



## **Art, Design and Technology (ADT) Health and Safety Policy**

Policy Version & Issue Date	Version 1.0 11 <sup>th</sup> May 2026
Electronic copies of this plan are available from	Armfield Academy Blackpool
Hard copies of this plan are available from	Armfield Academy Blackpool
Date of next review	May 2027 (as required)
Person responsible for Review	J Evans

## Policy Statement

At Armfield Academy, the Art, Design and Technology (ADT) Department is committed to providing a safe and healthy working environment for all pupils, staff, visitors, contractors, and members of the wider school community.

This policy outlines the procedures and expectations for maintaining high standards of health and safety across all ADT subject areas including:

- Art
- Construction
- 3D Design
- Hospitality and Catering
- Graphic Communication

The department recognises its duty under the Health and Safety at Work Act 1974 and associated regulations to minimise risks and promote safe working practices at all times.

# 1. Aims of the Policy

The aims of this policy are to:

- Ensure all teaching areas are safe and fit for purpose.
- Promote a culture of safe working practices within ADT.
- Ensure all staff and pupils understand their responsibilities regarding health and safety.
- Reduce the risk of accidents, injuries, and unsafe behaviour.
- Ensure statutory guidance and CLEAPSS recommendations are followed.
- Provide appropriate training, supervision, and protective equipment.

## 2. Responsibilities

### 2.1 Principal and Senior Leadership Team

The Principal and Senior Leadership Team will:

- Ensure adequate resources are available for health and safety.
- Support the implementation of this policy.
- Ensure appropriate training opportunities are provided.
- Monitor compliance with statutory obligations.

## 2.2 Head of ADT

The Head of ADT is responsible for:

- Implementing and monitoring this policy.
- Ensuring risk assessments are completed and reviewed.
- Ensuring staff follow safe working procedures.
- Monitoring the condition of equipment, tools, machinery, and facilities.
- Ensuring PPE is available and used appropriately.
- Ensuring termly audits of PPE and safety equipment are completed.
- Reporting defects or hazards promptly.
- Ensuring staff are aware of CLEAPSS guidance relevant to their subject area.

## 2.3 Teaching and Support Staff

All staff are responsible for:

- Maintaining safe classroom and workshop environments.
- Following departmental risk assessments and procedures.
- Ensuring pupils use equipment safely.
- Supervising practical work appropriately.
- Counting out and counting back in all sharps and specialist tools.
- Reporting accidents, near misses, hazards, or defective equipment.
- Wearing appropriate PPE where required.
- Completing written risk assessments for hazardous activities.

## 2.4 Pupils

Pupils are expected to:

- Follow staff instructions at all times.
- Use equipment responsibly and safely.
- Wear PPE when instructed.
- Report unsafe conditions immediately.
- Behave appropriately in practical environments.

Failure to follow safety procedures may result in removal from practical activities.

## 3. Risk Assessments

- Written risk assessments must be completed for activities involving significant risk.
- Risk assessments should be reviewed annually or after incidents.
- Practical risk assessments should, where appropriate, be incorporated into pupil workbooks and lesson materials.
- Staff must consider hazards relating to:
  - Sharp tools
  - Heat
  - Food hygiene
  - Chemicals and paints
  - Dust and fumes
  - Manual handling
  - Electrical equipment
  - Machinery and hand tools

## 4. Personal Protective Equipment (PPE)

The department will provide appropriate PPE for staff and pupils, including where necessary:

- Aprons
- Gloves
- Goggles
- Dust masks
- Heat-resistant gloves
- Hair restraints

PPE availability is audited termly by the department.

All PPE must be worn when instructed by staff.

## 5. Subject Specific Safety Procedures

### 5.1 Art

- Safe handling and storage of paints, inks, solvents, and adhesives.
- Appropriate ventilation when using sprays or hazardous materials.
- Safe disposal of waste materials.
- Pupils must wash hands after practical activities.

### 5.2 Construction

- Strict supervision when using tools and equipment.
- Sharps and tools must be counted out and back in.
- PPE must be worn where appropriate.
- Materials and workspaces must be kept tidy to reduce trip hazards.
- Staff must ensure safe storage of tools and materials.

### 5.3 3D Design

- Safe use of modelling tools and equipment.
- Appropriate supervision for cutting and shaping activities.
- Safe use of adhesives, paints, and finishing materials.
- Workspaces must remain clear and organised.

### 5.4 Hospitality and Catering

- Food hygiene regulations must be followed at all times.
- Pupils must wash hands before food preparation.
- Staff and pupils must follow procedures for preventing cross-contamination.
- Knives and sharps must be supervised and counted in/out.
- Hot equipment must only be used under staff supervision.
- Allergies and dietary requirements must be checked before practical work.

### 5.5 Graphic Communication

- Safe use of cutting tools and equipment.
- Safe workstation practices when using computers.
- Electrical equipment must be checked regularly.
- Printing equipment must be used in accordance with manufacturer guidance.

## 6. Equipment and Maintenance

- All equipment must be maintained in safe working condition.
- Faulty equipment must be removed from use immediately and reported.
- Portable electrical equipment will undergo PAT testing in line with school procedures.
- Specialist equipment should only be used by trained staff.

## 7. Storage and Housekeeping

- Work areas must be kept tidy and free from obstruction.
- Hazardous substances must be stored securely.
- Chemicals and cleaning products must be clearly labelled.
- Fire exits and walkways must remain clear at all times.

## 8. Accidents and Incidents

- All accidents, incidents, and near misses must be reported in accordance with school procedures.
- First aid procedures must be followed.
- Emergency contact information should be accessible.

## 9. Training and Guidance

- Staff will receive appropriate health and safety guidance and updates.
- Relevant staff should access CLEAPSS guidance regularly.
- The department will identify suitable CPD opportunities relating to health and safety.
- Departmental health and safety updates may be delivered during DPLD sessions where appropriate.

## 10. Monitoring and Review

This policy will be:

Reviewed annually by the Head of ADT.

Updated following changes in legislation or departmental practice.

Monitored through lesson observations, audits, and departmental reviews.

### Signed

Head of ADT:  \_\_\_\_\_

Date: 11 / 5 / 2026

Headteacher:  \_\_\_\_\_

Date: 11 / 05 / 2026