

TECH/H&S

Date as Postmark

Dear Parent or Guardian

HEALTH & SAFETY WITHIN THE TECHNICAL WORKSHOP

Welcome to Technologies within Bellahouston Academy. I trust your son/daughter will embrace the fantastic opportunities available in the Technical Workshop where skills for life can be learned.

From the out-set, I would like to reinforce the importance of Health & Safety within the Technical Workshop, and the important role your son/daughter has in maintaining this through positive behaviour.

Your son/daughter must show responsibility, co-operation and vigilance whilst working/learning in the Technical Workshop in order to take care of his/her own Health & Safety, as well as the Health & Safety of others.

Please find enclosed 2 copies of the Pupil Contract. Please read this through carefully with your son/daughter and tick where appropriate. Both copies should be signed by you as Parent/Guardian, and by your son/daughter. Please keep one for your own records and return one to school.

Faculty staff will read through the Pupil Contract with pupils and highlight the importance of this Code of Conduct and Safety Procedures which are included.

With co-operation from young people, teachers and parents, we can work together to keep all people safe within the Technical Workshop.

If you wish to discuss this matter further, please do not hesitate to contact me on (0141) 582 0030.

Yours faithfully

Clare McLaughlin
Faculty Head (Technologies)

PUPIL CONTRACT FOR TECHNICAL WORKSHOP



Introduction

If a pupil uses equipment, tools and machinery, they will receive safety training. This should ensure that the pupil feels confident in using the machines and can operate them without having an accident or causing an accident to other people.

Code of Conduct for all pupils to maintain Safety for all pupils

Please
Tick

1. Always listen carefully to the teacher and follow instructions.	
2. Always wear an apron as it will protect your clothes.	
3. Ties should be tucked in, and sleeves rolled up.	
4. Ensure long hair is tied back.	
5. Jewellery that could be caught in machinery must be removed.	
6. Wear good strong shoes.	
7. Always be patient, never rush in the workshop.	
8. Always use a guard when working on a machine.	
9. Use hand tools carefully, keeping both hands behind the cutting edge.	
10. Report any damage to machines/equipment as this could cause an accident.	
11. Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.	
12. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.	
13. Do not run in the workshop, you could 'bump' into another pupil and cause an accident.	

14. When attempting practical work all stools should be put away.	
15. Bags should not be brought into a workshop as people can trip over them.	
16. Do not use a machine if you have not been shown how to operate it safely by the teacher.	
17. Keep hands away from moving/rotating machinery.	
18. No eating in the Technical Workshop	
19. No Mobile Phones/electronic devices should be used in the Technical Workshop	

MACHINE SAFETY

1. Always ask your teachers permission before you use a machine in the workshop.
2. Only use machines that you have been shown how to operate.
3. Only use machines for the tasks you have been shown how to complete.
4. Always wear goggles when using any machine.
5. Leave space around the person working on the machine so that they can use it safely.
6. Never talk to or distract someone that is using the machines.
7. Always concentrate fully on your work when using the machines.
8. Always use guards when operating machines.
9. Get your teacher to check the machine is set up correctly before you use it.

AGREEMENT

I, _____ (student's name) have read and agree to follow all of the safety rules set out in this contract. I realise that I must follow these rules to ensure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe workshop environment. I will also closely follow the spoken and written instructions provided by the teacher. I am aware that if I break any aspect of this safety contract that results in unsafe conduct in the workshop or misbehaviour on my part, may result in my being removed from workshop.

Student signature

Parent/Guardian signature

Date
