

Health and Safety Advice

Please read these notes carefully

All schools should carry out their own risk assessments

Students will be visiting a variety of venues and engaging in a wide range of activities. It is essential that all students behave in a manner that does not endanger themselves or others working around them.

During site visits to companies, students and their supervisors should ensure they have the appropriate clothing and safety equipment.

All health and safety rules and the instructions of the people in authority **MUST** be followed at all times.

Students should be supervised by their contact teacher during inductions, workshops, site visits, the awards and presentation day and all other activities related to the EESW project.

Throughout all activities we intend to treat students as responsible adults and in return, we expect them to respond by ensuring that the reputation of the programme is maintained and enhanced. It is particularly important that rules which apply at all programme events are adhered to and the right of all others to enjoy and gain maximum benefit from the opportunities offered is respected.

General rules to be followed by students **at all times and in all situations** include, but are not limited to:

- Listening carefully to teachers and other staff and follow instructions at all times
- Ensuring you understand instructions before carrying out a request
- Not carrying out actions which might endanger others
- Making sure you know what to do in the event of an emergency
- Checking the location of emergency exits
- Checking with someone if there is doubt that what is being done might be dangerous
- Taking care around technical equipment and when moving around the building/s
- Getting to know the names of the First Aiders and where they can be found
- Reporting any injury or ill effects to your Supervisors

Other rules which apply to students in a workshop/site environment include, but are not limited to:

- Using protective equipment and clothing where necessary
- Never using equipment and machines without permission
- Knowing where the emergency stop buttons are positioned in the workshop
- Always being patient, never rushing in the workshop
- Always using a guard when working on a machine
- Keeping hands away from moving/rotating machinery
- Using hand tools carefully, keeping both hands behind the cutting edge
- Reporting any damage to machines/equipment as this could cause an accident

- Always following the systems set up for adjusting or cleaning machines. Make sure that no one else can switch a machine on again while you are working on it
- Not wearing dangling chains or loose clothing, which could get caught in moving parts
- Keeping your hair tucked under a cap or tied back
- Not distracting other people who are using machinery
- Never using compressed air to clean machinery
- Not leaving things lying around – keeping work areas tidy and clear
- Cleaning up spills straight away
- Always closing drawers
- Always using trolleys, wheelbarrows or the appropriate lifting equipment if these are available
- Being shown how to lift and carry items correctly
- Only lifting or carrying what you can easily manage - Get help with anything that you think might be too heavy or awkward to manage on your own
- Understanding the instructions before using any electrical equipment
- Always switching off at the mains before connecting or disconnecting any electrical appliance
- Reporting any damaged electrical tools or equipment, including cables and extension leads

Laptops, projectors and other electronic equipment is not supplied by EESW at any of the programme events. If teams should wish to bring their own equipment, this is acceptable, however, EESW cannot be held responsible for lost, stolen or damaged items. It is the school's responsibility to ensure that any electrical equipment used is safe and PAT tested where appropriate.

Rules which apply to students in an awards and presentation day venue include, but are not limited to:

- Cables should be fixed securely to the floor, to minimise the risk of tripping
- Secure fixation of display materials
- Sensible behaviour at all times
- Taking care around technical equipment and when moving around the building/s

The shell scheme provided is not a fixed structure and must not be pushed, pulled or overloaded at any time. EESW cannot be held responsible for any injury or damage occurring to students/property where these guidelines have not been adhered to.

Venues will ensure that workplaces, plant and machinery are safe. Companies and universities will brief school teams before undertaking practical work.

Cyngor Iechyd a Diogelwch

Darllenwch y nodiadau hyn yn ofalus

Dylai pob ysgol gynnal eu hasesiad risg eu hunain

Bydd myfyrwyr yn ymweld ag amrywiaeth o leoliadau ac yn cymryd rhan mewn ystod eang o weithgareddau. Mae'n hanfodol bod pob myfyriwr yn ymddwyn mewn ffordd nad yw'n eu rhoi nhw na'r bobl sy'n gweithio o'u cwmpas mewn perygl.

Yn ystod ymweliadau â safleoedd cwmnïau, dylai myfyrwyr a'u goruchwylwyr sicrhau bod ganddynt y dillad a'r cyfarpar diogelwch priodol.

RHAID dilyn rheolau a chyfarwyddiadau iechyd a diogelwch y bobl mewn awdurdod bob amser.

Dylai myfyrwyr gael eu goruchwyllo gan eu hathro cyswllt yn ystod sesiynau sefydlu, gweithdai, ymweliadau safle, y diwrnod gwobrwyo a chyflwyno a'r holl weithgareddau eraill sy'n ymwneud â phrosiect EESW.

Trwy gydol y gweithgareddau, rydym yn bwriadu trin myfyrwyr fel oedolion cyfrifol ac, yn gyfnewid am hynny, rydym yn disgwyl iddynt ymateb trwy sicrhau bod enw da'r rhaglen yn cael ei gynnal a'i wella. Mae'n arbennig o bwysig bod timau'n cydymffurfio â rheolau sy'n berthnasol i holl ddigwyddiadau'r rhaglen ac yn parchu hawl pobl eraill i fwynhau a chael y budd mwyaf posibl o'r cyfleoedd a gynigir.

Mae rheolau cyffredinol y dylai myfyrwyr eu dilyn **bob amser ac ym mhob sefyllfa** yn cynnwys y canlynol, ond heb eu cyfyngu iddynt:

- Gwrando'n ofalus ar athrawon ac aelodau staff eraill a dilyn cyfarwyddiadau bob amser
- Sicrhau eu bod wedi deall cyfarwyddiadau cyn mynd ati i ymateb i gais
- Peidio â chymryd camau a all roi pobl eraill mewn perygl
- Gwybod beth i'w wneud mewn argyfwng
- Gwirio lleoliad allanfeydd argyfwng
- Holi rhywun os oes yna amheuaeth y gallai'r hyn sy'n cael ei wneud fod yn beryglus
- Bod yn ofalus wrth ddefnyddio cyfarpar technegol ac wrth symud o gwmpas yr adeilad(au)
- Dod i wybod enwau'r Swyddogion Cymorth Cyntaf a ble i ddod o hyd iddynt
- Rhoi gwybod i oruchwylwyr am unrhyw anafiadau neu effeithiau gwael

Mae rheolau eraill sy'n berthnasol i fyfyrwyr mewn amgylchedd safle/gweithdy yn cynnwys:

- Defnyddio cyfarpar a dillad amddiffynnol yn ôl yr angen
- Peidio â defnyddio cyfarpar a pheiriannau heb ganiatâd
- Gwybod lle mae'r botymau stopio mewn argyfwng yn y gweithdy
- Bod yn amyneddgar bob amser, a pheidio â rhuthro yn y gweithdy
- Defnyddio gard bob amser wrth weithio ar beiriant
- Cadw eu dwylo'n ddigon pell o beiriannau sy'n symud/troi
- Defnyddio offer llaw yn ofalus, gan gadw eu dwylo y tu ôl i'r ymyl torri

- Rhoi gwybod am unrhyw ddifrod i beiriannau/cyfarpar gan y gallai hyn achosi damwain
- Defnyddio'r systemau sydd ar waith ar gyfer addasu neu lanhau peiriannau
- Peidio â gwisgo cadwyni sy'n hongian na dillad llac a allai gael eu dal mewn cydrannau sy'n symud
- Cadw eu gwallt o dan gap neu wedi'i glymu'n ôl
- Peidio â thynnu sylw pobl eraill sy'n defnyddio peiriannau
- Peidio â defnyddio aer cywasgedig i lanhau peiriannau
- Peidio â gadael pethau ar hyd y lle – cadw ardaloedd gwaith yn lân a thaclus
- Glanhau unrhyw ddeunydd sy'n cael ei ollwng yn syth
- Cau droriau bob amser
- Defnyddio trolïau, berfâu neu'r cyfarpar codi priodol os ydynt ar gael
- Dysgu sut i godi a chario eitemau'n gywir
- Peidio â chodi neu gario rhywbeth sy'n rhy drwm iddynt – gofyn am help i godi neu gario rhywbeth y teimlant y gall fod yn rhy drwm neu letchwith iddynt ei gario
- Deall y cyfarwyddiadau cyn defnyddio unrhyw gyfarpar trydanol
- Diffodd y prif gyflenwad bob amser cyn cysylltu neu ddatgysylltu unrhyw ddyfais drydanol
- Rhoi gwybod am unrhyw ddifrod i offer neu gyfarpar trydanol, gan gynnwys ceblau a gwifrau ymestyn

Ni fydd EESW yn darparu gliniaduron, taflunyddion na chyfarpar electronig arall yn unrhyw un o ddigwyddiadau'r rhaglen. Os bydd timau am ddod â'u cyfarpar eu hunain gyda nhw, mae hyn yn dderbyniol, ond ni fydd EESW yn gyfrifol am unrhyw eitemau a fydd yn cael eu colli, eu dwyn neu eu difrodi. Mae'n gyfrifoldeb ar bob ysgol i sicrhau bod unrhyw offer trydanol a ddefnyddir yn ddiogel ac wedi'i phrofi (PAT)

Mae rheolau sy'n berthnasol i fyfyrwyr mewn diwrnod gwobrwyo a chyflwyno yn cynnwys y canlynol, ond nid ydynt wedi'u cyfyngu i hynny:

- Dylai ceblau gael eu glynu wrth y llawr i leihau'r perygl o faglu
- Gosod deunyddiau arddangos yn ddiogel
- Ymddygiad synhwyrol bob amser
- Bod yn ofalus wrth ddefnyddio cyfarpar technegol ac wrth symud o gwmpas yr adeilad(au)

Nid yw'r cynllun cragen a ddarperir yn strwythur sefydlog, ac ni ddylid ei wthio, ei dynnu na'i orlwytho ar unrhyw adeg. Ni fydd EESW yn gyfrifol am unrhyw anaf neu ddifrod i fyfyrwyr/eiddo o ganlyniad i fethu â chydymffurfio â'r canllawiau hyn.

Bydd lleoliadau'n sicrhau bod gweithleoedd a pheiriannau'n ddiogel. Bydd cwmnïau a phrifysgolion yn briffio timau ysgol cyn cyflawni gwaith ymarferol.