Ellison Primary Academy

Subject	**Design & Technology**	**Location**	**Ellison Primary Academy**
Author/Date	**Mr I. Sterio 21.01.26**		

General Statement:
1. Lessons must be safe
2. Children must never use a tool until they have been taught how to use it and proved that they can use it properly
3. Children should appreciate the properties of the materials that they are handling and any dangers associated with them.

Identifying Significant Hazards – Assessing the Risk	Control Measures – Managing the Risk
Using PVA Glue; Contact with skin, hair eyes etc, ingesting	- Participants instructed not to use excessive amounts and to avoid spillages - Spillages should be cleaned up promptly. - Only approved products are to be used. - Adhesives to be water based rather than solvent based and be non-toxic. - Participants should wash their hands after use. - Remind particularly young or SEN children they should not eat the glue and monitor the children.
Glue guns; burns due to hot components and glue, electrical faults and trip on wires	- Use only cool melt glue guns which are considered safer. - Participants are supervised during the activity and given instruction in the safe use of any equipment used. - Explain the risks and demonstrate the safe use. - Point out good practice for handling and placing the glue gun on the table. - Inform participants what to do if glue comes into contact with their

	skin – rub it to remove it immediately. - Only 2 participants to be at the glue gun table at a time - Use pegs to clamp the cardboard where possible. - Turn off the glue guns when they are not going to be used for 30mins or more. - Any electrical equipment should be regularly tested for electrical safety. - Keep wires at the back and tangle free. Not trailing over walk ways. - Use cold water to treat any burns quickly.
Scissors; cuts and nips	- Only safety end and round-headed scissors are used. - Pupils are appropriately supervised during the activity and given instruction in the safe use of any equipment used. - Scissors must be counted out and in and be properly stored - Any faulty or damaged scissors are disposed of.
Using wire trimmers; cuts and nips	- Demonstrate the correct use and point out the dangers. - Participants are supervised during the activity and given instruction in the safe use of any equipment used. - Wire trimmers must be counted out and in and be properly stored - Any faulty or damaged trimmers are disposed of.
Wiring up circuits; pokes with the wire	- Inform participants that the ends of the wire can be sharp. - Power is 1.5V batteries which are quite safe to use
Using hack saws; cuts and abrasions	- Participants are supervised during the activity and given instruction in the safe use of any equipment used. - Demonstrate the safe use, carrying and storage of hack saws. - Ensure children use bench hooks correctly. - Count the hack saws out and in. - Any faulty or damaged hack saws are disposed of.

Sewing; Needle injury	- Demonstrate the activity and point out safe storage of needles. - Participants supervised during the activity. - Needles counted out and back in.
Making holes in paper, card and plastic; stabbing injuries, cuts and abrasions.	- Demonstrate the correct use of hole punchers and craft punches. - When using a pencil to punch holes point away from the face and taking care of fingers. Using blue tac if necessary.
Cutting food/using a knife; cuts and abrasions	- Children will use knives only under supervision -
Food general	- Care will be taken when handling food - All children must wash there hands - All equipment should be washed before and after use - All other equipment and clothing must be removed from the area where food is being prepared - Children should weigh, prepare, mix and cut themselves - All surfaces must be cleaned thoroughly using the correct cloths in line with school cleaning colour coded system - Ingredients must be stored appropriates - Adults are to place and remove trays in/from hot ovens - Ovens must be cordoned off - Baking should be consumed on the day or sent home that night.

In the event of any of the above stated injuries happening a member of staff with first aid training will be sought as required

Date 07/12/2022