

High Tunstall College of Science



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Science Faculty CLEAPSS Health & Safety Policy

V2.0

Revised	- June 2025
Stakeholder Consulted	- Admissions and Safeguarding Committee
Review Date	- June 2027
Responsibility for Review	- Discovery - Faculty Leader

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Health & Safety Policy for Science Departments CLEAPSS Guide G223

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Appendix A: Rules for Students during Science Lessons

Statement of intent

At High Tunstall College of Science, we ensure that all staff and students work in a safe and healthy environment.

The college has implemented this CLEAPSS policy to complement the existing policies and procedures as the college recognises the specific hazards associated with science-based activities within the Discovery faculty to reflect the protective ethos of the college with regard to staff and students' safety.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations (1999)
- Provision and Use of Work Equipment Regulations (1998)
- The Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) (2002)
- Electricity at Work Regulations (1989) & (2020)
- Regulatory Reform (Fire Safety) Order (2005)
- DfE (2024) 'Keeping children safe in education'

This policy has been created with regard to the following guidance:

- HSE (2012) 'Working with substances hazardous to health
- CLEAPSS Hazcards, current edition
- CLEAPSS Laboratory Handbook, current edition
- CLEAPSS Recipe Book, current edition
- CLEAPSS Hazcards (2007 edition or later)
- CLEAPSS GL90 Making and recording risk assessments in school science
- CLEAPSS G238, Health and Safety Induction and Training of Science Teachers, current edition
- CLEAPSS guide L196, Managing Risk Assessment in Science, current edition
- CLEAPSS G234, Induction and Training of Science Technicians, current edition
- CLEAPSS publication PS25, Model Risk Assessments for Laboratory Technician Activities, current edition
- CLEAPSS guide L9b, Monitoring Fume Cupboards, current edition.

This policy also has due regard to the college's policies including, but not limited to, the following:

- COSHH Policy
- Health & Safety Policy
- Risk Assessment Policy
- Fire Safety Information for Employees
- First Aid Policy.

2. Roles and Responsibilities

All teachers, technicians and support staff are responsible for:

Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of students.

They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices.

They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them.

They must cooperate with colleagues in their specific health & safety duties.

They have a duty to report to local management any failure of equipment that has a health & safety function.

Staff practice must set a good example to students and be consistent with pupil laboratory rules, e.g., over the wearing of eye protection.

Staff must be familiar with emergency drills and with the location in each science room of the:

- Escape route
- Fire-fighting equipment
- Eye wash station
- The main gas cock
- The main electricity switch
- The nearest spill kit.

Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. [At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.]

Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Students should not be allowed to drink from water bottles.

When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or the Science Technician must assess risks very carefully before conducting any practical operation in such circumstances.

In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff.

Science laboratories, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.]

Students must never be allowed into preparation rooms [unless 100% supervision can be guaranteed]. [Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training] / [or if the laboratories have been specially cleared].]

Laboratories must be available for teacher-supervised club activities only by special arrangement.

Teachers are responsible for:

At the beginning of each college year, teachers must make sure that their classes have sight of the student laboratory rules [see Appendix A] Lab rules will be A3/A4 laminated posters on walls.

Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.

Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely.

Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out practical's, particularly those involving significant hazards.

Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after considering a further risk assessment, checking with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS.

Teachers should explain precautions to students as part of their health & safety education, [using the CLEAPSS Student Safety Sheets, where appropriate].

Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.

If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Discovery - Faculty Leader.

Teachers are responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Discovery - Faculty Leader.

Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing

the equipment away. Class teachers may need to remind the Science Technicians of such warnings.

3. The role of this policy

This Discovery Faculty Health & Safety Policy should be read in conjunction with the college's overall Health & Safety Policy and the detailed arrangements for implementing that policy in this college. The purpose of this document is to record the arrangements made in the Discovery - Faculty to implement the policy.

This policy is maintained by the Discovery Faculty. It is made available to all faculty member via the SchoolBus (Compliance Management) system to all new members of staff, i.e., teachers, technicians, trainees, etc working in the faculty.

Prep room within the folder marked Science Faculty Safety Information and is available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. The official copy is that within SchoolBus (Compliance Management) system.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the college.

The Discovery Faculty will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

4. General aims

Science teaching has an excellent health & safety record, and this Discovery Faculty is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the Discovery Faculty staff, i.e., teachers and staff who work in the Discovery Faculty occasionally, Science technicians, teaching assistants and other support staff (e.g., special needs and bilingual staff) and trainees:

- 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 this health & safety policy by periodic reference to it
- To look out for any revisions
- To follow its provisions, and
- To cooperate with other members of staff in promoting health and safety.

5. Health and safety roles

Duties, functions and tasks

The college has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in the Discovery Faculty).

The task of overseeing health and safety on this site has been delegated by the employer to the Headteacher. Within the science department, this task is further delegated to the Discovery - Faculty Leader who has the particular function of maintaining this policy document. See section 12 for the names of the staff members currently with specific H&S functions.

Communications

Communication of health & safety information is of the greatest importance and is the task of the Discovery - Faculty Leader with the assistance of subject specialists.

In the Discovery Faculty all staff are issued with this policy. A reference copy is kept in the Science Prep Room together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the college are communicated to all staff in writing as well as being attached to the reference copy of this policy.

Monitoring and checking

The college expects the Discovery Faculty to monitor the implementation of this policy. Records of monitoring are kept by the Discovery - Faculty Leader and the Discovery Science Technicians.

Checklists on resources and facilities for monthly/termly/annual use by the Science Technicians are customised from those suggested in CLEAPSS Guide L248 Running a Prep Room. The timetable for such checks is on the document and kept in the science prep room by the Discovery - Faculty Leader / Discovery Science Technicians [in the folder marked Science Faculty Safety Information.

6. Training

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

Generally, this faculty follows guidance in the CLEAPSS documents G238, Health and Safety Induction and Training of Science Teachers and G234, Induction and Training of Science Technicians, suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 12).

Health & safety aspects of the work of newly qualified teachers and other new teachers	The Discovery - Faculty Leader / Operations Manager
Health and safety of trainees on teaching practice	The Discovery - Faculty Leader / Operations Manager / person in charge of trainees
Induction of newly appointed technician	The Discovery - Faculty Leader / Operations Manager
Immediate response measures and other emergency procedures (spills, bench fires, etc)	Head of Faculty.
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides G238 and L234, as customised)	The Discovery - Faculty Leader / appropriate subject specialist/ Operations Manager / Discovery Science Technician
Health & safety training of non-science support staff	The Discovery - Faculty Leader / Operations Manager / appropriate subject specialist / Discovery Science technicians
Health and safety of non-science teachers using laboratories	The Discovery - Faculty Leader / Operations Manager / Discovery Science Technicians
Manual handling for all staff using laboratories	The Discovery - Faculty Leader / Operations Manager / Discovery Science Technicians

Healthy and safe procedures for laboratory cleaners	Operations Manager
Regular update training (covering new or changed regulations, new equipment etc)	The Discovery - Faculty Leader / Operations Manager / Discovery Science Technicians

Records of the training received by members of the science staff are kept in the Science Faculty Safety Information Folder.

7. Risk assessments

Every employer is required under various regulations¹ to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in Discovery Faculty are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in the science curriculum, this college follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which the college science (Discovery Faculty) has adapted to their local circumstances.

Specific CLEAPPS risk and substance assessments (Hazcards) are used to perform science specific activities, and college specific or college-wide risk assessments are performed to cover other activities.

[The college has instructed that the following publications are to be used as sources of (general) risk assessments.] / [The employer has endorsed the use of the following publications as sources of model (general) risk assessments.]

- [CLEAPSS2 publications generally]
- [CLEAPSS, Hazcards, current edition]
- [CLEAPSS, Laboratory Handbook, current edition]
- [CLEAPSS, Recipe Book, current edition].

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e., the scheme of work / technician notes/ See section 12 for the member of staff with the task of overseeing this process.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS In order to assess the risks adequately, the following information is collected.

- 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.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models / agreed with the Discovery - Faculty Leader.

The college encourages the development of new practical activities (including on open evenings, at science clubs, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

For Discovery Science Technicians' activities in and around the prep room, the assessments in CLEAPSS publication GL025, *Model Risk Assessments for Laboratory Technician Activities* and is available in the folder labelled - Discovery Staff Team/Technician.

8. Equipment and resources

Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Site Senior Duty Officer has the function of seeing that this happens. The regular tests will be carried out by the trained technician using a suitable air-flow meter using the procedure detailed in CLEAPSS guide L9b, *Monitoring Fume Cupboards*. / [the former DfE publication, Building Bulletin 88 *Fume Cupboards in Schools* Appendix B. (available on the CLEAPSS web site)] / The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the *Safety Check File* kept by the Site Senior Duty Officer.

See section 12 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Smoking cigarettes is not permitted in the college. However, **demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories**. The following laboratories fitted with efficient fume cupboards, or in which an efficient mobile fume cupboard could be used, are so designated: Di8, Di2, Di5, Di11 and the Science Prep Room.

Electrical testing

To meet the requirements of the Electricity at Work Regulations, this college requires portable electrical equipment to be inspected and tested regularly.

The Site Senior Duty Officer has the function of seeing that this happens within the science department. This work will be carried out by the trained technician using a proper earth-bonding and insulation test set, following procedures in the CLEAPSS Laboratory Handbook Section 6.

Completed schedules are kept by the Site Senior Duty Officer and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 12 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

Radioactive sources

These have been disposed of and all paperwork and information are available in the Radioactive Sources Folder kept in the Discovery Science Prep Room.

Pressure vessels

The science faculty currently have one pressure cooker used as an autoclave. This is checked when used and annually in collaboration with Mandate Systems. A Written Scheme of Examination is kept in the prep room.

Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in section 7 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology and the Discovery - Faculty Leader.

Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the PUWER; Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS / the local authority through publications and directly.

Equipment restricted to those users who have received special training (see section 4, Training) is labelled accordingly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Science Technician / Discovery - Faculty Leader / Site Senior Duty Officer.

Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Safety glasses can be purchased that go over the top of prescription spectacles or the requirement for prescription safety glasses can be discussed with the Discovery - Faculty Leader. Laboratory coats can be supplied by the employer / purchased by staff with the cost claimed against income tax / [as is the cost of laundering].

The college expects eye protection to be available for students and visitors. [Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.] / [Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.]

The condition of the eye protection is checked regularly.

Chemicals

Offers of gifts of chemicals are not accepted / [viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) is given to the Discovery Science Technicians / Discovery - Faculty Leader / who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

See section 12 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, Training) are identified in the texts in daily use as part of the risk assessment (see section 7, Risk assessments).

Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazcards (2007 edition or later). Other disposal follows relevant CLEAPSS guidance.

9. Activities and procedures

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 / college policy and information.

Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by a team consisting of the Discovery - Faculty Leader / the Operations Manager / and the Site team or technical staff.

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the Manual Handling Operations Regulations and under the Regulatory Reform (Fire Safety) Order and will always use two (2) people, one (1) to hold open the door, the other to carry the items/consider that the risk of manual handling injury is greater than the risk of fire injury, therefore, we will prop open the fire door temporarily using wedges then remove them afterwards.

We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (i.e., one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Discovery - Faculty Leader / Discovery Science Technician.

See section 12 for the names of the staff members currently with these functions.

Following risk assessments under the Work at Height Regulations, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only lightweight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations. All laboratories/preparation room / storerooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher / suitably trained teacher or teaching assistant comes to an end. No class is allowed to work/ or to be in a laboratory without supervision by a qualified science teacher, or the Discovery Science Technician familiar with the Discovery Faculty safety procedures / adequate supervision.

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules. During this period all services will be turned off and the lab cleared of equipment.

Concern for others

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

10. Emergency procedures

Fire

Discovery (Science) staff will follow the normal college procedures in case of major fires. All Discovery (science) staff are trained to deal with minor bench fires, clothing fires and hair fires.

At the start of the new college year there is a health & safety section on the agenda. Science staff will be reminded of:

- Emergency Cards E1a (Dealing with an incident, general strategy)
- E1b Fire and Spills, E2a and E2b, Immediate Response Measures (IRM).

The information is discussed and staff reminded of the contents and the location of eye washing, spill kit, major spill kit. All labs are equipped with emergency cut off points.

A laminated copy of the Emergency Cards is attached to the demo bench in every lab and easily accessible. These are checked for updates annually and any updates passed on to all science staff.

Any new science staff that join the faculty during the year - as part of their induction to the college, a science specific health & safety will be included.

This training is supported by regular drills arranged by the Discovery - Faculty Leader. See section 12 for the name of the staff member currently with this function.

Advice on firefighting is given in sections 4 of the CLEAPSS Laboratory Handbook and how to respond to fires and evacuation are in the college Fire Safety Information for Employees.

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 [in accordance with section 7 of the CLEAPSS Laboratory Handbook]. Spill kits are kept in each lab and a larger spill kit in the Prep Room.

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. This training is supported by regular drills arranged by the Discovery - Faculty Leader or from the college SLT who perform regular fire & evacuation drills.

Injury

Science staff will follow the normal college procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (e.g., eye rinsing), while waiting for first aiders, after accidents which occur in science. See the most recent edition of the CLEAPSS Laboratory Handbook section 5. [Instructions for immediate remedial measures are laminated and on the front demo bench in the laboratories and prep rooms].

Reporting procedures

Injuries or suspected injuries to a student 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, the accident must be reported to the Discovery - Faculty Leader / report form must be returned to admin as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded on the form labelled Near Misses & Accident Report Summary which is located in the Science Faculty Safety Information folder, kept in the prep room and reported to the Operations Manager. These will be analysed and discussed at the departmental meetings.

Laboratory rules for students

See Appendix A below: Rules for Students during Science Lessons.

11. Monitoring and review

This policy will be reviewed on a biennial basis by the Discovery - Faculty Leader. The next scheduled review date for this policy is June 2027.

Any changes to this policy will be communicated to all staff members and, where appropriate, parents.

12. Staff roles and Emergency contacts

Staff Roles

Staff roles and/or emergency contacts updated on: 23 June 2025	
Advice on health & safety and all aspects of practical science generally.	CLEAPSS Helpline 01895 251496. Email: science@cleapss.org.uk
[Local authority science adviser	Hartlepool Borough Council 01429 266522
[Local authority health & safety adviser]	Hartlepool Borough Council 01429 284157
Overseeing health and safety in this college	Mrs. Sarah Prestedge
Overseeing health and safety in the Discovery Faculty	Discovery Faculty – Head Site Team
Discovery Science Technicians	Mrs Julie Straughan - Lead Technician Mrs Gemma McMahon – Technician.
Various training functions	See table in section 6.
Subject specialist: health & safety matters in science	Nominated science staff member; (Rotates)
Overseeing the checking of activities against the model risk assessments and recording significant findings	Science teachers/Science Technicians to assist
Detailed checking of activities is further delegated by syllabus	Scheme of Work.
Person trained to test fume cupboards: External Agency	Flamefast UK Limited HSB UK Engineering Insurance
Person trained to do electrical inspection and testing	Site Staff – Gary Sawyer
Person considered competent to examine pressure vessels	Geoffrey Robinson Limited HSB UK Engineering Insurance
Person in charge of chemical storage and disposal	Discovery Faculty – Head
Union health & safety spokesperson: UNISON	Dawn Bearby
Union health & safety spokesperson: NASUWT	Joseph Derby
Union health & safety spokesperson: NEU	Laura Glass

Emergency contacts

Emergency advice	CLEAPSS Helpline 01895 251496
Serious accident: Ambulance service	9-999
Serious accident: College first aiders	First Aid Policy or contact Julie Strachan
Serious accident: College health & safety focal point	Operations Manager
Major chemical spill: Fire & Rescue Service Chemical Incident Unit	9-999
Gas leak: Northern Gas networks	0800 111999

RULES FOR STUDENTS DURING SCIENCE LESSONS

- ❖ You must not enter a laboratory unless instructed to do so by a teacher.
- ❖ You must not do anything with equipment or materials unless told to do so by a teacher. You must follow instructions precisely.
- ❖ You must wear eye protection when told to do so and keep it on until told to take it off when all practical work, including clearing away, is finished.
- ❖ When instructed to use a Bunsen burner, make sure that hair, ties, loose elastic on goggles etc. are tied back or tucked in to keep them well away from the flame.
- ❖ When working with liquids always stand up, never sit. Then you can move out of the way quickly if there is a spill. Wheelchair users will be supervised.
- ❖ Never taste anything or put anything in your mouth when in the laboratory.
- ❖ If any chemicals get on your hands or any other part of the body wash them off.
- ❖ Wash your hands after working with chemicals or with animal or vegetable matter.
- ❖ Put waste solids in the correct bin or waste bucket, never in the sink.
- ❖ Report any accident to the teacher. This includes chemicals in the mouth, the eyes or the skin, also any burns or cuts.
- ❖ Keep your bench clean and tidy. Wipe up all splashes with a damp cloth and report bigger ones to the teacher.

Alcohol based hand gel must not be used in a lab

