Dry dishes using clean tea towels</li> </ul>	<b>L</b>	<p>Use disposable washing up cloths to minimise germs Sink cleaned regularly Equipment visually checked before each session for cleanness.</p>



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				<ul style="list-style-type: none"> <li>Knives not to be left unattended on draining boards</li> <li>Knives are not stored in the kitchen area but are kept by adults out of access to children</li> </ul>		
Children with special needs	Children	Need might impact on cooking activities by increasing the risk for individuals.		<ul style="list-style-type: none"> <li>Adults are aware of individual needs and adapt activities to ensure access is successful</li> </ul>		

### General Tools Risk Assessment

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Using hot glue guns  Glue guns - use of extension leads.	staff children	Children being burnt by hot glue  Overloading the electrical sockets	<b>H</b>  <b>H</b>	<ul style="list-style-type: none"> <li>Pupils must be supervised at all times.</li> <li>All activities demonstrated carefully and children are closely supervised</li> <li>Glue boards must be provided.</li> <li>Goggles must be worn</li> <li>All pupils given safety instructions prior to activity.</li> <li>All pupils given safety instructions and the need to administer cold water immediately.</li> <li>Protective clothing and long sleeves to be used to protect school uniform</li> </ul>	<b>L</b>	Adults only to use hot glue guns.



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				<ul style="list-style-type: none"> <li>Children told that the end of the glue gun is 'very hot' and should not be allowed to touch the skin.</li> <li>Staff must ensure that they do not overload sockets but using extension cables - Rule one socket one glue gun Must be adhered too.</li> </ul>		
Use of glues	staff children	Incorrect use of glue causing rash on skin or vomiting if inhaled.	<b>H</b>	<ul style="list-style-type: none"> <li>All glues purchased are to be water based.</li> <li>'wall paper' paste containing fungicide should not be used in schools.</li> <li>Pupils are instructed that glues needs to be used safely and sensibly.</li> <li>Pupils are instructed to wash off glue from their hands immediately.</li> <li>Pupils are taught not to inhale or swallow glue.</li> <li>Glues to be stored where they can only be accessed and used under supervision.</li> </ul>	<b>L</b>	Adult supervision required
All new staff/ students/ supply teachers made aware of safe working environments.	staff children	Cuts from saws, drills, burns from hot glue guns.	<b>H</b>	<ul style="list-style-type: none"> <li>Coordinator will ensure all staff are aware of risk assessments and make sure all safety guidelines are well displayed.</li> </ul>	<b>L</b>	Experienced member of staff supervising at all times.
Use of saws and drills	staff children	Cuts from blades drill bits	<b>H</b>	<ul style="list-style-type: none"> <li>Adults are to supervise activities</li> <li>Children instructed on the safe use of saws and drills</li> <li>Cutting blocks to be used to help prevent accidental 'slipping'</li> <li>Clamps/vises to be used to help prevent drills slipping</li> <li>Saws/drills to be stored away safely in cupboard away from children.</li> </ul>	<b>L</b>	Use disposable washing up cloth s to minimise germs Sink cleaned regularly Equipment visually checked before each session for cleanness.



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				<ul style="list-style-type: none"> <li>• saw blades to be checked routinely for signs of wear and damage.</li> <li>• Children must not walk around the classroom with saws/drills etc..</li> </ul>		
Use of hammers	staff Children	Bruised fingers/ broken fingers. Cut /broken skin..	<b>H</b>	<ul style="list-style-type: none"> <li>• Adults are to supervise children when using hammers.</li> <li>• Children are instructed how to use hammers safely.</li> <li>• Hammers are to be stored safely away from children when not in use.</li> <li>• Hammers are to be checked prior to the activity to ensure that their 'heads' are secure to their handles.. Any faulty or damaged hammer to be thrown out.</li> <li>• Only a few children to use hammers at one time and in a separate area.</li> <li>• Children to use plasticine or blue tac to hold pins/nails when hammering.</li> </ul>	<b>L</b>	Adults to only use hammers when working.

### Textiles Risk Assessment

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Using small textiles equipment - Sewing, pinning.	staff children	Stabbing - the needles and pins can cause pricking injury, usually to the finger.	<b>H</b>	<ul style="list-style-type: none"> <li>• Blunt needles will be used where possible..</li> </ul>	<b>L</b>	Children are reminded of safe behaviour prior to session.



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				<ul style="list-style-type: none"> <li>• Clear demonstrations will be given on how to use a needle/pin correctly and safely.</li> <li>• Thimbles will be used.</li> </ul>		
Using small textiles equipment - Sewing (hand and machine), pinning	staff/ children	Flying needle parts - if a needle breaks, fragments could fly into the face and eyes of the user.	<b>H</b>	<ul style="list-style-type: none"> <li>• Needles and pins should always be in good condition. Worn or bent needles and pins should be disposed of correctly.</li> <li>• The appropriate size needle/pins should be used depending on the task.</li> <li>• Children are not permitted to use a sewing machine.</li> </ul>	<b>L</b>	<p>Needles and pins should be inspected before use.</p> <p>Children are reminded of safe behaviour prior to session.</p>
Sewing- using a machine	staff/ children	Manual handling - lifting sewing machine could cause lower back injury.	<b>M</b>	<ul style="list-style-type: none"> <li>• Ensure that sewing machine is lifted correctly.</li> <li>• Children should not move or lift the sewing machine.</li> </ul>	<b>L</b>	Staff should complete the manual handling training prior to lifting heavy objects.
Sewing using a machine	staff/ children	Electric shock - making connections and changing bulbs risk electric shock.	<b>M</b>	<ul style="list-style-type: none"> <li>• All sewing machines should be inspected regularly to ensure all wires are in safe working order.</li> <li>• Bulb changes should only be undertaken when the machine is disconnected from the mains.</li> </ul>	<b>L</b>	<p>All machine should be inspected annually any damage reported to the D&amp;T lead.</p> <p>All machine must be PAT tested if over 12 months old.</p>
Using small textiles equipment - unpicking	Staff/ children	Stabbing - stitching unpickers have sharp, pointed blades which can cause injury.	<b>H</b>	<ul style="list-style-type: none"> <li>• Clear demonstrations will be given on how to use an unpicker correctly and safely.</li> <li>• The unpicker must always be used pointing away from the body.</li> <li>• When unpicking stitching, an adult must supervise.</li> </ul>	<b>L</b>	Children are reminded of safe behaviour prior to session.



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Cutting with scissors - fabric, card and paper	staff/ children	Cutting of fingers during use.	<b>H</b>	<ul style="list-style-type: none"><li>• Clear demonstrations will be given on how to use an unpicker correctly and safely.</li><li>• Scissors should be held correctly and pointing away from the body.</li><li>• Safety scissors should be used.</li><li>• If sharper scissors should be used, it should be under the supervision of an adult.</li><li>• Scissors should be used while seated.</li></ul>	<b>L</b>	Children are reminded of safe behaviour prior to session.
Cutting with scissors - fabric, card and paper	Staff/ children	Injury to self and others whilst carrying scissors	<b>H</b>	<ul style="list-style-type: none"><li>• Children should remain seated while using scissors.</li><li>• Children should be shown the correct way to carry scissors (blades enclosed by fist).</li><li>• Children should use safety scissors with rounded end.</li><li>• Scissors should be stored in the D&amp;T store and returned after use.</li></ul>	<b>L</b>	Children are reminded of safe behaviour prior to session.