

Health and Safety in the Science Department

In the Science room there are obviously some risks which need to be monitored and managed constantly. It is our aim to ensure that all students feel safe and secure in Science lessons and never come to any harm. All students can ensure this by being sensible at all times and following teacher instructions and the basic laboratory rules below.

- Never eat and drink in the laboratory
- Never run in the laboratory
- Always stand for practical activities unless told otherwise
- Always follow instructions
- Wash hands following practical activities
- Report spills and accidents to the teacher immediately
- Never leave equipment (especially Bunsen burners) unattended
- Always wear safety equipment in the correct way
- Keep work area tidy

All Saints School

Risk	
General class safety – Children in room unattended	Ensure locked when classroom is empty. Both Mr Pinsent and Mrs Fuller have a key.
Tripping/Falling/Slipping	Ensure that the science room floor is kept clear, spillages cleaned up promptly and stools placed under table when not in use.
Stairs – Tripping hazard, access to equipment.	Students are not permitted to go upstairs. Chain across bottom of stairs during lesson.
Window – swinging open	Chain to be fitted to window to prevent it swinging when open.
Low ceiling above stairs – Risk of hitting head	To prevent staff from banging their head padding/foam to be added.
Edge of stairs in class room, above storage trays – Risk of hitting head.	Padding/foam to be added.
Chemical – spillage etc	All chemicals from the day to be locked away in the chemicals cabinet at the end of the day. Lockable cupboard to be fitted in main room.

Health and Safety in the Science Department

All students study Science in our designated Science room and are expected to participate in experimental lessons following the guidelines set out in the school Health and Safety Policies.

Science teachers and staff within the science area are keen to promote practical work as an essential component of good science teaching. It is the duty of all members of the Science staff:

- to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions during work;
- to be familiar with COSHH and other good practice;
- to cooperate with other members of staff in promoting Health and Safety.

The employer, All Saints School Ltd, has the ultimate duty to ensure the Health and Safety of employees and others on the site (and hence in this department).

The task of overseeing Health and Safety within the Science Department is Mr Mark Pinsent further delegated to Science Technician/TA Mrs Alison Fuller.

Training policy

The person with the task of seeing that training is provided is the Headteacher.

Risk assessments

All practical procedures must be followed in accordance to guidance from COSHH and relevant practical notes contained in all curriculum schemes of work and related resources.

If a new activity is to be introduced, relevant risk assessment must be done in advance and communicated to all staff involved:

- Details of the proposed activity;
- The age and ability of the persons likely to do it;
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor;
- Any substance(s) possibly hazardous to health;
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions;
- Class size;
- Any other relevant details, e.g. high voltages, heavy masses, etc.

Equipment and resources

Electrical testing within the school is managed and carried out annually as arranged by a qualified electrical PAT tester.

Eye protection is available to all students and must be used in relevant practical experiments.

The condition of the eye protection is checked regularly. An emergency eyewash first aid kit is located in the Science room.

Chemicals

Chemicals are stored in locked purpose built storage cupboards and an audit of chemicals is held with the COSHH regulations documentation. Any practical's involving chemicals the COSHH documentation is referred to in advance and also for any subsequent disposal of waste.

Outdoor activities

When planning any field trips etc, staff consult one or more of the following;

- the employer's code of practice
- CLEAPSS Laboratory Handbook
- DfES Health and Safety of pupils on educational visits and
- supplementary guidance which can be found on the CLEAPSS website.

Security

The classroom will be kept locked at all times except when in use. It is the task of the staff member leaving the room to see that the room is empty and that the door is locked. No class is allowed to work / be in a laboratory without supervision by a member of staff, familiar with the departmental safety procedures / adequate supervision. Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

Emergency procedures

Fire

Science staff will follow the normal school procedures in case of fires. Fire rules are displayed in laboratory. The front window can also be opened and used as a fire exit if the main door is blocked.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose as outlined in COSHH.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service.

Injury

Science staff will follow the normal school procedures in cases that require First Aid.

Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with which can be found on the CLEAPSS website, the accident must be reported to the First Aider as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the head of department in writing, these will be analysed and discussed at departmental meetings.