

Risk Assessment for Design Technology Sessions

	Task, activity, tool or environment	Hazards	Who is at risk	Actions taken to reduce or eliminate the risk	Probability	Risk
	Using PVA Glue	Contact with skin, hair eyes etc ingesting	All participants	• Participants instructed not to use excessive amounts and to avoid spillages. • Spillages should be cleaned up promptly. • Only approved products are to be used. • Adhesives to be water based rather than solvent based and be non-toxic. • Participants should wash their hands after use. • Remind particularly young or SEN children they should not eat the glue and monitor the children.	Possible	Low Risk
	Cool melt Glue guns (I DO NOT advise/ use hot melt guns in primary. Temperature s in the range 160 to 190 C.)	Burns, due to hot components and glue Electrical faults Trips on wires	All participants	Use only cool melt glue guns - considered safer. Temperature range 90 and 110 C • Participants are supervised during the activity and given instruction in the safe use of any equipment used. - Explain the risks and demonstrate the safe use. - Point out good practice for handling and placing the glue gun on the table. - Inform participants what to do if glue comes into contact with their skin – rub it to remove it immediately. - Only 2 participants to be at the glue gun table at a time – one on either end. • Use pegs to clamp the cardboard where possible. • Turn off the glue guns when they are not going to be used for 40mins or more. • Any electrical equipment should be regularly tested for electrical safety. • Keep wires at the back and tangle free. Not trailing over walk ways. • Use cold water to treat any burns quickly.	Possible	Medium Risk
	Scissors	Cuts and nips	Children	Only safety end and round-headed scissors are used. • Pupils are appropriately supervised during the activity and given instruction in the safe use of any equipment used.	Possible	Low Risk

				• Scissors must be counted out and in and be properly stored • Any faulty or damaged scissors are disposed of.		
	Using wire trimmers	Cuts and nips	All participants	• Demonstrate the correct use and point out the dangers. • Participants are supervised during the activity and given instruction in the safe use of any equipment used. • Wire trimmers must be counted out and in and be properly stored • Any faulty or damaged trimmers are disposed of.	Possible	Low Risk
	Wiring up circuits	Pokes with the wire	All participants	• Inform participants that the ends of the wire can be sharp. • Power is 1.5V batteries which are quite safe to use will be given out after the circuits are built and ready to be tested.	Possible	Low Risk
	Using hack saws	Cuts and abrasions	All participants	• Participants are supervised during the activity and given instruction in the safe use of any equipment used. • Demonstrate the safe use, carrying and storage of hack saws. • Ensure children use bench hooks correctly. • Count the hack saws out and in. • Any faulty or damaged hack saws are disposed of.	Possible	Low Risk
	Sewing	Needle injury	All participants	• Demonstrate the activity and point out safe storage of needles. • Participants supervised during the activity. • Needles counted out and back in. Check the floor for stray needles at the end. • Needles should not be left on the children's table but returned or pinned into something when not in use. • Use safety pins rather than seamstress pins so the sharp end is tucked away. • Children can open safety pins to remove them but must fasten them up immediately.	Possible	Low Risk
	Making holes in paper, card & plastic	Stabbing injuries and cuts	All participants	• Demonstrate the correct use of hole punchers and craft punches. • When using a pencil to punch holes point them away from the face and take care of fingers. Using blue tac if necessary.	Possible	Low Risk
	Fire in the building	Burns, getting lost during evacuation	All participants	• Make sure I am familiar with the fire procedures of the building and inform others of them if they are unfamiliar with them. • If I have sole responsibility then I will take a register at the start of the session and take it with me to the meeting point in the event of a fire.	Possible	Low Risk

	Syringes for hydraulics/ pneumatic systems	Finding used syringes outside	Children	• Tell the children that the syringes in class are safe because they are new, unused and given to them by a trusted adult. • Syringes outside are not safe and should not be touched by any means (children often think they can kick them!) Advise them to tell a trusted adult if they find one.	Possible	Medium Risk
	General hygiene when cooking	Participants could become very ill.	All participants	• Pupils taught the need for personal hygiene. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings. • Tie back long hair. • Aprons are kept clean and washed between use / use of disposable aprons • Nail varnish is removed. • Aprons to be removed when pupils are visiting the toilet during lessons. • Pupils are taught about not sneezing/coughing into food e.g. into a tissue or elbow. • Keep windows open for ventilation where possible.	Possible	Medium Risk
	Food Poisoning	Participants could become very ill.	All participants	• Does staff member have an up to date food hygiene certificate? • Pupils are instructed/educated on the significance of hygiene in the kitchen – e.g. the importance of washing hands with soap and water after handling certain foods like raw meat, or after sneezing, etc. • Different coloured chopping boards for different food types (or if all same colour, use separate boards to avoid cross contamination?) • Store food correctly in the fridge. • Ensure food is clearly labelled. • Separate chopping boards and utensils used for raw and cooked foods. • Chopping boards and utensils used for raw food are washed up last. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Ensure ovens are the correct temperature. • Check dates on food (use by, best before, etc.).	Possible	Medium Risk

				• Once opened, food packaging should be appropriately sealed and kept for the recommended time on the packet/tin		
	Burns from cooking appliances (kettle, toaster, oven, hob, etc...)	Burns, due to hot cooking appliance. Electrical faults Trips on wires	All participants	• First aid box in stations across school, qualified First Aider on site. • Fire blanket/CO2 extinguisher located in kitchen/nearby. • COSHH risk assessment in place for cleaning products. • Pupils instructed in how to use oven safely (if applicable) • Ensure correct supervision from a teacher/member of staff. • Check ovens and hobs are correctly turned off at the start and end of all sessions. • Ensure sleeves are rolled up when using a hob. • Use a flameless hob where possible. • Ensure pupils know how to use heat sources correctly. • Ensure pan handles are turned inwards away from pupils. • Ensure correct cooking utensils are used e.g. non-heat conducting. • Ensure oven gloves are used.	Possible	Medium Risk
	Cuts from cooking utensils or equipment (knives, graters, opened tins, peeler, etc...)	Cuts and abrasions	All participants	• First aid box in stations across school, qualified First Aider on site. • Pupils should receive correct education and training for age-appropriate knife skills. • Use bridge and claw technique. • Use snipping technique. • Correct size and sharpness of knives are used. • Knives are kept in a locked draw, box or cupboard. • Soft foods are used when learning knife skills. • Use of knives is supervised by an adult if required. • Pupils are aware of how to manage cuts. • Blue plasters are kept in in the first aid box in the cooking room/easily accessible during cooking lessons. • Pupils are aware of how to manage cuts. • Box graters are use on a flat surface. • Grating is introduced using appropriate foods (e.g. hard or soft).	Possible	Low Risk
	Choking, allergies, intolerances	Participants become very ill or may need to go to hospital.	All participants	• An ingredients check letter has been issued to pupils at the start of each year/term. • Members of staff have a record of pupils' allergies or dietary needs. This is accessible during cooking lessons.	Possible	Low Risk

				• Staff have received training on allergens and how to manage allergic reactions. • Allergies and dietary requirements are included in the whole school food policy/as a stand-alone policy. • Recipes are adapted to ensure they are safe and inclusive. • Lesson plans and recipes have key allergens listed. • Staff check labels and packaging for allergens.		
	Trip, slips or fall.	Participants may fall and injure themselves. They may get cuts or bruises from falling.	All participants	• Chairs are safely removed from tables/tucked under. • Bags and coats are removed from cooking areas. • Spillages are reported to a member of staff and cleaned promptly. • Pupils are reminded to move around the classroom safely e.g. walk. • There is a visual check to ensure all walkways are clear, no obstructions, etc. • Wet floor signs are available.	Possible	Low Risk