

Policy for Practical Learning and Teaching Activities



This policy document was adopted by the staff of Howardian Primary School in the Autumn Term 2023 and was endorsed by the school governors on 24/1/24 .

This policy outlines the guiding principles by which this school will implement safe practices in the teaching and learning of practical tasks.

Responsibility

The employer¹, Cardiff Local Authority, has ultimate responsibility to ensure the health and safety of employees and others using this organisation. This school will consider and act upon any guidance provided by the employer.

The task of overseeing health and safety for practical tasks has been delegated to the Head teacher. It is the responsibility of teaching and non-teaching staff and other adults to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Remain familiar with this policy
- Implement the provisions of this policy
- Cooperate with the employer and other colleagues in promoting health and safety

Risk Assessment

The school has adopted a risk assessment to ensure the safe learning and teaching of practical activities in subjects such as: Design and Technology, Science and Cookery. Each member of staff adapts to:

- local circumstances
- the activity
- resources
- the needs of individual pupils

When planning lessons, staff will take account of any relevant and important health & safety information. If the proposed activities or equipment are not covered by the school risk assessment then an appropriate risk assessment must be created.

¹ For the purposes of this document 'the employer' shall refer to Local Authorities, governing bodies, trustees or any other body that has responsibility for the health, safety and wellbeing of the organisation's pupils, staff and visitors.

Supervision

This school's interpretation of group sizes and supervision for practical activities are based on CLEAPSS advice as follows

Very close supervision <i>Needed when there are significant risks of accident and injury</i>	Two or three pupils to one adult
Close supervision <i>Needed when there are risks of accident and injury, but these are predictable and considered unlikely.</i>	Small group (up to 6) pupils to one adult
Moderate supervision <i>Needed when risks of accident and injury are well controlled and unlikely.</i>	10-15 pupils to one adult

CLEAPSS levels of supervision guidance is available on CLEAPSS primary website at www.cleapss.org.uk

Resources

The task of ensuring that purchased and donated equipment and materials are fit for purpose, safe to use, safely stored and appropriate for pupils to use lies with the Head teacher. However, all staff must be aware of their individual responsibility to ensure that this is the case every time a practical activity is carried out.

Where required, equipment checks and testing, e.g. PAT testing, will be carried out in accordance with the employer's policy and manufacturer recommendations. Disposal of resources and equipment will be carried out in accordance with the employer's policy and manufacturer recommendations. For advice on safe use, storage and disposal of equipment and resources refer to CLEAPSS resources on the website www.cleapss.org.uk

Procedures

All staff are responsible for ensuring that the necessary procedures to safely carry out practical activities are implemented, including:

- Hygiene procedures such as washing hands
- Personal protection such as tying back hair, tucking in loose clothing, and removing jewellery
- Reducing workplace hazards such as not using water near an electrical point or appliance

For further advice refer to CLEAPSS resources at www.cleapss.org.uk

Training

It is the responsibility of the Head teacher to ensure that essential training on health and safety in design and technology is accessed and disseminated to other school members. Adults other than teachers supporting or leading practical activities should be briefed by a teacher prior to carrying out any activity. It is the duty of all staff to inform adults (teachers and non-teachers) that are new to supporting at this school about this policy.

Monitoring

This policy is reviewed by the Head teacher who will inform staff of the outcome at the next staff meeting and highlight any changes to the policy. The senior leadership team (SLT) will monitor that this policy is being implemented appropriately. Minutes will be kept of staff meetings at which health & safety matters are discussed.