

Yorkshire CREATE

Design and Technology Workshop

Policy Date: January 2026

Review Date: January 2027

Approved By: Rowena Lloyd



1. Purpose

This policy ensures that all children use tools safely and responsibly in the Design and Technology (D&T) workshop, developing practical skills while maintaining personal and collective safety.

2. Scope

This policy applies to all children, staff, and volunteers participating in D&T activities that involve hand tools, power tools, or machinery.

3. Objectives

- Ensure the safe use of all tools and equipment.
- Foster independence, responsibility, and respect for workshop resources.
- Prevent accidents and injuries.
- Comply with relevant health and safety regulations.

4. Responsibilities

Children

- Follow all instructions given by staff.
- Handle tools only after receiving proper training or demonstration.
- Report any damaged tools or safety hazards immediately.
- Wear required personal protective equipment (PPE) where appropriate.
- Keep the workspace clean and organised.

Staff/Facilitators

- Provide safety inductions and demonstrations before tool use.
- Supervise all tool-based activities closely.
- Check tools regularly for faults or wear.
- Ensure appropriate ratios of adults to children are maintained.
- Record incidents and near misses in the safety log.

5. Supervision Levels

Tool Type	Age Group	Supervision Requirement
Basic hand tools (e.g., scissors, glue guns (cold), rulers)	6+	General supervision
Intermediate tools (e.g., hammers, screwdrivers, saws)	8+	Close supervision
Power tools (e.g., drills, sanders)	10+	1:1 supervision
Specialist machinery (e.g., laser cutters, 3D printers)	12+	Instructor-only operation

Please note, these age groups are recommendations, and the individual abilities of the child must be taken into consideration to ensure safe practice.

6. Safety Procedures

Before Use

1. Conduct a safety briefing.
2. Demonstrate correct tool use.
3. Check children are wearing:
 - Safety glasses (where appropriate)
 - Closed-toe shoes
 - Hair tied back (if applicable)
4. Inspect tools for damage.

During Use

- Maintain clear walkways and work surfaces.
- Only use one tool at a time per child.
- No running in the workshop.
- Staff to observe and correct unsafe behaviour immediately.

After Use

1. Clean all tools and return to designated storage.
2. Turn off and unplug electrical tools.
3. Report any damage or malfunction.
4. Wash hands before leaving the workshop.

7. Risk Management

- A risk assessment must be conducted for each project or new tool before use.
- Emergency procedures (e.g., first aid, fire evacuation) are reviewed at the start of each term.
- A stocked first aid kit and trained first aider must always be present.

8. Training and Induction

- Children complete a workshop induction before participating in tool-based projects.
- Staff receive annual refresher training in D&T safety management and first aid.

9. Record Keeping

- Maintain logs for:
 - Tool inspections and maintenance
 - Safety briefings
 - Incident and injury reports
 - Training sign-offs

10. Review of This Policy

This policy will be reviewed:

- Once a year, or
- After a concern, or
- If guidance changes

11. Policy Approval

This policy has been approved by the management of Yorkshire CREATE and is effective from the date below.

Signed: RLloyd

Name: Rowena Lloyd

Position with Yorkshire CREATE: Director

Adopted on: January 2026

Review date: January 2027