



Wood End Park Academy
Design and Technology (DT) Risk assessment of tools

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Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health


- 1 – Very unlikely (i.e. occurs once every 10 years or so)
- 2 – Possible (i.e. occurs once a year or so)
- 3 - Probable (i.e. occurs daily or weekly)


Severity – if the hazard was to cause injury or ill health, determine the likely injury or illness type


- 1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)
- 2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)
- 3 – Major, disabling injury or fatality (i.e. amputation of a limb)


Risk Rating Definitions:

- 1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively
- 4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame
- 7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place


LIST HAZARDS HERE	PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	With control measures			NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	TO BE COMPLETED BY AND WHEN
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		
Craft Knife 	Staff children	<ul style="list-style-type: none"> Only a craft knife with one blade should be used in schools. There is an increased hazard regarding the craft knives with break off blades. These can be easily taken by students so should not be used in school. Where possible a craft knife with a retractable blade should be used. There is a risk of injury if the craft knife is not used with a safety ruler. A safety ruler has a raised platform to protect fingers. A plastic or wooden ruler should not be used with a craft knife. KS1 and LKS children should not use a craft knife. Only UKS2 children may use the craft knife and this should be with close supervision of an adult. Craft knife blades should be retracted when not in use to avoid injury. Used blades should only be disposed of in the sharp bin in the schools office- do not put used blades in the classroom bins. <ul style="list-style-type: none"> Pupils to be taught how to hold the craft knife correctly. 	2	2	4	<ul style="list-style-type: none"> Prior to use a member of staff should check the security of the blade in the holder. Where possible craft knives to be stored away from children's access. Only staff to replace worn blades. Pupils who are likely to cause injury to themselves or others are prohibited from using craft knives. The use of a self heal mat should be used to protect the surface of workstations. Pupils to be taught not to enter the workstation where the craft knife is being used unless 	CLASSROOMS. To be used at a workstation that is cordoned off. Only 1 pupil in the area with an adult.


		<ul style="list-style-type: none"> • Pupils to be taught how to use a safety ruler when scoring and cutting in a straight line. • Pupils to be made aware that the blade of the knife is sharp and could cause cuts to the skin. • Pupils who are likely to cause injury to themselves or others are prohibited from using craft knives 				asked to do so by an adult.	
<p>fabric scissor blades</p> 	Staff children	<ul style="list-style-type: none"> • Avoid injury by choosing tools appropriate to task and appropriate to the age and experience of the user. • Fabric scissors to be used to thin fabric such as cotton and felt. • Children to be made aware that the blades are sharp and could cause a pinching cut. • Left-handed fabric scissors should be offered to left handed children. • Children who are likely to cause injury to themselves or others are prohibited from using scissors. • All activities using fabric scissors to be supervised. • Pupils to be taught how to carry scissors- blades closed and held in a gripped palm, never carried with blades pointing outwards. • Pointed-ended scissors should be avoided. Only round-ended scissors should be used with pupils (one blade maybe round and the other pointed). 	2	1	2	<ul style="list-style-type: none"> • Prior to use a member of staff should check the blades to ensure they are not damaged. • Fabric scissors should be kept solely for the use of fabrics to keep them sharp. 	Classrooms: Only have a pair per adult in the room. Adult supervision during use


		<ul style="list-style-type: none"> DO NOT USE scissors where both blades end in a point. 					
<p>Hacksaw blade</p> 	<p>Staff Children</p>	<ul style="list-style-type: none"> KS1 and KS2 children should have the close supervision of an adult when using the hacksaw. Only staff to replace worn blades by holding the hacksaw in a holding device whilst compressing the frame (replacement blades are replaced with the teeth pointing forwards.) Teeth point forwards on the blades for ease of cutting- the cut will be on the push, not the pull. Pupils who are likely to cause injury to themselves or others are prohibited from using hacksaws. Pupils to be taught how to hold the hacksaw correctly. Pupils to be taught to ensure they have sufficient personal space to use the saw. The sawing of a piece of wood to be modelled to pupils, always using a bench hook or a G-cramp and not saw directly onto the table. Pupils to be taught to draw the saw back a couple of times to make a starter notch before beginning sawing action. Pupils to be made aware that the blade of the hacksaw is sharp and could cause cuts to the skin. 	1	3	3	<ul style="list-style-type: none"> Prior to use a member of staff should check the security of the blade in the frame and that the blade has no broken teeth. Where possible hacksaws to be stored away from children's access. Where possible, the easier to hold plastic handled hacksaws are used in preference to the traditional type with a loop shaped handle. A fined toothed (32 teeth per inch) blade is used to give a more fluent cutting action. Pupils to be taught not to enter the workstation where the hacksaw is being used unless asked to do so by an adult. 	<p>CLASSROOMS. To be used at a workstation that is cordoned off. Only 1 pupil in the area with an adult.</p>

Sawdust	Staff Children	<ul style="list-style-type: none"> There is a risk of inhalation of dust. Dust must not be blown away as this increases the risk. 	1	1	1	<ul style="list-style-type: none"> Sawdust/waste materials to be cleaned up in a timely manner. Hacksaws must not be used on expanded polystyrene. 	
Pliers 	Staff Children	<ul style="list-style-type: none"> Avoid injury by choosing tools appropriate to task and appropriate to the age and experience of the user. Children to be made aware that the blades could cause a pinching cut. Children who are likely to cause injury to themselves or others are prohibited from using pliers. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) whenever there is a potential hazard from flying particles, pieces of wire, etc. Cut at right angles. Never rock the cutting tool from side to side or bend wire back and forth against the cutting edges. Pull on the pliers; do not push away from you when applying pressure. If the tool slips unexpectedly, you may lose your balance or hit your hand against equipment or something else hard that could result in an injury. 	1	1	1	<ul style="list-style-type: none"> Pliers are made in various shapes and sizes and for many uses. Some are used for gripping something round like a pipe or rod, some are used for twisting wires, and others are designed to be used for a combination of tasks including cutting wire. 	Classrooms: Adult supervision in areas. Only 2 pliers to every adult.

Round-ended scissors	Children	<ul style="list-style-type: none"> • Avoid injury by choosing tools appropriate to task and appropriate to the age and experience of the user. • Scissors to be used to cut paper and thin card. • Children to be made aware that the blades are sharp and could cause a pinching cut. • Left-handed scissors should be offered to left handed children. • Children who are likely to cause injury to themselves or others are prohibited from using scissors. • All activities using scissors to be supervised. • Pupils to be taught how to carry scissors- blades closed and held in a gripped palm, never carried with blades pointing outwards. • Pointed-ended scissors should be avoided. Only round-ended scissors should be used with pupils (one blade maybe round and the other pointed). • DO NOT USE scissors where both blades end in a point. 	1	1	1	<ul style="list-style-type: none"> • Prior to use a member of staff should check the blades to ensure they are not damaged. • Some scissors should be kept solely for the use of fabrics to keep them sharp. 	Classrooms All activities supervised by adults
Round ended blunt knife	children	<ul style="list-style-type: none"> • The correct knife must be selected for the correct function. Blunt knives should only be used for spreading and slicing very soft foods such as a cutting a sandwich in half. • Blunt knives can cause serious injuries if trying to cut with them, so never try to chop with a blunt knife- 	1	1	1	<ul style="list-style-type: none"> • Prior to use a member of staff should check the blade for any damage. • Knives to be stored away from children's access. 	Classrooms or cookery room: supervised by adults

		<ul style="list-style-type: none"> • always use a sharp one. • Staff to control the storage and use of knives. • Pupils taught correct techniques for use of knives and use under supervision. • Keep knife handles free of grease to prevent your hand from slipping, and wash knives thoroughly between uses. • When not using a knife, place it flat on the work surface with the sharp edge of the blade facing the board - never leave the knife standing up with the blade pointing upwards. • Wash separately do not leave in sink. 				<ul style="list-style-type: none"> • If you have to carry a knife, then carry it at some distance from the body with the point facing down and the sharp edge facing backwards. Never carry a knife with the point facing forwards and never carry knives on chopping boards (this is often done when carrying dirty boards and knives to the sink and is a dangerous short-cut). 	
Blade on the sharp knife	Children	<ul style="list-style-type: none"> • The correct knife must be selected for the correct function. • Knives must always be kept sharp. A blunt knife is dangerous because it requires more pressure and is more likely to slip and cause a cut. This is the most important reason to keep your knives sharp. • Most knife manufacturers leave the spines of their knives squared off. The edges of the spine can sometimes be sharper than the knife itself. That edge cutting into your finger can lead to blisters, calluses, reduced circulation, numbness and injury. 	2	2	4	<ul style="list-style-type: none"> • Prior to use a member of staff should check the blade for any damage. • Knives to be stored away from children's access. • If you have to carry a knife, then carry it at some distance from the body with the point facing down and the sharp edge facing backwards. Never 	Classrooms or kitchen: To be used at a workstation that is cordoned off. Only 1 pupil in the area with an adult.

		<ul style="list-style-type: none"> • Staff to control the storage and use of knives. • Pupils taught correct techniques for use of knives and use under supervision (KS2). • Ensure you've got a secure cutting surface. You can easily slip and cut yourself if the board moves suddenly. Placing a damp cloth under the board will give it a good grip. Heavy, solid boards are also less likely to move or wobble. • When not using a knife, place it flat on the work surface with the sharp edge of the blade facing the board - never leave the knife standing up with the blade pointing upwards. • Knives should NEVER be left to soak in a sink because someone could put their hands in the water without seeing the knife and cut their hand or arm badly. 			<p>carry a knife with the point facing forwards and never carry knives on chopping boards (this is often done when carrying dirty boards and knives to the sink and is a dangerous short-cut).</p> <ul style="list-style-type: none"> • Keep knife handles free of grease to prevent your hand from slipping, and wash knives thoroughly between uses. • Take care to keep your knife in sight and never allow it to get hidden under anything, especially food items. This can often occur when piles of vegetable trimmings accumulate or there's a lot of clutter on the work surface. 	
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<p>Point and blade of a stitch unpicker</p> 	<p>Staff children</p>	<ul style="list-style-type: none"> • Avoid injury by choosing tools appropriate to task and appropriate to the age and experience of the user. • Children who are likely to cause injury to themselves or others are prohibited from a stitch unpicker. • All activities using stitch unpicker to be supervised. • Always keep the blade covered when you're not using it. <p>How to use a stitch unpicker</p> <ul style="list-style-type: none"> • Unbunch any fabric around the area you're going to unpick. • Position the fabric so you are going to be unpicking away from you • Always try to push toward the least valuable fabric (such as a hem) as an extra safeguard. • Unpick from the outside of the fabric. Working on one side of the fabric, slide the longest prong underneath the stitch you're going to unpick (so the shorter prong is facing up), and gently push forward, minding the sharp point as you do. 	<p>2</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> • Also known as a seam ripper (or a quick unpick, or just an unpicker), this sewing tool is small and unsuspecting – yet it can also cause havoc with your project. • The quality of your seam ripper will determine how long the blade remains sharp. As soon as it starts to feel dull (as in, it feels harder to easily rip through fabric), throw it away and use another. Not only is it easier to ruin fabric with a blunt blade, you're more likely to stab yourself. 	<p>Classrooms: Only to be given out when necessary and supervised by adults.</p>
<p>Needle</p>	<p>Children</p>	<ul style="list-style-type: none"> • Staff should count the number of needles that have gone out and ensure that the same number is handed back in once the activity is complete • Pupils are supervised during the activity and appropriate behaviour when using needle and pins explained. 	<p>2</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> • Prior to use a member of staff should check the needle to ensure they are not damaged or bent. • Needles should be kept solely for the use of fabrics to 	<p>Classroom: all activities supervised by adult</p>

		<ul style="list-style-type: none"> • Children who are likely to cause injury to themselves or others are prohibited from a needle. • Always keep the needle in a visible space when you're not using it. • Needles should never be left out in classrooms 				<ul style="list-style-type: none"> • keep them sharp. • Needles must be stored away from children's access. 	
Oven	Children Staff	<ul style="list-style-type: none"> • Pupil do not enter cooking room with adult supervision • Pupils are supervised during the activity and show appropriate behaviour when how to use the oven is explained. • Oven gloves are be used to place food in the oven/grill and when removing it. • Oven doors are kept closed unless food is being loaded or unloaded. • Fire blanket in cooking room in case of oven fire. • Children to be made aware that hot metal can cause minor or serious burns. • Adult to be in the room whilst the oven is on and until it has cooled down 	2	2	4	<ul style="list-style-type: none"> • Welfare must be informed of any injury that is caused by the oven including both teacher and student. • Fire blanket to be used in case of emergency. • Limited number of children allowed in the cooking room at a time. • All gloves and equipment to be checked for damage prior to use 	Kitchen: limited number of children to use. Adult supervision at all times.

Allergies and food poisoning	Children Staff	<ul style="list-style-type: none"> • Allergy and special dietary needs records will be checked before planning a unit and the before lesson by the member of staff to identify any concerns. • Food containing allergenic ingredients will be stored separately, e.g. nuts. • Allergy and special dietary needs records will be checked before food sampling and tasting to identify any concerns. • Medical box for each class is taken to cooking room or class where food activity is being completed. • All pupils and staff will demonstrate good personal hygiene practices when getting ready to cook/taste – remove blazers/jumpers, remove nail varnish/jewellery, tie up long hair/secure long head scarves or coverings, roll up long sleeves, thoroughly wash and dry hands, put on a clean apron. • Work surfaces will be cleaned before the food sampling and tasting activity and sanitised afterwards (staff only). • Equipment will be used correctly in order to prevent cross-contamination, e.g. red chopping 	1	3	3	<ul style="list-style-type: none"> • Staff to be made aware before working with food of any allergies children in the class have. • Medical box to be used in case of emergency. • If a child has a mild reaction, child should be walked to welfare. • If a child has a severe reaction-welfare should be radioed immediately 	Classrooms:
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		<p>board for raw meat.</p> <ul style="list-style-type: none"> • Children and their allergies to be noted on planning so all adults are aware • Food samples will be correctly cooked (if appropriate), stored and displayed. • Equipment for sampling/tasting will be selected and used carefully to prevent cross-contamination. • Each ingredient or component will be carefully divided into an appropriate number of samples and distributed in a way that prevents cross-contamination, e.g. individual dishes, disposable cups, cocktail sticks. Sufficient cutlery will be provided for the number of samples or thoroughly washed between samples. • Food sampling and tasting will be completed hygienically, e.g. no 'double dipping' or licking fingers. • Staff should be trained in asthma and epi- pen use. 					
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