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There are various Health and Safety standards applicable to the workshops and studios you will be using as a student at UAL. Take a look at the procedures and standards page. Further related guidance is set out below. There are also some template recording sheets available to download and adapt on the right-hand side.

Traffic light system for equipment and machinery
Equipment in workshops has been coded according to a traffic light system. The guidance is as follows (please note that some workshops just use red and green):
RED: STOP Only trained staff members can use this equipment. Students are not permitted to use the equipment at any time.
AMBER: Supervision required. Students can use the equipment but must get staff approval before each use. The staff member will supervise, and students may not use the equipment if no staff are within proximity.
GREEN: Proceed with caution. Students can use the equipment once they have had an induction, and are competent in its use. The 3 student rule applies and lone working is not permitted.
The 3-student rule: During extended hours students are permitted to work in supervised groups of 3 or more only. The 3 students must work in proximity at all times. For more details, please see the UAL policy on Out of Hours and Extended Hours.
As a rule of thumb, working in proximity means that groups of three must be within ear shot at all times. To facilitate this, adjoining doors may be kept open provided they are not fire doors or marked keep shut. Students are only permitted to use equipment that is marked as green i.e. for unsupervised use. A staff member may make up the third person so long as they are in proximity.
The 3 student rule applies to all students, including MA students. The rule applies to all access, whether equipment is being used or not. Students may only use equipment for which they have received an induction. Ensure that students are aware of who to contact in an emergency and where to find them. Where the first aid box is and how to reach a first aider. What the fire alarm sounds like and what to do if it goes off.
Reporting all accidents / incidents, no matter how trivial they may seem. 0 ratings 945 views
This document provides an introduction to health and safety rules for a school workshop. It discusses: - The importance of safety rules given the dangers of machines and tools in workshops. Siti Khadijah binti Hasim Save Save Workshop Safety Rules For Later 0% found this document useful, undefined Design technology is a highly practical subject that allows students to learn through practical exercises. However, many health and safety risks must be considered to ensure that staff and students are safe. Here are some DT workshop health and safety considerations for school workshops: Before students have even begun to use any tools, equipment, or machinery, there are some general workshop rules you should adhere to. This helps minimise the risk of hazards and injury while ensuring a safe design technology workshop. To begin with, no student should be allowed to enter a workshop or be left unattended in a workshop at any time. A staff member should always be aware of who is present in a workshop in the event of an emergency, such as a fire. Students should leave their bags and coats in a designated place to minimise the risk of trip and fall hazards during practical exercises. These are typically cupboards underneath the tables. No food or drink should be permitted in the workshop. All workshops should be sufficiently lit using bright LED lighting. There should be no areas of the workshop that are not adequately lit. The guidelines state that a workshop with machinery should be lit to 500 lux for general work and 1000 lux for finer machine work. Lights should be bright enough to see for practical work but not too bright it causes glare or eye strain. Natural lighting is always preferable to artificial lighting. Artificial lighting should be used to support natural lighting. Flickering lights should be fixed straight away. Machine lights must have a low voltage of no more than 12 volts. Additional safety considerations for school workshop solutions you need to consider include: The layout and design conform to guidelines, with at least 1m free space around each machine. All workshops should have a minimum temperature of 15 degrees Celsius. Sufficient ventilation and extraction systems should be in place to ensure healthy air quality. Excessive high noise should be prevented. Another health and safety in design technology consideration is that suitable personal protective equipment (PPE) should also be readily available for students in the workshop. This should include aprons, goggles, face masks, gloves, workshop coats, etc. Loose clothing should also be tucked away before operating any machinery. Students should also remove any lost jewellery and the back hair to avoid the risk of injury while operating machinery or using tools. Any learning equipment not needed for a practical exercise should be put away to help maintain a safe and clear workshop environment. Every school should also undertake a thorough DT workshop health and safety risk assessment. This should identify all possible hazards inside the DT workshop and the appropriate control or measures to implement that reduce or prevent such risks. This should be appropriately recorded in a table as follows: Hazard Risk level Control measures What is the possible hazard that can occur during practical exercises? Does the hazard pose a low, medium, or high-level risk? What measures will you implement to reduce, minimise, or prevent the risk? Relevant DT workshop health and safety training should be given to staff where necessary. All staff should be familiar with health and safety procedures. This training should consider the age range in the school as the health and safety in design and technology requirements may differ. The training given to staff should meet the requirements and standards of relevant guidelines, regulations, and codes of practice. For example, health and safety training in the UK should adhere to the BS 4163:2021+A1:2022 code of practice. This code of practice provides a benchmark for health and safety training in school DT workshops. Sufficient training will ensure all relevant staff are competent in adhering to the code of practice requirements. To ensure this, training should be undertaken every five years. This ensures staff can identify potential hazards during practical exercises and determine the risk to students. Sufficiently trained staff will then be able to identify the best way to reduce, prevent, or minimise such risks in the school DT workshop environment. Depending on the experience of staff will determine the training they require. Staff with little or no experience will require initial training. Refresher training should be carried out by those who have previous DT health and safety training but require their skills updating or whose accredited certificate has expired. Book an approved D&TA health and safety training course with us. PPE is a vital element of any schools DT workshop environment. These should be readily available for every student in the class and worn where appropriate. Such equipment is essential to protect certain parts, such as the eyes, from injury. During practical exercises, staff and students must wear relevant PPE, such as projective clothing. Conducting a thorough risk assessment will determine whether PPE is necessary. When it comes to PPE, there are several considerations a school needs to consider: Try to control the risk before resorting to the use of PPE. For example, avoid using earmuffs or plugs for noisy machinery if the noise can be reduced. The PPE used should be suitable for the risk intended to be reduced. B-rated PPE should be used for machinery while F-rated PPE is suitable for all other workshop processes. The PPE should fit appropriately, meaning different sizes may be required for smaller students. Respiratory Protective Equipment (RPE) should conform to FFP3 or P3 standards. All PPE must be kept in a suitable condition, including regularly cleaned and stored. Any worn PPE should be replaced as soon as possible. Staff should instruct students on the appropriate use of PPE. Training should be provided where necessary. FFP3 standards for RPE should ensure that respirator masks provide protection from breathing harmful airborne substances, such as smoke or dust. Additionally, P3 standards for RPE require a 95.5% filtration efficiency. During practical exercises, students will require different workshop tools and equipment. Tools like saws and lathes can be very sharp and cause serious injury if not used properly. Tools like glue guns and soldering irons can cause severe burns. All tools and equipment require suitable storage to help maintain a safe and clean workshop environment. Any tools should be stored appropriately or put back after use. This ensures no tools can cause an accident, such as tools protruding from the side of workbenches. There should also be a suitable place to stack stools away during practical exercises to minimise the risk of accidents. This should typically be on the edge of a workshop, away from any practical working areas, such as machinery or workbenches. Staff should first demonstrate how to safely use any tools and equipment required for a practical exercise. This includes instructing how to properly clamp work to the workbench to prevent it from moving or slipping. There should also be suitable cleaning equipment for students to properly clean their practical working environment at the end of each lesson. It is recommended to use an M-rated workshop vacuum to clean small dust particles. Large chippings or shavings can be removed using a dustpan and brush. All tools and equipment should also be used vertically to minimise the risk of accidents in the event of a slip. Clamps should be used to secure any practical work to the workbench properly. When carrying tools around, they should be held pointing downwards. Training should be provided to staff so they can safely and properly instruct students on the safe usage of tools and equipment. No student should be allowed to use tools and equipment until a staff member properly instructs them. Alongside the safe usage and storage of tools, all DT workshops will require safe machinery usage and maintenance. Every school is responsible for ensuring all machinery is in safe working condition through proper inspection and regular maintenance. All students should be properly supervised by a trained and experienced staff member when using machinery. While operating machinery, students should be entirely focused on safe operation to minimise the risk of injury. It is essential that staff properly instruct students how to operate the machinery safely and allow them to ask questions if they are unsure. A suitable demonstration should be given before any student works the machinery. A record of any student training should be recorded and kept in the school system. When logging the training record, the date, instructor, and what the training was should all be recorded. Staff should know where the emergency stop buttons are located in an emergency, and appropriate signage should be followed. Before operating any machinery, it is imperative to check that it is set up correctly and any guards are appropriately placed. Another safety recommendation is to use an appropriately marked area around the machinery using yellow floor marking. Only one person should be within the marked area when operating machinery to prevent distractions or overcrowding. There should also be a safe distance between the operator and the machine. After use, the machinery should be switched off. Any clutter, such as wood cuttings, should also be safely removed before the next person uses the machinery to prevent the risk of any injury. This also applies to workbenches too. Electrical equipment should be regularly tested to ensure it is safe for usage. A testing certificate should be displayed in a prominent place to show the equipment is safe. Equipment that has failed its safety test should not be used. Staff should also receive appropriate training on safe machine usage and health and safety procedures. Staff should be confident and familiar with all equipment to ensure safe supervision and usage. To adhere to guidelines and regulations, all DT workshops must ensure machinery is regularly tested and maintained. This helps to keep the machinery in safe working order and minimises the risk of injury. How often machinery is tested will depend on usage, risk assessment factors, age, and manufacturer guidelines. DT machinery maintenance can cover many aspects, from checking the machines condition to making necessary adjustments. Request a machine maintenance visit for your DT workshop. Every school must adhere to the health and safety considerations set out in guidelines, legislation, and codes of practice. Whether you are looking to upgrade your design technology classrooms or change an existing workshop, following the health and safety considerations above is vital for all DT workshops in schools. The following are the safety precautions or attitudes in the workshop: **Obedience:** Pupils must obey the instructions of their teachers at all times. **Humility:** Show respect to everybody and when you are in doubt about anything, ask question. **Fiddling:** Never play with any tool, equipment and machine in the workshop, such as ON/OFF switch. **Horseplay:** Do not run around in the workshop. Always, be patient and never rush. **Negligence:** Report any fault or injury to your teacher, no matter how small. **General Safety Precautions in Workshops:** Keep workshops clean and neat at all times. Always use personal protective equipment such as gloves, goggles, boots, overall, helmet. Do not use chisels or files without handle. Clean machines after use. Do not give sharp objects to your workshop mates by throwing or through the sharp-pointed edge. Never put sharp objects to in your pockets. Keep them in tool rack. Do not wear loose dresses, neck-tie, watches, chains and rings in the workshop. Always use the right tools for the right job and in the correct way. Do not remove chips from machine/bench with bare hands. Use wire brush. After work, return all tools used. Keep tools in the tool rack. Stop the machine and switch off power before leaving the workshop. **Accident Prevention Techniques:** Steps to take in preventing accidents are: (i) Routine Checking: This involves checking all machines to ensure that they are in good condition before setting them up for use. (ii) Routine Servicing: It involves servicing all machines and changing the worn out parts regularly so that they can work effectively. (iii) Students' Commitment: Students should avoid noise-making and talkativeness in the workshop because this can make them lose concentration on the work they are doing. (iv) Preventive Measures: Electronic equipment should be used with voltage stabilizers in order to prevent electrical fire as a result of power surge. (v) Teachers' Supervision: To prevent workshop accidents, every workshop lesson or practical session should be supervised by the teacher. Students should not be left alone in the workshop. It is wiser to prevent an accident from happening than to cure the harm done after the accident. The protective safety devices include gloves to protect the palms and the fingers, the shield or goggles to protect the eyes, boots to protect the legs, the feet and toes, the helmet to protect the head and the overall to protect the chest. **Fire accident:** is the burning activity that can destroy properties and life. (i) Electrical fire: This happens when there is constant electrical spark, very high voltage and fluctuating electrical current in the workshop. Then, the electric cables, switches and sockets are melted and other properties destroyed. (ii) Chemical fire: This happens when any inflammable material (called fuel) like grease, oil, gas, petrol, kerosene, or chemical catches fire in the presence of heat and oxygen. **Safety Precautions in Fire Accidents:** (i) Stop all machines from the emergency stop. (ii) Crawl out on the floor. Do not walk or run on your feet, to avoid falling. (iv) Use the fire extinguisher or sand buckets, whichever is appropriate. (v) Call the teachers or fire brigade. **EVALUATION:** Outline five safety precautions or attitudes in the workshop. Describe five (5) accident prevention techniques. State five (5) safety precautions in fire accidents. Read our disclaimer. **AD: Take Free online baptism course: Preachi.com Related CLICK HERE FOR INDEX PAGE Workshop Safety Rules V. Ryan 2003-2021** Before you can use equipment and machines or attempt practical work in a workshop you must understand basic safety rules. These rules will help keep you and others safe in the workshop. **Safe Ed (left)** always thinks about working safely. On the other hand, **Ed the Handyman (right)** never considers safety. Not only is he at risk of having an accident but so are those who work near him. They could have an accident because of his reckless behaviour. Read the safety rules carefully. If you fully understand them you should be able to work safely in a workshop. Do not be like Ed the Handyman!!!! Why do you think workshop Safety Rules are important? If everyone follows workshop rules, everyone will be safe and learn how to use tools and equipment properly and efficiently. 1. Always listen carefully to the teacher and follow instructions. The instructions given by your teacher, his / her demonstrations on the use of equipment and tools, will help you understand how to work in a workshop safely and efficiently. 2. Do not run / rush in the workshop. You could bump into another pupil and cause an accident. You could run into a machine or bench, which could cause a serious injury. 3. Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop, you can use the emergency stop button to turn off all electrical power to the machines. 4. Always wear an apron. It will protect your clothes and hold loose clothing such as ties in place. This will prevent loose clothing getting caught in a machine, pulling the machine operator into the moving parts. 5. Wear good strong shoes. Training shoes are not suitable. Tools and equipment can have sharp edges and are usually heavy. Good shoes prevent damage to feet, if a piece of equipment or a tool, is dropped on feet. 6. When attempting practical work, all stools should be put away. If stools are left out in the workshop during a practical session, they will get in the way and inevitably become a trip danger. 7. Bags should be stored away, during practical sessions in the workshop. A person can easily trip over a bag left on the floor and accidentally push into someone using a machine. This could cause a serious accident. 8. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand. It is very important to ask questions, especially when learning how to use machines and tools, if there is a need to clarify instructions. Using a machine without a full understanding of its use, could easily lead to an accident. 9. Do not use a machine, if you have not been shown how to operate it safely, by your teacher. It is extremely dangerous (and illegal), to use a machine in the workshop, without having followed and understood, all the teacher instructions. 10. Always be patient, never rush practical work. The most productive and efficient craftspeople / engineers, work patiently and never rush their work. Working at a safe, steady pace, is how skilled professions complete their tasks. 11. Always use guards, when operating machines. The guard on a machine, protects the user, especially the users eyes, from dangerous debris that is thrown out, often at high speed. The guards also ensure that hands and fingers, are not near moving parts. A good example of a machine guard, is seen in front of the chuck, of a machine drill. 12. Keep hands / hair and clothing away from moving/rotating parts of machinery. Loose Clothing (e.g. a school tie) and long hair, can be caught in the moving parts of a machine (e.g. the chuck of a drill). Hands / clothing should must be kept away, from the moving / rotating parts. Long hair should be tied back. 13. Use hand tools carefully, keeping both hands behind the cutting edge. Never place a hand in front of a cutting tool (e.g. a chisel). There is always a possibility, of the tool slipping and the sharp edge slicing into the hand / fingers. 14. Report any damage / faults to machines/equipment. Damage or a faulty part, could cause an accident. A broken or damaged tool can be dangerous. For example, a hammer with a loose hammer head, should be reported to the teacher. It is always possible that the hammer head will fly off the handle, when it is in use. 15. Keep your workbench tidy. When you have finished with a tool / piece of equipment, return it to its storage cupboard / rack. A bench top, crowded with tools, will eventually lead to one or more, being knocked on to the floor, or on to feet. Tools are damaged easily and people can be injured. 16. Never distract another pupil, when they are working on a machine or using tools / equipment. A distracted pupil could have an accident, as a distraction will take their focus and concentration away from the work they are doing. If using a tool / machine, a distraction can easily lead to an accident. **CLICK HERE FOR HEALTH AND SAFETY INDEX PAGE** No Running in the Workshop Listen to Instructions Carefully Take Only What is Needed into the Workshop If You Are Not Sure or Confident, then STOP & Ask Your Teacher. Only One Person Per Vice (to restrict number of students on benches) Always Wear an Apron & If You Have Long Hair, Wear a Hat or Tie it Back Only One Person on a Machine at a Time Here are a few catch phrases that help get the message across with different tools. Two hands on the chisel or one hand on the chisel, and one on the mallet. If you, or anyone at your bench is using a chisel, wear protective glasses. Always use a vice or a clamp No Running in the Workshop Listen to Instructions Carefully Take Only What is Needed into the Workshop If You Are Not Sure or Confident, then STOP & Ask Your Teacher. Only One Person Per Vice (to restrict number of students on benches) Always Wear an Apron & If You Have Long Hair, Wear a Hat or Tie it Back Only One Person on a Machine at a Time Here are a few catch phrases that help get the message across with different tools. Two hands on the chisel or one hand on the chisel, and one on the mallet. 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What are 10 safety rules in a workshop. Workshop safety rules school. List of safety rules in a workshop. What are some workshop safety rules.