

# Design & Technology - Year 7 Health and Safety

## Health & Safety in Design & Technology

Stay safe while working on projects with these essential tips!

### Risk Assessment

- Identify and minimise risks before starting any project.
- Conduct a risk assessment for all equipment, processes, and materials.
- Record incidents to prevent future occurrences.



### Safety in the Workshop

- Keep rooms clean, tidy, and safe.
- Clean and organise tools after use. Store materials safely.
- Ensure floors are clear of obstructions and hazards.



### Clothing and Protective Equipment

- Avoid loose clothing. Secure long hair, remove jewellery, tuck in ties.
- Wear appropriate aprons, goggles, and gloves for hazardous materials.
- Use masks and goggles for dust.



### Machine Tools

- Use machines only with proper training.
- Understand machine design, parts, and safety features.
- Keep machines clean and report issues.



### Handling Materials & Waste

- Use gloves for handling different materials.
- Avoid skin contact with chemicals and follow safety guidelines.
- Dispose of waste correctly and wash hands.



### Hand Tools

- Stand properly and secure materials with clamps.
- Use the correct tools for each job.
- Return tools with cutting edges down.



### Think About Safety!

Listen to instructions.

Ask questions if unsure.



## Expert Vocabulary

### Health & Safety

Regulations and procedures intended to prevent accident or injury in workplaces or public environments.

[Health and Safety \(technologystudent.com\)](http://technologystudent.com)

## Why do you think workshop Safety Rules are important?

If everyone follows workshop rules, everyone will be safe and learn how to use tools and equipment properly and efficiently.



This person is ready for practical work.



- Always listen carefully to the teacher and follow instructions.

The instructions given by your teacher, will help you understand how to work in a workshop safely and efficiently.

- Do not run / rush in the workshop.

You could 'bump' into another pupil and cause an accident. You could run into a machine or bench, which could cause a serious injury.

- Know where the emergency stop buttons are positioned in the workshop.

If you see an accident at the other side of the workshop, you can use the emergency stop button to turn off all electrical power to the machines.

- Always wear an apron.

It will protect your clothes and hold your tie in place.

- Wear good strong shoes.

Tools and equipment can have sharp edges and are usually heavy. Good shoes prevent damage to your feet.

- When attempting practical work, all stools should be put away.

If stools are left out in the workshop during a practical session, they will get in the way and inevitably become a trip hazard.

- Bags should be stored away, during practical sessions in the workshop.

A person can easily trip over a bag left on the floor and accidentally push into someone using a machine.

- When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.

It is important to ask questions so you have a full understanding of its use to prevent an accident.

- Do not use a machine, if you have not been shown how to operate it safely, by your teacher.

It is extremely dangerous (and illegal), to use a machine in the workshop, without having followed and understood, all the teacher instructions.

- Always be patient, never rush practical work.

The most productive and efficient designers work patiently and never rush their work.

- Always use guards, when operating machines.

The guard on a machine, protects the user, especially the users eyes, from dangerous 'debris' that is thrown out, often at high speed. The guards also ensure that hands and fingers, are not near moving parts.

- Keep hands / hair and clothing away from moving/rotating parts of machinery.

Loose Clothing (e.g. a school tie) and long hair, can be caught in the moving parts of a machine. Long hair should be tied back.

- Use hand tools carefully, keeping both hands behind the cutting edge.

Never place a hand in front of a cutting tool. There is always a possibility, of the tool slipping and the sharp edge slicing into the hand / fingers.

- Report any damage / faults to machines/equipment. Damage or a faulty part, could cause an accident.

A broken or damaged tool can be dangerous.

- Keep your workbench tidy. When you have finished with a tool / piece of equipment, return it to its storage cupboard.

A bench top, crowded with tools, will eventually lead to one or more, being knocked on to the floor, or on to feet.

- Never distract another pupil, when they are working on a machine or using tools / equipment.

A distracted pupil could have an accident, as their focus and concentration is taken away from the work they are doing.