

## Workshop Rules

- Horseplay and any unruly or inattentive behaviour of any kind will not be tolerated at any time in the workshops.
- 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 and fastened correctly.
- Protective goggles, ear defenders and/or masks must be worn when the warning signs specify this or when the teacher instructs you.
- Students MUST always walk around the D&T Room with caution when carrying materials or 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, under a hairnet or pinned back) at all times.
- Machines must not be left unattended at any time during operation, unless instructed to do so.
- Machinery is to be operated by only one person at a time.
- Protective guarding must be used if fitted to the 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.
- 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.



Scarborough  
College

## D&T Health and Safety Passport



Name:

Form:

It is important that working with materials and equipment in the DT rooms is always a safe activity.

Over the year you will get the opportunity to work with a variety of materials in specialist rooms. To help develop safe ways of working we have listed some of the activities that you may carry out.

The table below is to be used to record the date on which the explanation is given and then, when you have carried out the activity safely, the teacher can sign that you have achieved a safe standard of working on that activity.

General	Completed
Material Area	
Behaviour in the room	
Keeping a tidy workspace	

Resistant Materials			
Cutting	Explained	Achieved	Signed
Cutting Using scroll saw			
Cutting using Tenon saw			
Using scalpels and craft			
Using a hacksaw			
Using a coping saw			
Using a panel saw			

Painting	Explained	Achieved	Signed
Using the spray paint booth			
Finishing			
Using the belt sander			
Using the buffing machine			
Drilling			
Using the hand drill			
Forming			
Using the vacuum former			
Using the strip heaters			
Using the oven			
Gluing			
Gluing using PVA			
Gluing acrylic using			
Correct use of glue guns			
Etching			
Using the Shot blasting			
Hammering			
Using a hammer			
Soldering			
Using a soldering iron			