



# A Guide to Health and Safety Training in Design and Technology

A guide to familiarise H&S Managers, Heads of Departments, teachers and support staff working in Design and Technology with the responsibilities of both employers and employees in relation to health and safety training and accreditation.

## Are YOU, your TEACHERS, TECHNICIANS and SITE STAFF trained and accredited in accordance with the British Standard Code of Practice?

- The D&T Association supports schools, academies, colleges, initial teacher training and other educational establishments to enable employers to meet their statutory obligations for health and safety training for employees.
- The D&T Association Health and Safety Training Standards for Design and Technology were established in 2000 and over 23,000 teaching and support staff have now been accredited on these Standards.
- These Standards provide the benchmark for health and safety training in design and technology, providing staff with the training, competency and accreditation to meet the requirements of the British Standard, BS4163:2014 Health and safety for design and technology in educational and similar establishments – Code of practice.
- The code of practice sets clear expectations about the H&S training required by all staff working in design and technology.
- Codes of practice have a special legal status. Any Body, such as the HSE, investigating the circumstances of an accident will consult the relevant code of practice as well as the relevant H&S Regulations.
- In practice an employer must have a good reason for not adhering to a code of practice, and BS 4163:2014 must be treated as the standard against which you should expect your procedures and practices to be compared.

## What are the expectations of the Code of Practice?

Design and technology has training standards originally developed in association with the Teacher Training Agency (TTA) and these are published by the **D&T Association – Health and Safety Training Standards in Design and Technology**.

The following quotations from the British Standard code of practice highlight how important it is for schools and colleges to work to the **D&T Association Health and Safety Training Standards**, i.e.

- 'All employers are required under the Health and Safety at Work etc. Act 1974 to provide, as far as reasonably practicable, all information, instruction, training and supervision necessary to ensure the health and safety at work of their employees.'
- 'Employees should be competent to undertake the tasks expected of them. All employees and supporting adults should be trained in safe use of equipment, machinery and processes during initial training, or by in-service training.'
- 'The Design and Technology Association has published training standards which provide a framework that employers can use to cover all elements of health and safety training for D&T.'
- 'Accreditation provides a record of the training undertaken.'



- 'Refresher training should be undertaken at least every five years.'
- 'All those involved in any aspects of food handling should have at least a recognized food safety certificate. This is included in the **D&T Association publication Health and Safety Training Standards in Design and Technology**.'
- 'Learners should only work in a high-risk area when it is fully under the control of a person competent to work in the area (i.e. a person with demonstrated competency through the **D&T Association training scheme**)'

## What are the D&T Association Health and Safety Training Standards?

For Secondary schools, health and safety training standards are set out as follows:

### Core Level (SCHS)

The D&T Association recommends that ALL Secondary teachers/technicians and support staff working in D&T should work towards achieving accreditation at the Secondary Core Health and Safety Level. Following training, staff are required to assemble a personal D&T H&S portfolio to demonstrate their knowledge of the 36 Core Level Standards. The portfolio provides a personal record of staff H&S training and working practice in school. The training on these Standards is particularly effective when departments complete this as a whole team as it ensures a consistent approach to the management of H&S across the department.

### Specialist Levels

In addition, all staff should work toward achieving accreditation within the Secondary Specialist Levels appropriate to their work, i.e. in:

- Food Technology (SFHS)
- Systems and Control (SSHS)
- Resistant Materials (SMHS)
- Textile Technology (STHS)





## Specialist Extension Levels

All staff working in resistant materials should work towards achieving accreditation at the Specialist Extension Levels related to the specific equipment and processes appropriate to their work, i.e.

- Wood sawing machines (S1HS)
- Centre lathe for metal cutting (S2HS)
- Casting non-ferrous metals (S3HS)
- Metal arc welding (S4HS)
- Oxy-acetylene welding and cutting (S5HS)
- Milling machines and machining centre (S6HS)
- Wood turning lathe (S7HS)
- Planer/Thicknesser machines (S8HS)
- Portable power tools (S9HS)
- Grinding and sharpening (S10HS)

## Health and safety training for SITE STAFF

Training standards to enable site staff to demonstrate competency in the safe and correct use of tools and equipment in the workplace. This unit will benefit all site staff in primary schools, secondary schools, colleges and other education establishments who are required to use portable power tools as part of their role.

- H&S for Site Staff – using Portable Power Tools (S11HS)

## Health and safety training for D&T TECHNICIANS

Training standards to provide both new and existing workshop technicians with the essential knowledge and understanding of H&S that will help them to provide quality support to staff and students in schools and colleges. The training covers 5 topics, i.e.: understanding H&S legislation and documentation; supporting the D&T curriculum; ensuring a safe working environment for D&T; managing D&T resources; and establishing maintenance procedures.

- H&S for D&T Technicians (S12HS)

Full details of the D&T Association Training Standards and Accreditation Scheme are set out in the publication 'Health and Training Standards in Design and Technology 2015.'

## What type of training do you require?

- When planning and organising training you need to decide whether you need either **INITIAL or REFRESHER** training. You should avoid mixing these two types of training within the same training session.
- **Initial training** is appropriate for those with little or no previous experience or certification on specific Training Standards, e.g. on the Core Training Standards and/or those Standards relating to specific equipment and machines.
- **Refresher training** is for those who can confirm that they have had previous training and experience on specific equipment and machines, but where skills need updating. We strongly recommend that refresher training should be undertaken on a regular basis, and no later than 5 years from initial training. Refresher training may be dependant upon the frequency of usage of equipment, i.e. if it is not used on a regular basis, refresher training may be required every 2 or 3 years.

## How long does it take to train?

- The D&T Association's Registered Design and Technology Health and Safety Consultants (RDTHSCs) work to a Code of Practice as part of the Association's Quality Assurance procedures. **MINIMUM** contact times are set for delivery of each of the Training Standards, i.e.:

### Core Level (SCHS)

- **INITIAL** training to meet the Core Level Training Standards will require **a minimum of between 4 and 6 hours.**
- **REFRESHER** training on the Core Level Training Standards will require **a minimum of between 2 and 4 hours.**





### Specialist Levels (SFHS, SSHS, SMHS and STHS)

- The Specialist Levels cover **MEDIUM RISK** activities and training is designed to take into account the previous training and experience of staff.
- Staff seeking accreditation on the Specialist Level in Food Technology are required to hold current Level 2 Food Safety (Catering) certification from a nationally recognised provider. A **6 hour** training day is required to cover the Secondary Food Health and Safety Training Standards (SFHS) and Level 2 Food Safety certification (further details below).
- Staff seeking accreditation on the Specialist Levels in Resistant Materials, Systems and Control and Textile Technology will generally require **up to 1 hour of training on each piece of equipment or machine being covered**. Experienced staff are likely to require less time to meet these Standards.

### Specialist Extension Levels (S1HS to S12HS)

- The Specialist Extension Levels cover the **HIGH RISK** activities in resistant materials. Minimum training times are set to ensure that trainees have sufficient time to cover the Standards and complete the set practical Assessment Tasks.
- **INITIAL** training to meet Specialist Extension Levels S1HS to S10HS will require a **minimum of between 4 and 6 hours**.
- **INITIAL** training to meet Specialist Extension Levels S11HS and S12HS will require a **minimum of 6 hours**.
- **REFRESHER** training will require a **minimum of between 4 and 6 hours** to cover a range of related equipment, e.g.: woodworking machines, metalworking machines, heat processes such as casting and welding.

## How can you access training?

- Training to the **D&T Association Health and Safety Training Standards** is delivered by the network of RDTHSCs, who are all trained and quality assured by the D&T Association.
- RDTHSCs are listed by region on the D&T Association website and can be contacted directly to plan and organise training within your own establishment or with a group of local schools.
- In addition, a range of regionally based training courses are advertised on the D&T Association website, at: [www.data.org.uk/training-and-events](http://www.data.org.uk/training-and-events)
- Food Safety training for example is provided by food specialist RDTHSC's who can deliver a 1 day training course, covering the Secondary Food H&S Training Standards (SFHS) and Level 2 Food Safety certification.

## How much will it cost?

- Training courses advertised on the D&T Association website are costed per head.
- Individual RDTHSCs will confirm consultancy fees for training groups in school that will include an accreditation fee of £20+VAT per person.

The D&T Association recommend all schools to have the following publications available: BS4163:2014, H&S Training Standards in D&T, and Risk Assessment in Secondary Schools and Colleges D&T Teaching Environments. All 3 are available from the D&T Association Online Shop at [www.data.org.uk](http://www.data.org.uk)

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