



Forename: _____ Surname: _____

School / College / Institution: _____

Course date: _____

These Training and Accreditation Guidelines are based on, and should be used in conjunction with the following essential publications:

- Health and Safety Training Standards in Design and Technology: D&T Association.
- BS 4163:2021+A1:2022 Health and safety for design and technology in educational and similar establishments – Code of practice.
- Model Risk Assessments for D&T in Secondary Schools and Colleges: CLEAPSS.

Summary Overview**Please tick the boxes below to confirm the sections that you have completed in this document:**

1. Requirements relating to guillotines, shears and trimmers.

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2. Practical Assessment – skills using guillotines, shears and trimmers.

☐**The RDTHSC/Trainer will sign and date this form on completion.**

RDTHSC/Trainer signature: _____

Date: _____

Delegate signature: _____

Date: _____

Please tick the individual requirements listed in the following sections to confirm your knowledge, skills and understanding, and that you have completed the Practical Assessments:

Assessment Task 1 Requirements Relating to <u>Guillotines, Shears and Trimmers</u> – what you should know and understand:		
Hazards	Safe system of working (control measures)	
Entrapment/entanglement.	- Long hair and loose clothing should be secured. - Dangling jewellery should be removed. - Gloves or bandages should (generally) not be worn. - An apron or work coat should be worn.	☐
Closing movement between surfaces and other parts can result in trapping and serious injury.	- Sheet metal cutters should preferably be of the 'nibbler' or 'notching' type. - Where bench shears and guillotines are used, specific risk assessments should be undertaken for each piece of equipment. - It is essential that a guard is provided on equipment with a worktable that enables access to the shearing points only. - Mitre trimmers for wood fitted with two blades should be guarded to prevent access to the blade not being used. - Only one person should operate the equipment at any time. - When the equipment is not in use, it should be made safe by locking the action and, if possible, removing the operating handle.	☐
Sharp edges.	Well-fitting industrial-type gloves should be worn when handling sheet metal with sharp edges.	☐
Blunt cutting edges/blades.	- Only material within the capacity of the equipment should be cut, to minimise physical effort and to prevent damage to the equipment. - Shearing and cutting edges should be maintained in good condition and correctly adjusted. - The equipment should be included in a planned maintenance programme.	☐
Manual handling of sheet materials can present a hazard.	- Sheet material should be properly supported during cutting. - Manual handling tasks associated with moving sheet materials should be assessed and measures implemented as appropriate to minimize risks (e.g. team lifts, correct lifting techniques, care of passers-by).	☐
The equipment becoming detached from the bench.	The equipment should be secured to a bench, or to a stand, specifically designed for the purpose.	☐
Lack of space around equipment.	- The height of the equipment should be set for comfortable working. - Sufficient space around the equipment should be maintained to prevent the operator being pushed by passers-by.	☐
Flooring.	- Floor surface should not be slippery and should be kept free of loose items. - Suitable footwear should be worn. - See BS 4163:2021+A1:2022 Section 6 Working Area Environment.	☐
Lighting.	- Adequate lighting should be provided. - See BS 4163:2021+A1:2022 Section 6 Working Area Environment.	☐

Teaching Strategies

- It is essential that risk assessments are completed to cover the use of this equipment by learners and colleagues. This will normally involve the adoption and adaptation of model risk assessments, e.g. BS 4163:2021+A1:2022.
- It is essential that a regular maintenance programme is put into operation and that a maintenance log is kept. This should involve daily, weekly and termly checks, covering general maintenance and identifying any faults that require repairs.
- Learners should be aware of the hazards associated with the equipment and the precautions that should be taken during use.
- Before using the equipment, learners should be trained and assessed as competent, and a record of their training should be kept.
- Learners should be supervised at all times by a trained, competent person.
- Health and safety rules relating to each piece of equipment should be available and observed.
- Demonstrations of guillotines, shears and trimmers to learners should include:
 - How to check the condition of the blade.
 - The use of gloves if required.
 - How to hold the material being cut.

Assessment Task 2 Practical Assessment –

what you should be able to demonstrate when using Guillotines, Shears and Trimmers:



Cutting sheet metal to a marked line using a guillotine and/or shears, to demonstrate:

- Correct marking out procedure.
- Correct positioning of guards.
- Use of PPE as required.
- Correct positioning of hands whilst cutting.

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Cutting end grain on timber to a marked line using a mitre trimmer, to demonstrate:

- Correct marking out procedure.
- Correct positioning of the fence.
- Correct positioning of guards.
- Correct positioning of hands whilst cutting.

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