



TDA/D&TA
Health and Safety Training Standards
in
Design & Technology

DESIGN AND TECHNOLOGY
HEALTH AND SAFETY
PORTFOLIO OF EVIDENCE

Name: _____

School/College: _____

Date		Signature
Date of submission for accreditation		
Annual update		
Annual update		
Annual update		
Annual update		
Date of submission for re-accreditation		
Annual update		
Annual update		
Annual update		
Annual update		
Date of submission for re-accreditation		

D&T H&S PORTFOLIO CHECKLIST

The D&T Association recommends that all colleagues should assemble a D&T H&S portfolio as a personal record of their health and safety training and working practice in school, and recommends that this is updated on an annual basis as a permanent and cumulative record of on-going personal practice. The portfolio should include the evidence listed below and is a requirement for accreditation at the Core Level Standards.

On completion, please submit your portfolio to your Registered Design and Technology Consultant who will check it and register you on-line for accreditation by the Design and Technology Association.

Re-accreditation is due every 5 years and will be based on evidence of this portfolio, checked and countersigned within the school.

1 H&S STANDARDS IN D&T – TDA/D&T Association

Know and understand the current TDA/D&TA 'Health and Safety Training Standards in Design and Technology' - Core and Specialist Level Standards (as appropriate). Use the Core and relevant Specialist Level Standards provided and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment.

2 HEALTH AND SAFETY TRAINING

Evidence of your Health and Safety training records to indicate training completed and training needs identified, N.B. Applicants for SFHS should ensure that their food hygiene accreditation is up to date.

3 ESSENTIAL PUBLICATIONS

Know where to access essential H&S publications within the department, i.e. Local Authority Health and Safety Code of Practice (where applicable); BS4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice; Other H&S publications within the department should include: Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS; Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association.

4 RISK ASSESSMENTS

Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area. This can include the adoption and adaptation of model risk assessments.

5 TEACHING STRATEGIES

Evidence of:
How Health and Safety issues are incorporated into your schemes of work.
How Health and Safety training is provided for learners and how this training is recorded.

6 COSHH ASSESSMENTS

Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area and identifying how you remove or minimise associated risks.

7 ENVIRONMENT

Evidence in the form of photographs or sketches of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns.

8 PORTABLE APPLIANCE TESTING

Evidence that Portable Appliance Testing has been carried out annually on equipment in your own work area (or one that you regularly work in).

9 LEV TESTING

Evidence that LEV testing has been carried out every 14 months on equipment within your work area (if applicable).

10 MACHINE MAINTENANCE

Evidence of how machinery and equipment is regularly maintained and serviced within your work area (if applicable).

1 H&S STANDARDS IN D&T – TDA/D&T Association

Know and understand the current TDA/D&TA 'Health and Safety Training Standards in Design and Technology' - Core and Specialist Level Standards (as appropriate).

Use the Core and relevant Specialist Level Standards provided and indicate in the tick boxes to demonstrate that in your professional opinion you meet the required standard in your own work and teaching environment.

2 HEALTH AND SAFETY TRAINING

Evidence of your Health and Safety training records to indicate training completed and training needs identified, N.B. Applicants for SFHS should ensure that their food hygiene accreditation is up to date.

Use the H&S Accreditation Audit Form to record training and accreditation that has been completed, where D&TA accreditation only is required or where either initial or refresher training is required.

Use this section of the portfolio to hold materials relating to the Specialist and Specialist Extension Level training standards that you have completed, your D&TA accreditation and any other H&S certification.

H&S ACCREDITATION AUDIT FORM

Name: _____ Audit date: _____

School: _____

Use the table below and record in the right hand column:

- C** Where current D&TA accreditation/Food Safety certification is in place
A Where training has been completed and D&TA accreditation is required
T Where INITIAL training is required
R Where REFRESHER training is required

TDA/D&TA Health and Safety Training Standards in Design and Technology		
CODE	TRAINING STANDARDS	STATUS
SCHS	SECONDARY CORE	
SFHS	FOOD TECHNOLOGY	
	LEVEL 2 + FOOD HYGIENE & SAFETY ACCREDITATION	
SMHS	RESISTANT MATERIALS	
SMHS	RESISTANT MATERIALS (individual equipment)	Hand tools
		Drilling machine
		Off-hand grinding machine
		Sanding/finishing machines
		Mortiser
		Polishing (buffing) machine
		Power hacksaw/metal cutting bandsaw
		Heat processes
		Plastics moulding processes
	Portable power tools (only inc. drills and sanders)	
SSHS	SYSTEMS AND CONTROL	
STHS	TEXTILE TECHNOLOGY	
S1HS	WOOD SAWING MACHINES	Band Saw
		Circular Saw
		Vertical Panel Saw
		Power Fret Saw
		Chop/Radial Arm Saws
S2HS	CENTRE LATHE/CNC LATHE	
S3HS	CASTING N/F METALS	
S4HS	METAL ARC WELDING	MMA
		MAG
		MIG
		TIG
S5HS	OXY ACETYLENE WELDING	
S6HS	MILLING MACHINES/CNC CENTRE	Vertical
		Horizontal
		CNC Centre
S7HS	WOOD TURNING LATHE	
S8HS	PLANER/THICKNESSER MACHINES	Overhand planer
		Thicknesser
S9HS	PORTABLE POWER TOOLS	Portable Grinder
		Rotating portable saw
		Reciprocating portable saw
		Biscuit cutter
		Portable planing machine
	Portable router	

3 ESSENTIAL PUBLICATIONS

Know where to access essential H&S publications within the department, i.e.

Local Authority Health and Safety Code of Practice (where applicable);

BS4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice;

Other H&S publications within the department should include:

Health and Safety Training Standards in Design & Technology – TDA/D&T Association

Risk Assessment in Secondary Schools and Colleges Design and Technology Teaching Environments – D&T Association.

Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS.

Use the table overleaf to record these and other H&S publications held within the department and their location.

Health and Safety publications held within the department	Available	Location
Local Authority Health and Safety Code of Practice (if applicable)		
BS4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice		
Health and Safety Training Standards in Design & Technology – TDA/D&T Association		
Risk Assessment in Secondary Schools & Colleges Design & Technology Teaching Environments – D&T Association		
Model Risk Assessments for D&T in Secondary Schools and Colleges – CLEAPSS		
Local Exhaust Ventilation in Design & Technology, L225 - CLEAPSS		
Managing Risk Assessment in Design & Technology, L235 - CLEAPSS		
Health & Safety Maintenance of D&T Workshop Equipment L254 - CLEAPSS		
Model Health & Safety Policy for D&T Departments L260 – CLEAPSS		
Building Bulletin 81: Design and Technology Accommodation in Secondary Schools - DfES		
Building Bulletin 98: Briefing Framework for Secondary School Projects - DfES		

4 RISK ASSESSMENTS

Evidence of how risk assessments are completed for activities or for specific pieces of equipment within your material area.

This can include the **adoption** and **adaptation** of model risk assessments by creating a template using the format and headings below (see Risk Assessment in Secondary Schools & Colleges Design & Technology Teaching Environments – D&TA, Section 12):

SCHOOL/COLLEGE:	
DESIGN AND TECHNOLOGY DEPARTMENT	
RISK ASSESSMENT	
Activity:	
The Design and Technology Department adopts the model risk assessments relating to the above activity as detailed in BS4163:2007/CLEAPSS (SEE PHOTOCOPIED DETAILS ATTACHED)	
Additional HAZARDS identified:	
Additional CONTROL MEASURES required:	
All relevant staff have been made fully aware of the contents of this risk assessment	
Date of Risk Assessment:	Date of Review:
Name(s) of Assessor(s):	
Signature of Head of Department:	
Signature of Headteacher/Key Manager:	

5 TEACHING STRATEGIES

Evidence of:

- 1 How Health and Safety issues are incorporated into your schemes of work.
- 2 How Health and Safety training is provided for learners and how this training is recorded.

6 COSHH ASSESSMENTS

Evidence of how COSHH assessments are undertaken within the department, e.g. using hazard data sheets for materials, substances or processes within your work area and identifying how you remove or minimise associated risks.

7 ENVIRONMENT

Evidence in the form of photographs or sketches (e.g. a floor plan) of your work area (or one that you regularly work in) annotated to show key features of a safe working environment or identifying any current concerns.

8 PORTABLE APPLIANCE TESTING

Evidence that Portable Appliance Testing has been carried out annually on equipment in your own work area (or one that you regularly work in).

9 LEV TESTING

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