



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 moulding plastics.                                      | <input type="checkbox"/> |
| 2a. Practical Assessment – skills when using strip heaters/line benders.            | <input type="checkbox"/> |
| 2b. Practical Assessment – skills when using vacuum forming machines.               | <input type="checkbox"/> |
| 2c. Practical Assessment – skills when using hot wire cutters.                      | <input type="checkbox"/> |
| 2d. Practical Assessment – skills when using plastic welding machines.              | <input type="checkbox"/> |
| 2e. Practical Assessment – skills when using injection/extrusion moulding machines. | <input type="checkbox"/> |
| 2f. Practical Assessment – skills when using blow moulding machines.                | <input type="checkbox"/> |
| 2g. Practical Assessment – skills when using moulding trimming machines.            | <input type="checkbox"/> |

**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:

| <b>Assessment Task 1</b><br><b>Requirements Relating to <u>Moulding Plastics</u> –</b><br><b>what you should know and understand:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |  |
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| Hazards                                                                                                                               | Safe system of working (control measures)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                                                                     |
| Fumes.                                                                                                                                | <ul style="list-style-type: none"> <li>Appropriate materials should only be used, in order to reduce the production of fumes, by reference to material data sheets.</li> <li>Where harmful fumes are released, a risk assessment should be carried out to determine if LEV should be provided.</li> <li>Equipment should never be left unattended when plastics are being heated.</li> <li>Hot wire cutters should only be used to cut expanded polystyrene.</li> <li>PVC and polyurethane should not be heat-welded.</li> <li>When using ovens, only thermostatically controlled electric ovens should be used to heat plastic materials. The temperature controller should include a heat limit facility set to 250°C to 300°C. Fan-circulated ovens should be used if practicable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |                                                                                     |
| Burns.                                                                                                                                | <ul style="list-style-type: none"> <li>Overheated plastics can cause burns or a fire.</li> <li>Appropriate personal protective equipment (e.g. heat-resistant gloves or gauntlets) should be worn when handling hot plastics.</li> <li>Surfaces should be allowed to cool before handling.</li> <li>Guarding should be provided if practicable or if the risk of causing burns is high, e.g. heater systems should be shielded or guarded against accidental contact.</li> <li>Injection and extrusion moulding machines should be fitted with safety guards around the nozzle area to provide protection in all directions from possible ejection of hot material.</li> <li>Split moulds should be clamped prior to the injection of plastics.</li> <li>On vacuum forming machines, it should be possible to regulate the output from the heater system. If ceramic heaters are used, a mechanical interlock with the platen mechanism should be provided to prevent accidental elevation of a mould into the heaters. Moving heater systems should be mechanically attached to machines.</li> <li>On strip heaters and line bending heaters, simple heat output controls should be provided, as well as an adjustable work support to control the distance between the heat source and the material.</li> </ul>                                                                                                                                                                                  | <input type="checkbox"/> |                                                                                     |
| Electric shock/inadvertent starting of the machine.                                                                                   | <ul style="list-style-type: none"> <li>If the machine is permanently fixed, it should have an electrical isolator on or adjacent to the equipment (preferably a fused switched-disconnector).</li> <li>If the machine is portable, the mains socket should be protected by a residual current device (RCD). The operational effectiveness of the unit should be verified and recorded on a frequent basis, in accordance with the manufacturer's instructions. Plugs should be removed when the equipment is not in use.</li> <li>Cables should be regularly inspected for wear and damage, and to ensure that they are in good condition.</li> <li>Line bending heaters with heated tensioned resistance wire should be of separated extra low voltage (SELV) type and should have a transformer designed to protect against mains voltage breakdown to the secondary windings.</li> <li>The electrical supply to the cutting wire on hot wire cutters should not exceed 25V and should be supplied from a separated extra-low voltage (SELV) source. The voltage should be adjustable to a level that does not produce fumes at typical cutting speeds. If possible, a 'push to make' foot or pressure-operated switch should be provided to control the power supply to the cutting wire.</li> <li>Moulding trimming machines must be controlled by a starter incorporating overload protection and no-volt release and have a conveniently positioned, mushroom-headed stop button.</li> </ul> | <input type="checkbox"/> |                                                                                     |
| Cutting blades/discs.                                                                                                                 | <ul style="list-style-type: none"> <li>On moulding trimming machines, drive mechanisms should be provided with fixed guarding that requires a tool for removal, and interlocked guards and cutter guards where practicable. Adjustable fences or guides should be provided if there is a risk of 'snatching'.</li> <li>Hands should be kept well away from blades when holding and removing material.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |                                                                                     |
| Foreign bodies.                                                                                                                       | <ul style="list-style-type: none"> <li>Suitable eye protection should be available near all equipment.</li> <li>Eye protection should be worn at all times.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |                                                                                     |

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| Absorption of moisture by hygroscopic material. | <ul style="list-style-type: none"> <li>Certain plastics materials (especially nylon) absorb moisture. These should be stored in airtight drums, and dried in accordance with manufacturers' data sheets.</li> <li><b>WARNING:</b> absorbed moisture in plastics can form steam that can cause hot material to eject from injection moulding machines.</li> </ul> | <input type="checkbox"/> |
| Compressed air.                                 | <ul style="list-style-type: none"> <li>A risk assessment should be completed to cover the use of compressed air.</li> </ul>                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| Flooring.                                       | <ul style="list-style-type: none"> <li>Floor surface should not be slippery and should be kept free of loose items.</li> <li>Suitable footwear should be worn.</li> <li>See BS 4163:2021+A1:2022 Section 6 Working Area Environment.</li> </ul>                                                                                                                  | <input type="checkbox"/> |
| Lighting.                                       | <ul style="list-style-type: none"> <li>Adequate lighting should be provided.</li> <li>See BS 4163:2021+A1:2022 Section 6 Working Area Environment</li> </ul>                                                                                                                                                                                                     | <input type="checkbox"/> |

### Teaching Strategies

- It is essential that a risk assessment is completed to cover the use of this machine 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.
  - 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.
  - A competent person should carry out (PAT) portable appliance tests at least every 12 months, and records of inspections and test results should be kept.
  - 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.
  - Machine health and safety rules should be available and observed.
  - Preferably one learner should operate the equipment at a time. Risk assessment should identify exceptional circumstances where this is not the case.
  - If fumes are produced by heated materials, the machine should be switched off, the room evacuated as necessary and ventilated.
  - Equipment should not be left unattended when heating plastics.
  - Demonstration of each piece of equipment to learners should highlight safe working procedures:
- In relation to strip heaters:
    - The position and use of all controls.
    - How to switch on the heater and choose appropriate heating levels.
    - How to raise and lower the height of the work support.
    - How to mark on the material the location of the bends.
    - How to apply heat evenly by turning over and heating both sides.
    - How to plan for a sequence of bends and allow for radius.
    - How to handle hot plastics and the use of gloves.
    - How to use a simple jig to aid accuracy/consistency.
  - In relation to vacuum formers:
    - The position and use of all controls.
    - How to switch heaters on and choose heating levels.
    - How to raise and lower the table.
    - How to clamp the plastic.
    - How to apply heat.
    - How to use the timer.
    - Procedure for making a forming.
  - In relation to hot wire cutters:
    - The position and use of all controls.
    - How to switch on the heater and choose appropriate heating levels.
    - How to use a card template for profile cutting.
    - How to ensure correct pressure not to strain the wire.
    - Correct positioning of hands.

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| <ul style="list-style-type: none"> <li>• In relation to plastic welding machines: <ul style="list-style-type: none"> <li>○ The position and use of all controls.</li> <li>○ Suitable materials to weld.</li> <li>○ Unsuitable materials to weld (e.g. PVC and polyurethane).</li> <li>○ How to set up the materials to weld.</li> <li>○ How to tack the material before using a filler rod.</li> <li>○ Cut off and remove the rod from the guide tube.</li> </ul> </li> </ul>                                              |
| <ul style="list-style-type: none"> <li>• In relation to injection moulding machines: <ul style="list-style-type: none"> <li>○ The position and use of all controls.</li> <li>○ How to switch heaters on and choose heating levels.</li> <li>○ How to attach dies and clamp securely in place.</li> <li>○ How to load the hopper or plastic reservoir.</li> <li>○ How to operate the injection of plastic – manually or automatically.</li> <li>○ How to open dies and extract components correctly.</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>• In relation to blow moulding machines: <ul style="list-style-type: none"> <li>○ The position and use of all controls.</li> <li>○ How to switch heaters on and choose heating levels.</li> <li>○ How to heat the sheet material and remove from the oven, safely.</li> <li>○ How to clamp securely in place</li> <li>○ Add the pressure and hold when reached the desired size.</li> <li>○ Remove from rig.</li> </ul> </li> </ul>                                                 |
| <ul style="list-style-type: none"> <li>• In relation to moulding/trimming machines: <ul style="list-style-type: none"> <li>○ The position and use of all controls.</li> <li>○ Adjusting the fence.</li> <li>○ Safe positioning of hands.</li> <li>○ Cutting internally and externally of a mould.</li> </ul> </li> </ul>                                                                                                                                                                                                   |

| <b>Assessment Task 2a</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Strip Heaters/Line Benders</u>:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
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| Line bend thin plastic (such as HIPS) to a simple U shape, to demonstrate:                                                                                | <ul style="list-style-type: none"><li>• Marking the position of the bend on the edges, where possible.</li><li>• Correct adjustment of the height of the work rest.</li><li>• Selecting the temperature and allowing the heater sufficient time to reach operating temperature.</li><li>• Observing and testing the readiness of the plastic type and thickness for bending.</li><li>• Adjusting temperatures where uneven heating occurs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>                                                              |
| Line bending thick plastic (such as 6mm acrylic) to a 90 degree angle, to demonstrate:                                                                    | <ul style="list-style-type: none"><li>• That it is easier and safer to drill and shape the plastic before bending is carried out.</li><li>• That it is easier and safer to finish the edges of the plastic with wet or dry abrasive and then buff to a shine before bending.</li><li>• Marking the position of the bend on the edges where possible.</li><li>• Turning frequently to soften the plastic from both surfaces in order to avoid overheating and blistering.</li><li>• Correct adjustment of the height of the table rest.</li><li>• Selecting the temperature and allowing the heater sufficient time to reach operating temperature.</li><li>• Observing and testing the readiness of the plastic type and thickness for bending.</li><li>• Adjusting temperatures where uneven heating occurs.</li><li>• Using gloves to handle the hot plastic.</li><li>• Using a suitable former to shape the bend to 90 degrees.</li></ul> | <input type="checkbox"/>                                                              |
| If available, tong-style heaters can also be used to bend thick plastic (such as 6mm acrylic) to a 90 degree angle, to demonstrate:                       | <ul style="list-style-type: none"><li>• That it is easier and safer to drill and shape the plastic before bending is carried out.</li><li>• That it is easier and safer to finish the edges of the plastic with wet or dry abrasive and then buff to a shine before bending.</li><li>• Marking the position of the bend on the edges where possible.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/>                                                              |

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| <ul style="list-style-type: none"> <li>• Removing the protective film before heating.</li> <li>• Placing tongs on a heat-proof mat in-between and after use.</li> <li>• Selecting the temperature (if applicable) and allowing the heater sufficient time to reach operating temperature.</li> <li>• Observing and testing the readiness of the plastic type and thickness for bending.</li> <li>• Using gloves to handle the hot plastic.</li> <li>• Using a suitable former to shape the bend to 90 degrees.</li> </ul> |  |
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| <b>Assessment Task 2b</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Vacuum Forming Machines:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |  |
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| Vacuum form thin plastic (such as PET, the type often used for packaging), to demonstrate: <ul style="list-style-type: none"> <li>• Correct adjustment of the clamps for the material thickness.</li> <li>• Selecting the temperature and allowing the heaters sufficient time to reach operating temperature.</li> <li>• Observing and testing the readiness of the plastic type and thickness for moulding.</li> <li>• Adjusting zone temperatures where uneven heating occurs.</li> <li>• Making a forming.</li> <li>• Removing the vacuum to release the mould.</li> </ul>                                                                                                                                                                                 | <input type="checkbox"/> |                                                                                     |
| Vacuum form a thicker plastic to that above (typically HIPS), to demonstrate: <ul style="list-style-type: none"> <li>• Correct adjustment of the clamps for the material thickness.</li> <li>• Selecting the temperature and allowing the heaters sufficient time to reach operating temperature.</li> <li>• Observing and testing the readiness of the plastic type and thickness for moulding.</li> <li>• Adjusting zone temperatures where uneven heating occurs.</li> <li>• Making a forming.</li> <li>• Removing the vacuum to release the mould.</li> </ul>                                                                                                                                                                                              | <input type="checkbox"/> |                                                                                     |
| Identify good design features on a vacuum forming mould, to demonstrate: <ul style="list-style-type: none"> <li>• Properties of the materials that are used.</li> <li>• Curved edges to reduce creasing of the plastic.</li> <li>• Draft (slope at least 10 degrees) applied to the sides of the mould to allow it to be removed from the plastic easily after forming.</li> <li>• Surface finish and the effect on the quality of the finished moulding.</li> <li>• Creating rigid moulding through the use of a base and the principle of 'shell structures'.</li> <li>• Strategic drilling of fine air holes in the mould to improve fine detail when moulding.</li> <li>• Identify the typical causes of creasing and poorly defined mouldings.</li> </ul> | <input type="checkbox"/> |                                                                                     |

| <b>Assessment Task 2c</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Hot Wire Cutters:</u></b>                                                                                                                                                            |                          |  |
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| Using a block of polystyrene, demonstrate: <ul style="list-style-type: none"> <li>• Cutting of a shape with and without a paper/card template.</li> <li>• Powering on the machine and choosing the correct heat settings.</li> <li>• Not over-stressing the wire, especially at the end of cut.</li> </ul> | <input type="checkbox"/> |                                                                                       |
| <ul style="list-style-type: none"> <li>• Adjusting the angle of the cutting wire.</li> <li>• Suitable ventilation selection.</li> </ul>                                                                                                                                                                    | <input type="checkbox"/> |                                                                                       |
| <ul style="list-style-type: none"> <li>• Use of the sculpter-tool (if available) to cut freehand shapes.</li> </ul>                                                                                                                                                                                        | <input type="checkbox"/> |                                                                                       |

| <b>Assessment Task 2d</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Plastic Welding Machines</u>:</b>                                                 |                          |  |
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| Weld two sheet materials (such as polypropylene) at 90 degrees, to demonstrate:                                                                                                                         |                          |                                                                                     |
| <ul style="list-style-type: none"> <li>Positioning of the materials prior to joining.</li> <li>Correct use of PPE (eye protection and heat-proof gloves).</li> </ul>                                    | <input type="checkbox"/> |                                                                                     |
| <ul style="list-style-type: none"> <li>Initial tacking of the material, using the tacking shoe.</li> <li>Installation of the welding rod in the tube.</li> <li>Accurate, controlled welding.</li> </ul> | <input type="checkbox"/> |                                                                                     |
| <ul style="list-style-type: none"> <li>Cutting off the rod after finishing and removing it from the tube.</li> <li>Knowledge of unsuitable materials to weld.</li> </ul>                                | <input type="checkbox"/> |                                                                                     |

| <b>Assessment Task 2e</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Injection/Extrusion Moulding Machines</u>:</b>                                                                        |                          |  |
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| Using a pre-made mould and granules/powdered plastic (such as polyethylene) to form a moulding/extrusion, to demonstrate:                                                                                                                   |                          |                                                                                     |
| <ul style="list-style-type: none"> <li>Correct use of PPE (gloves and eye protection as required based on the machine type).</li> <li>Correct use of checking of guards/interlocks.</li> </ul>                                              | <input type="checkbox"/> |                                                                                     |
| <ul style="list-style-type: none"> <li>Preheating of the material pot and plastic material (if applicable).</li> <li>Preheating of the mould (if applicable).</li> <li>Loading of water tube (extrusion process), if applicable.</li> </ul> | <input type="checkbox"/> |                                                                                     |
| <ul style="list-style-type: none"> <li>Correct method of extrusion (either by automated ram or manual feed).</li> </ul>                                                                                                                     | <input type="checkbox"/> |                                                                                     |
| <ul style="list-style-type: none"> <li>Allow to cool.</li> <li>Correct method of extraction (as per manufacturers' instructions).</li> </ul>                                                                                                | <input type="checkbox"/> |                                                                                     |

| <b>Assessment Task 2f</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Blow Moulding Machines</u>:</b>                                                             |                          |  |
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| Dome blow sheet plastic (such as Acrylic) to demonstrate:                                                                                                                                                         |                          |                                                                                       |
| <ul style="list-style-type: none"> <li>Heating the material (correct time and temperature).</li> <li>Correct setting of clamps for the material thickness.</li> </ul>                                             | <input type="checkbox"/> |                                                                                       |
| <ul style="list-style-type: none"> <li>Removing from the oven and clamping above the blower.</li> <li>Holding the pressure when the dome has reached the desired size.</li> <li>Removing from the rig.</li> </ul> | <input type="checkbox"/> |                                                                                       |

| <b>Assessment Task 2g</b><br><b>Practical Assessment –</b><br><b>what you should be able to demonstrate when using <u>Moulding Trimming Machines</u>:</b>                                                               |                          |  |
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| Trim the edge of a vacuum-formed outcome, to demonstrate:                                                                                                                                                               |                          |                                                                                       |
| <ul style="list-style-type: none"> <li>Inserting a cutting disc.</li> <li>Adjusting the fence as required.</li> <li>Safe positioning of hands.</li> <li>Cutting using a flanged tool (if available).</li> </ul>         | <input type="checkbox"/> |                                                                                       |
| <ul style="list-style-type: none"> <li>Use of suitable PPE, including eye protection conforming to EN ISO 16321:2022 'C' rating. (Existing eye protection BS EN 166:2002 1F can continue in use until 2029).</li> </ul> | <input type="checkbox"/> |                                                                                       |