

Guidelines for staff and pupils

Access to laboratories and preparation areas is controlled in order to comply with the Management of Health and Safety at Work Regulations and CLEAPSS recommendations.

The Science Prep Room is a working laboratory.

In order to manage hazards and risks and ensure a safe working environment for staff, entry to the Prep Room is restricted to **Science staff only**. They are familiar with the equipment and chemicals, aware of the hazards and are trained to deal with any emergencies should they arise.



Under no circumstances are pupils allowed in the Prep Room. No entry signs are posted on all doors – please cooperate with these in order to promote health and safety in the department.

Assessing the risk caused by pupils with behavioural problems

The CLEAPSS document, Managing Risk Assessment in Science LI 96 gives the following advice:

- A science department should have an agreed policy for preventing a few students with behavioural problems from making normal class activities unsafe or making it necessary to restrict them
- With a substantial number in one class the risk assessment may require the postponement or abandonment of certain activities
- It may be possible to exclude one or two students from particular activities e.g. to the back of another class to do work
- The head teacher should be informed of this decision

This advice has been accepted by the science department at Cardinal Allen. A record will be kept by teachers of the exclusions and a discipline report completed for those who are regularly assessed in this way.

Science Health and Safety Policy

Aims

- To support the health and safety policy of the school.
- To maximise the opportunities for all pupils who study science.
- To ensure a safe working environment for pupils and staff.

Policy

The Science Department recognises and accepts its responsibility to provide a safe, healthy work and learning environment at Cardinal Allen.

In order to meet this responsibility the department feels that it should:

- Provide a safe, healthy work and learning environment to support and enhance the science teaching at Cardinal Allen.
- Teach good practice to be used at Cardinal Allen and beyond, whether in work or further study.
- Emphasise the benefits of safe practice.
- Provide the necessary training, knowledge and supervision to ensure that equipment and materials are used safely.
- Provide the necessary equipment to minimise the risk in a process e.g. eye protection, first aid provision and inset.
- Keep a record of when fume cupboards are maintained.
- Distribute a copy of laboratory rules to all pupils and post a copy on each laboratory wall.
- Develop a library of safety literature including CLEAPSS manuals to be available to all teachers and technicians.
- Implement COSHH regulations along the guidelines provided by the LEA.
- Carry out regular inspections of laboratories to inspect standards of safety.



Rules for pupils during science lessons

1. You must not enter a laboratory unless instructed to do so by a teacher.
2. You must not do anything with equipment or materials unless told to do so by a teacher. You must follow instructions precisely.
3. 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.
4. When instructed to use a Bunsen burner, make sure that hair, scarves, ties etc are tied back or tucked in to keep them well away from the flame.
5. When working with liquids, normally stand up; then you can move out of the way quickly if there is a spill.
6. Never taste anything or put anything in your mouth when in the laboratory unless your teacher tells you to do so. This includes sweets, fingers and *pencils* which might have picked up dangerous chemicals from the bench.
7. If small amounts of chemicals or microbiological cultures get on your hands or any other part of the body, wash them off. Wash your hands after work with chemicals or with animal or vegetable matter.
8. Put waste solids in the correct bin, never in the sink.
9. Report any accident to the teacher. This includes burns or cuts and chemicals in the mouth, the eyes or on the skin.
10. Keep your bench clean and tidy, with bags put in a place where people will not trip over them. Wipe up small splashes with a damp cloth and report bigger ones to the teacher.

Cardinal Allen Catholic High School:

Policy on Science Prep. Room Safety

October 2011



Advice for teachers, assistants and students



We want all the people who work and learn at Cardinal Allen Catholic High School to be safe.

Following simple rules helps prevent accidents.

