

## Workshop Procedures

*The school workshops provide abundant opportunities to design and make exciting quality products. All of these points are designed to help you.  
Work **safely** as well as **correctly** and **enjoy** your Design and Technology career!*

### Arrive Safely

**All accidents, however minor, must be reported to a teacher immediately**

Planner, rough book, (pencil case) stored on shelf under bench	White coat fastened Hair tied high
Bag in bag store	Check that your vice is slack
Collect project bag from group cupboard/box, project bag stored on shelf under bench	Sit down quietly, ready for the lesson to begin A3 size folio inside the bench rail
Inform your teacher if you will have to leave the lesson early for any reason	Keep your hands clear from your mouth and eyes at all times

### Dress Safely

White coat: internal fastenings, elasticated cuffs & long sleeves pleated at the elbow	If you are wearing a plaster, bandage or surgical dressing, see your teacher
Hair tied high	NO jewellery
Substantial footwear	Ruler, set-squares, angle measurer, compasses, ink pen, pencil (0.5mm preferred)
Wear your jumper or leave it in the bag store	Name & class code on every piece of work

### Work Safely

**Carry tools by your side, sharp end facing down or behind you**

Store tools in the bench well Sharp end inwards	Stand up when using tools Keep stool at RHS of vice
Always clamp your work in the vice (low down) or in the bench clamp	Clamp large sheet material using the appropriate jig or ask for help
Keep both hands behind the cutting edge	Leave the vice slack when not in use

<b>Safety Notices - Know What They Mean</b>			
Blue	Do what they say eg wear safety spectacles	Red	Fire precautions eg locations of fire extinguishers
Green	Safety systems eg stop buttons	Yellow	Stop Buttons Hazards, eg dangerous chemicals

<b>Stop Buttons</b>	
<b>Watch for incorrect use of machines or another student in difficulty</b>	
Know their locations and use	Tell your teacher if you press a button

<b>Band Facer</b>	<b>Pillar Drill</b>	<b>Polishing Machine</b>	<b>Scroll Saw</b>
A capable pupil may use these machines without supervision			
White coat fastened		Only one person to use a machine	
Cuffs clear		Teacher/technician to switch on isolator box	
Hair tied back		Read the <i>Machine Safety Notice</i>	
Safety spectacles or face shield		Sweep the machine clean after use	
You must be supervised closely to use any other machine			

<b>No Mess - Glueing and Painting</b>	
Newspaper over the whole working surface	Leave a <i>Work ID</i> note with your work
Leave the sink as you would wish to find it!	A technician will store your work for you

<b>Waste Disposal</b>	
Wood and Acrylic: Off-cut bins	Litter incl <sup>9</sup> Litter bin polystyrene:

<b>Materials Requisition</b>	
Complete <i>requisition</i> using details from the display boards or materials specification list	Hand to your teacher

<b>Leave Safely</b>	
Return tools to the correct locations in the tool cupboards	Close your vice and leave slack
Place your work, ID slip in project bag, close it, store in group cupboard/box	When you have cleared away, take off white coat and sit down
Sweep the bench; vacuum clean the well if necessary	Planner, rough book, (pencil case) on top of bench ready
<b>Wash your hands before eating, drinking or visiting the toilet</b>	