

DESIGN & TECHNOLOGY AND FOOD TECHNOLOGY SAFETY DECLARATION

Safety is the most important aspect when working in a workshop/kitchen environment. It is extremely important that all pupils follow the safety rules listed below. The declaration sheet must be understood and signed by both pupils and parents / guardians, and it will then be stored in the departmental records for future reference. Signing the declaration sheet will mean that you have agreed to abide by the safety rules.

WHEN ENTERING THE WORKSHOP:

1. Queue in the correct place, silently and in single file.
2. Never enter the room until the teacher asks you to come in.

ON ENTERING THE WORKSHOP/KITCHEN:

1. Enter the workshop/kitchen in a respectful manner, ensuring your personal items are in the correct place.
2. When attempting practical lessons wear an apron.
3. Wait in your place, alongside a vice and wait for further instructions.
4. Do not touch or move any of the tools, equipment or projects that are left out.
5. Tie back long hair and tuck in loose clothing such as ties and shirt sleeves.

ATTITUDE AND BEHAVIOUR - USE OF TOOLS:

1. Never run in the workshop/kitchen.
2. Do not distract other pupils especially when they are using tools and equipment.
3. Concentrate when moving tools and equipment around the workshop. Take care not to collide with other pupils.
4. Follow instructions given by the teacher with regards to the use of tools and equipment. Do not experiment.
5. Only use tools and equipment for their proper use.
6. Report damage to tools and equipment immediately. For example, loose hammer heads or file handles.
7. Put tools and equipment away when you have finished using them. If storing temporarily, place them in a safe position (not on the edge of a bench).
8. When using tools, always place your hands and fingers behind the cutting edge.
9. Do not attempt to lift or move heavy pieces of equipment.

ATTITUDE AND BEHAVIOUR - USE OF MACHINES:

1. Listen carefully to teacher instructions and ask if you do not understand.
2. Wear appropriate protective clothing such as goggles, visors and aprons - as outlined by the teacher.
3. Use safety guards when using machines.
4. Check that the machine you are about to use.
5. Only one person at a time is allowed to use a machine.
6. Stand outside the striped line when waiting for a machine.
7. Do not use machines unless you have permission from the teacher.
8. Clamp down work that is to be machined.
9. Know the position of all emergency stops and use them only in an emergency.

END OF THE LESSON AND TIDYING UP:

1. Tidy up the machines you have used and put away any tools and equipment.
2. Wash your hands at the end of the lesson.
3. Ensure that your name is on your work
4. Wait for the teacher to dismiss you and leave the workshop/kitchen in a sensible manner.

NOTE:

1. Never break a safety rule. If you are not sure about any aspect of working in a workshop, ask your Technology teacher.
2. Pupils cannot enter a workshop or work in a workshop without a Technology teacher being present.

Pupils Name: _____ **Form:** _____

Parents / Guardians signature: _____