



Scarborough College

HEALTH & SAFETY POLICY FOR DESIGN AND TECHNOLOGY

SUMMARY GUIDELINES FOR STAFF

All teachers, technicians and support staff

- 1 Teachers, trainee teachers, technicians and teaching assistants have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this Health & Safety Policy, its updates, the entered text to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report any failure of equipment that has a health & safety function.
- 2 Staff practice must set a good example to pupils and be consistent with pupil health and safety workshop rules, e.g. The wearing of eye protection and other personal protective equipment for the task.
- 3 Staff must be familiar with emergency procedures and with the location in each D&T room of the escape route; fire-fighting equipment; the water supply tap with tubing for eye irrigation; the main emergency shut-off valves for gas and water; the main electricity switch and the nearest first aid kit.
- 4 Design and technology rooms must be left safe and locked. Special arrangements must be made for equipment which has to be left running overnight, such as kilns, or potentially hazardous equipment which has to be left out.
- 5 Eating and drinking should not take place in workshops, workshop storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles during the lesson.
- 6 When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using hazardous machines, refer to CLEAPSS for guidance.
- 7 Pupils must not be left unsupervised in the D&T room at any time.
- 8 All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. Pupils must never be allowed into preparation rooms unless 100% supervision can be guaranteed. D&T rooms must be available for teacher-supervised, any extracurricular activities are only by special arrangement with the head of D&T.

Teachers

- 1 At the beginning of the school year, teachers must make sure that their classes have copies of the student rules for working in D&T rooms (see section 10). The rules should be explained to the students and they should be clearly displayed in the D&T room.
- 2 Teachers must enforce the student rules for working in D&T rooms, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations, if required.

- 3 Lesson preparation should be adequate and include a check the risk assessments and, where necessary apply the health & safety precautions required. Technicians must be given adequate time to prepare materials and equipment safely. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out tasks, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education within the D&T classroom.
- 4 Examination course work, especially at post 16 level, must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met/practical work begins. Students should be taught and encouraged to consult relevant risk assessments, where appropriate, but it is the teacher's responsibility to ensure that subsequent practice is always safe.
- 5 If, because of large class size or indiscipline, health & safety cannot be maintained during practical work the work should be modified or abandoned. This decision should be reported to the Head of Department.
- 6 A teacher is responsible for the health & safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another D&T teacher must be given this responsibility by the Head of Department.
- 7 Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.
- 8 Teachers should ensure that students have been adequately trained to use D&T equipment and a record kept of this training in pupil Health & Safety Passports (see Appendix 3).

1 The Role of this Policy

This policy should be read in conjunction with the general Health & Safety Policy. The purpose of this document is to record the arrangements made in the D&T department to implement the policy.

This document is maintained by the Head of the D&T department. It is copied to all new members of staff, e.g. teachers, trainee teachers, technicians, teaching assistants, etc., working in that department. Staff are expected to sign the list kept in the DT room and original signed documents kept with HR to show that they have received a copy. A reference copy, together with various appendices, is kept in the DT room and electronically with the Staff Handbook, available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been lodged with the school HR office and another passed to the employer for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The D&T department will cooperate with any union health & safety representative to promote health, safety and welfare, and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2 General Aims

Design and technology teaching has an excellent health & safety record. This department is keen to promote practical work as an essential component of good design and technology teaching and is determined that spurious concerns about health & safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the D&T staff, i.e. teachers, trainee teachers, technicians, teaching assistants and other support staff, e.g. special needs and bilingual staff, and staff who work in the department occasionally to:

- Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions during work
- Be familiar with this Health & Safety Policy by periodic reference to it
- Look out for any revisions
- Follow its provisions,
- Cooperate with other members of staff in promoting health & safety.

3 Health and Safety Roles

3.1 Duties, functions and tasks

The employer, Scarborough College, has the ultimate duty to ensure the health and safety of employees and others on the site (and this department).

The task of overseeing health and safety on this site has been delegated by the employer to the Health, Safety and Facilities Co-ordinator, and this task is further delegated to the Head of D&T who has the particular function of maintaining this policy document.

3.2 Communications

It is acknowledged that communication of health and safety information is of the greatest importance and is the task of the Head of D&T with the assistance of Heads of Department and the Health, Safety & Facilities Co-ordinator. See section 10 for the names of staff members with these health and safety functions.

In this department, all staff are issued with a copy of this policy. A reference copy is kept in the DT room and electronically with the Staff Handbook, together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and Checking

The employer expects the Head of D&T department to monitor the implementation of this policy. Records of monitoring are kept by the Head of D&T.

Checklists on equipment and machines are customised from those suggested in CLEAPSS Guide L254 *Health and Safety Maintenance of D&T Workshop Equipment*. The timetable for such checks is attached in Appendix 1 together with the maintenance record format. Records of the checks are kept by the Head of D&T in the *Safety Check File*.

4 Training Policy

The person with the task of seeing that D&T training is provided is the Headmaster, Head of D&T or the Health, Safety and Facilities Co-ordinator.

Generally, this department follows guidance in *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice* in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences regularly.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical D&T work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Head of Department.

Particular training functions are delegated as follows (to be read in conjunction with section 10):

Health & safety aspects of the work of newly-qualified teachers and other new teachers	Head of Department
Health and safety of trainees on teaching practice	Head of Department
Induction of newly-appointed technicians	Head of Department
Immediate remedial measures and other emergency procedures	Head of Department
Health & safety training of non-D&T support staff	Health, Safety and Facilities Co-ordinator
Health and safety of non-D&T teachers using specialist D&T rooms	Head of Department
Manual handling for all relevant staff	Health, Safety and Facilities Co-ordinator
Healthy and safe procedures for cleaners working in D&T rooms	Head of Department/Cleaning Supervisor
Regular update training (covering new or changed regulations, new equipment, etc.)	Head of Department

Records of the training received by members of the design and technology staff are kept in the HR Office and *Safety Check File*.

5 Risk Assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in D&T departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school design and technology, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school D&T departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments:

[CLEAPSS publications generally]

[CLEAPSS, *Model Risk Assessment for Design and Technology in Schools and Colleges*]

[CLEAPSS, *L235: Managing Risk Assessment in Design and Technology*]

[BSI *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of Practice*]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e. the scheme of work. See section 10 for the member of staff with the task of overseeing this process.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, ie, size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g. suitability of machinery and tools for the age-group and abilities of those present.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and agreed with the D&T teacher or Head of Department.

We encourage the development of new practical activities (including on open evenings, at D&T extra-curricular activities, etc.) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

6 Equipment and Resources

6.1 Local Exhaust Ventilation

The *COSHH Regulations* require the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. Testing normally takes place annually. The Health, Safety & Facilities Co-ordinator has the function of seeing that this happens. This employer has arranged a contract with LEV Testing Ltd who will be allowed access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the *Safety Check File*. Weekly operational checks will be completed by the Head of D&T and documented in the log book, held in the Design and Technology classroom – appendix 4.

See section 10 for the names of the staff members currently with these functions.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The Health, Safety and Facilities Co-ordinator and the Head of D&T has the function of seeing that this happens within the D&T department. Testing normally takes place annually during the holidays.

This employer has arranged an in-house electrical engineer who must be allowed access to carry out the work. This work will be carried out by a trained technician using a proper earth-bonding and insulation test set. Completed schedules are kept electronically and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

A quick visual inspection of equipment that is subject to arduous use, is required. Such equipment includes soldering irons, portable mains powered tools and the leads and foot controls, and this will be completed by the D&T teacher.

6.3 Pressure Vessels

Air receivers of air compressors, need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place annually in the school holidays.

Records of examinations are kept with Health, Safety and Facilities Co-Ordinator.

6.4 Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially machinery "gifts", is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS / on site Health, Safety and Facilities Co-ordinator/ D&T Co-ordinator, through publications and directly.

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is listed in Appendix 2.

Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the Head of D&T, and the Health, Safety and Facilities Co-ordinator.

6.5 Use of Guards

All staff in the department must use all required guards and safety devices on machines, and other equipment at all times. Under no circumstances should any guard or other safety device be removed overridden, disabled, or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not take place.

6.6 Personal Protective Equipment

The employer accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Eye protection must be worn by all staff, and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required.

The employer expects eye protection to be available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields suitable for chemical-splash are worn whenever there is a risk to the eyes.

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.7 Waste Disposal

Waste chemicals, or expired equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follow guidance on CLEAPSS Hazards (2007 edition or later). Other disposal follows relevant CLEAPSS guidance.

7 Activities and Procedures

7.1 Outdoor Activities

When planning any trips or visits etc, staff will consult the employer's Trips and Visits Policy
Which forms part of the Staff Handbook and is held electronically on the staff drive.

7.2 Manual Handling and Working at Height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc., will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations* by the Health, Safety and Facilities Co-ordinator).

Occasional (i.e. one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Department such as manoeuvring heavy or awkward materials.

See section 10 for the names of the staff members currently with these functions.

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff will never climb onto stools or benches.

7.3 Security

Access to the D&T classroom, and preparation rooms, will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All teaching rooms, preparation rooms and store rooms are to be kept locked at all times, except when in use. It is the task of the D&T staff member leaving such a room to see that the room is empty and that the door is locked. No class is allowed to be in a D&T room without supervision by a qualified D&T teacher.

Any non-D&T staff who have to supervise any class in a D&T room and have not been trained in using the equipment will be instructed not to allow pupils to undertake any practical work.

7.4 Concern for Others

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed with their task.

7.5 Maintenance of Equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 *Health and Safety Maintenance of D&T Workshop Equipment*. In particular machines must be isolated from the power supply, the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

8 Emergency Procedures

8.1 Fire

D&T staff will follow the normal school procedures in case of major fires. All D&T staff are trained to deal with minor fires that may occur when heat treatment areas are in use. This training is supported by regular drills arranged by the Head. See section 10 for the name of the staff member currently with this function.

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Spill kits are kept in the D&T classroom and science rooms.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service if required. This training is supported by regular evacuation drills.

8.3 Injury

D&T staff will follow the normal school procedures in cases that require first aid application. Most D&T staff are trained to carry out immediate remedial measures while waiting for first aiders, such as running a burnt finger under cold water, after accidents which occur in design and technology. Instructions for immediate remedial measures are posted on the walls of the D&T room by the Head of D&T.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

8.4 Reporting Procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury which may require reporting, so that the RIDDOR Regulations can be complied with, the accident must be reported to the Health, Safety and Facilities Co-ordinator as quickly as possible.

Dangerous situations and incidents which may have resulted in injury, or ('near-misses') should be reported to the head of department and the Health, Safety and Facilities Co-ordinator, by filling in a near miss form. These will be analysed and discussed at Health & Safety Committee meetings.

9 Design and Technology Room Rules for Students

The rules for students during D&T lessons are as follows:

- Horseplay and any unruly or inattentive behaviour of any kind will not be tolerated at any time in the workshops. Those not willing to comply with this set of rules will be asked to leave the room immediately for the safety of themselves and others.
- Machines, tools and equipment must be used in the correct manner and never misused.
- Overalls or aprons must be worn in the correct manner at all times, i.e. fastened correctly.
- Protective goggles must be worn in the workshops whenever there is any risk of injury to the eyes whilst working.
- Students MUST always walk around the Technology Room with caution when carrying materials, tools or projects.
- All sharp objects (e.g. pencils, screwdrivers, scribes and sharp materials) and any other tools MUST be carried with points facing down.
- When operating machinery, loose jewellery (necklaces, earrings, bracelets, rings, watches, etc.) must be removed or made safe.
- Long hair must be restrained (either tied back or pinned back) at all times.
- Machines must not be left unattended at any time during operation.
- Machinery is to be operated by only one person at a time.
- Protective guarding must be used if fitted to a machine.
- The operator's attention must not be distracted whilst the machine is in operation.
- Do not lean on the machines whether in use or not.
- After use, all tools must be stored in the correct location or returned to the storeroom.
- Machines, equipment and associated areas must be cleaned correctly after use.
- When a machine or piece of equipment is operational, never attempt to touch any of the moving parts.
- In an emergency, power should be switched off first. Never touch sharp items (even if the machine is not operational) without wearing gloves.
- All spillages must be attended to and cleared immediately.
- All breakages/damage must be reported immediately.
- Exhaust/dust/fume extractors must be used at all times when appropriate.

10 Covid-19 Guidance

Current Covid guidelines will be applied to all Design & Technology Education lessons, including the possibility of lessons NOT taking place if required.

All GOV Covid guidance must be followed, including the provision of hand sanitisation stations, and promotion of handwashing, all “shared” equipment is to be disinfected before, and after use, social distancing is practiced where possible, year “bubble” groups are also active.

11 Staff Roles and Emergency Contacts

Staff Roles

Staff Roles and/or Emergency Contacts Updated July 2018	
Advice on health & safety and all aspects of practical D&T generally	CLEAPSS Helpline 01895 251496
Advice on all aspects of practical D&T	D&T Association 01789 470007
Local authority Environmental Health Officer	General Enquiries. North Yorkshire 01609 780780
Local authority health & safety adviser	General Enquiries. North Yorkshire 01609 780780
Overseeing health and safety in this school and on this site	Nigel Croucher 358
Overseeing health and safety in the D&T department	Emma Speake 346
D&T department health & safety officer	Nigel Croucher 358
Senior technician	N/A
Various training functions	See table in section 4.
Subject specialist consultation over health & safety matters in the D&T classroom	Emma Speake 346
Subject specialist for consultation over health & safety matters in food technology	N/A
Subject specialist for consultation over health & safety matters in textiles.	N/A
Subject specialist for consultation over health & safety matters in systems and control	N/A
Overseeing the checking of activities against the model risk assessments and recording significant findings	Emma Speake 346
Detailed checking of activities is delegated by courses/subjects/year groups	Emma Speake 346
The person trained to do portable electrical inspection and testing	Nigel Croucher 358
The person in charge of manual handling training	Nigel Croucher 358

Emergency Contacts

Emergency advice	CLEAPSS Helpline 01895 251496
<i>Serious accident:</i> Ambulance service	[999] / [9-999]
<i>Serious accident:</i> School Nurse	212/ 07974 905104
<i>Serious accident:</i> School Health, Safety & Facilities Co-ordinator	Nigel Croucher 358
<i>Serious accident:</i> Employer's Business manager	Alison Higgins 205
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	9-999
<i>Gas leak:</i> Gas company	9-0800 111 999

This document has been written in conjunction with CLEAPSS guide L260 and modified for Scarborough College.

Policy Prepared by:

Emma Speake- Head of D&T

Nigel Croucher- Health & Safety Officer and Facilities Co-ordinator

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Alison Higgins	September 2020	September 2021

MACHINE MAINTENANCE CHECKS TIMETABLE

DISC AND BELT SANDING MACHINES

Daily Checks

- Clean any dust not removed by the extraction system.
- Check condition of sanding belt/disc and replace if torn/worn.
- Check fit of sanding table to disc/belt (it should be as close as possible as, normally no greater than 2 mm).
- Check that quadrant guard is in the correct position.

Weekly Checks

- Clean filters in dust-extraction system, if fitted.
- Empty dust-collection tray/bag if fitted.
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.

Termly Checks

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn.
- Lubricate if necessary.
- Check operation of dust-extraction system.
- Check bearings for wear.

DRILLING MACHINE

Daily Checks

- Check that the chuck guard is clean, functions correctly and is not cracked/broken.
- Make sure that the guard over the driving belt fits correctly and that the interlock or securing device is in place and working correctly.

Weekly Checks

- Make sure that the chuck key fits correctly and is not worn.
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.
- Make sure that the drill head clamping bolts are tight and the head-locking ring is in place.
- Make sure that the table clamp functions correctly.
- Check condition of drill bits. Sharpen as required. Replace twist drills that have worn shanks.
- If wooden blocks are used under the work piece, replace those that are worn.

Termly Checks

- Check condition of motor, drive system and drive belts. Replace if worn.
- Lubricate if necessary. Machines with gears running in an oil bath should have the oil level checked.
- Check bearings for wear.
- Check that machine vices and hand vices function correctly and are not worn or clogged with waste materials.

BENCH-MOUNTED JIG SAW

Daily Checks

Clean any dust not removed by the extraction system.
Check condition of blade and replace if blunt.
Check that blade guard is correctly set.
Where fitted, check that machine 'foot' functions correctly.

Weekly Checks

- Clean filters in dust-extraction system, if fitted.
- Empty dust-collection tray/bag, if fitted.
- Visually check condition of electrical switches, conduit, cable, etc.
- If fitted, check fit of table insert and replace if required.
- Lubricate if necessary.

Termly Checks

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn.
- Lubricate if necessary.
- Check operation of dust-extraction system.
- Check bearings for wear.

BAND SAW

Daily Checks

- Clean any dust not removed by the extraction system.
- Check condition of blade; replace if blunt or if welded joint on blade is suspect.
- Check that blade guard is correctly set.
- Check that machine braking system functions correctly.

Weekly Checks

- Clean filters in dust-extraction system, if fitted.
- Empty dust-collection tray/bag, if fitted.
- Visually check condition of electrical switches, conduit, cable, etc.
- If fitted, check fit of table insert to blade and replace if required; (the gap between the insert and the blade should be no greater than 4 mm).
- Check blade guides and thrust wheel for wear and adjust/replace as required.
- Check tracking setting and condition of rubber tyres on blade wheels, if fitted. Replace if required.
- Lubricate if necessary.

Termly Checks

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn.
- Lubricate if necessary.
- Check operation of dust-extraction system.
- Check bearings and blade guards for wear and replace if necessary.

RADIAL ARM SAW

Daily Checks

- Clean any dust not removed by the extraction system.
- Check that blade guard and side-protection guards are correctly set and function as required.
- Check that machine braking system functions correctly.

Weekly Checks

- Clean filters in dust-extraction system, if fitted.
- Empty dust-collection tray/bag, if fitted.
- Visually check condition of electrical switches, conduit, cable, etc.
- Check condition of rear timber support and replace if necessary.
- Check condition of blade and replace if blunt.
- Lubricate if necessary.

Termly Checks

- Check condition of motor and drive system.
- Lubricate as necessary.
- Check bearings and blade guards for wear and replace if necessary.

WOOD-TURNING LATHE

Daily Checks

- Clean any dust not removed by the extraction system, where fitted.
- Check functioning of electrical interlock for top guard on headstock, or mechanical fixing as appropriate.
- Check that foot switch or other emergency-stopping device functions correctly.
- Check that mandrel nose guard for unused spindle nose is in place.

Weekly Checks

- If fitted, check functioning of dust-extraction system.
- Visually check condition of electrical switches, conduit, cable, etc.

Termly Checks

- Check condition of motor, drive system and drive belts. Replace if worn.
- Lubricate as necessary.
- Check operation of dust-extraction system.
- Check bearings wear and replace if necessary.

MORTISING MACHINE

In most schools this machine is used infrequently. Therefore, the checks below should be made before use, rather than on a regular basis.

Before Use

- Check condition of chisel and auger bit; replace or sharpen if blunt or damaged.
- Check that the vice functions correctly.
- Check that all guards are in place, including the guard around the auger chuck.
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.

Termly Checks

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn.
- Lubricate as necessary, especially sliders of motor frame.
- Check bearings for wear and replace if necessary.

DOUBLE-ENDED, HIGH-SPEED GRINDING MACHINE

Weekly Checks

- Clean eye screens and check that they are in the correct position.
- Check position of tool rest and adjust if required; (the tool rest should be as close as possible to the grinding wheel, normally within 3 mm).
- Check condition of grinding wheels.
- Visually check condition of electrical switches, conduit, cable, etc.

POLISHING/BUFFING MACHINE

Weekly Checks

- Check position of spindle guards and adjust if required.
- Check condition of polishing mops.
- Visually check condition of electrical switches, conduit, cable, etc.

PLASTIC FORMING MACHINE (vacuum former, line bender, strip heater)

Weekly checks

- Check power supply cable.
- Check castors and brakes.
- Visually check condition of electrical switches, conduit, cable, etc.

Termly Checks

- Check seals/rubbers.
- Check vacuum pump operation.
- Check heating element(s) operation.
- Clean debris from cavity and platen surface.

3D PRINTER

Weekly checks

- Check power supply cable, and safety cut outs.
- Check work table and remove debris/waste material.
- Visually check condition of electrical switches, conduit, cable, etc.
- Clean viewing panel(s).

Termly Checks

- Check cooling/venting/extraction operation.
- Check filters (if fitted).
- Check table bearings and drive mechanism operation, and lubricate if required.

Laser Cutter

Weekly checks

- Check power supply cable, interlock, and emergency cut out button.
- Check work table and remove debris/waste material.
- Visually check condition of electrical switches, conduit, cable, etc.
- Clean viewing panel(s)

Termly checks

- Check cooling/venting/extraction operation.
- Check filters (if fitted).
- Check table bearings and drive mechanism operation, and lubricate if required.

RESTRICTED EQUIPMENT

Under no circumstances should staff or pupils be allowed to operate the equipment listed below unless they have undergone suitable specialist training.

- Band Saw
- Buffing Machine
- Pillar Drill
- Fret Saws
- Radial Arm Chop Saw
- Belt Sander
- Vacuum Former
- Spray Booth
- 3D Printer
- Mortising Machine
- Portable Router
- Shot Blasting Cabinet
- Laser printer