Woodwork/Construction Room Health and Safety Guidelines

**When you enter the room:**
Sit in the seat allocated by your teacher.
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.
When attempting practical work all stools should be put away, stools should only be used when marking out projects.
Always listen carefully to the teacher and follow instructions.
Do not run in the workshop, you could ‘bump’ into another pupil and cause an accident.
School bags should be stored under your desk so nobody will trip on them.

**While working ensure you;**
When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask appropriate questions, especially if you do not fully understand.
Do not use a machine if you have not been shown how to operate it safely by the teacher.
Always be patient, never rush in the workshop.
Always use a machine guard and safety goggles when working on a machine.
Keep hands away from moving/rotating machinery.
Use hand tools carefully, keeping both hands behind the cutting edge.
Report any damage to machines/equipment as this could cause an accident.
Tools should be returned to their proper place after each class.
Careless or reckless use of hand tools will result in students being suspended from practical work for a time designated by the teacher.
Students should clean their work area and return all power tools used after each class
Theft or damage of tools or equipment will result in detention/suspension from school.

**General Discipline**
Eating or drinking is not permitted in the Woodwork Room.
The use of mobile phones is not permitted in the woodwork room unless it is used as a cameral for taking photos of project work.
The use of bad or foul language, aggressive behaviour towards a staff member or fellow pupil is strictly forbidden in classroom.
Students cannot challenge a teacher’s instruction regarding procedures/work practises in the woodwork room.
Low level disruptions such as distracting other students, forgetting books and equipment, asking inappropriate questions, not taking due care when working, making mistakes deliberately, poor attendance for inappropriate reasons will be documented. Should a student continually exhibit these behaviours they will be suspended from practical work for a time designated by the teacher.

**Finally**
Students may find they don’t like certain aspects of either theory/practical work, students are reminded that they must always try their best and allow fellow students to work in a quiet hassle free environment.

Signed : ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_