

## GL356 Guidance for schools where pupils spend all day in a D&T, food or art room; version 1

This guidance is **additional** to all standard operating procedures across your school, any guidance from your employer, and CLEAPSS' general advice. It is based on guidance from the UK Government and Public Health England, and is intended for use from September 2020 onwards

This guide should be read in conjunction with CLEAPSS Guide GL355 *Using workshops, food rooms and art studios for alternative activities*.

As schools return in September 2020 we know of many schools where the pupils will be spending all day in a single teaching space. Pupils spending all day in a workshop, food room or art studio will present additional challenges which will need to be managed by all staff involved.

There are two ways in which these challenges can be managed, and these are covered below.

Note that: the use of practical rooms all day long is not how these rooms were designed, therefore pupils and staff may find them uncomfortable, and the many items of fixed furniture will limit the teaching opportunities for non-specialist teaching staff.

### Option 1

This option allows practical rooms to still be used as workshops etc. by specialist teachers when they are teaching practical lessons. However, it does bring increased pupil management issues.

- Remove **all** equipment, materials and pupils' work from the rooms, these should be securely stored in the prep room or other secure storage area.
- Train all staff involved on the additional risks of working in a practical room, see CLEAPSS Guide GL355 for more information
- Where there is a gas supply, this **must** be switched off when the room is not being used by a specialist teacher.
- The main workshop power or electrical supply should be switched off (where possible) when the room is not be used by a specialist teacher.
- Pupils **must** not be left unattended by a member of teaching staff in the rooms at any time
- There **must** be no eating or drinking in the rooms at any time, this is a COSHH regulation (law) not just guidance.
- When a specialist teacher is present, D&T, food or art lessons, can continue as normal, although they will take more planning and management as equipment and materials cannot be left out in the rooms before or after lessons, which would be the normal method of operation.

### Option 2

In this option it does **not** allow practical rooms to be used as workshops, food rooms or art studios by anyone. In this option you are essentially making the rooms into a classroom. This brings some pupil control benefits, but is harder to setup and removes the ability to teach the original subject.

- Remove **all** equipment, materials and pupils' work from the rooms, these should be securely stored in the prep room or other secure storage area.
- Train all staff involved on the additional risks of working in a practical room, see CLEAPSS Guide GL355 for more information
- The gas, electricity (to all sockets apart from teacher's bench and projector), and water to be switched off. This can't just be at the valve / switch in the room as these can be easily over-ridden by pupils and staff. The services **must** be switched off further back in the system i.e. remove circuit breakers or switch the gas supply to the workshops etc.in the supply pipe.
- Power to any LEV system must be switched off, and a large sign must be clearly displayed on each piece of equipment which requires LEV saying this must **not** be used.

- Pupils can be left unattended following the same rules across the school for this practice. Note the HSE would expect there to be a certain level of supervision of pupils at all times during the school day regardless of the room being used.
- Eating and drinking in the room, can now occur as per the same rules across the school for this practice.

Since the rooms are no longer practical spaces, this will greatly reduce the number of practical lessons that can take place. D&T, food and art teachers using these 'decommissioned' facilities will need to consider the guidance for teaching their subject in non-specialist rooms, (see CLEAPSS Guide GL354).

Staff may need to explain to pupils and parents why the practical curriculum has been greatly restricted.