

# BEACROFT FOUNDATION SCHOOL

## SCIENCE DEPARTMENT HEALTH & SAFETY POLICY

R.Sallows Jan 2021

### 1. Introduction

This Science Department Health and Safety Policy should be read in conjunction with the employer's general Health and Safety Policy and, where separate, the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the science department to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

**THIS DOCUMENT IS MAINTAINED BY THE SCIENCE DEPARTMENT. IT IS KEPT AVAILABLE FOR CONSULTATION BY STAFF AND FOR INSPECTION BY VISITING HSE INSPECTORS OR A REPRESENTATIVE OF THE EMPLOYER.**

A copy of this document has been lodged in the school office and another passed to the Governing Body for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health and safety representatives for their members and their right to require a safety committee to be set up in the school. The science department will cooperate with any union health and 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.

### 2. General aims

It is the duty of all members of staff and support 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 this health and 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.

### 3. Duties and Functions or Tasks

The employer, Beacroft Foundation School Governing Body, has the ultimate duty to ensure the health and safety of employees and others on the site.

The task of overseeing health and safety on this site has been delegated by the employer to Joe Barnett and Diane Makariou (the Co Head Teachers).

Within the science department, this task is further delegated to Rob Sallows [the Science Subject Leader] who has the particular function of maintaining this policy document.

This policy is reviewed annually during the Spring term or earlier if needed.

## **4. Risk Assessments**

Every employer is required under various regulations<sup>1</sup> to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the HSC recommendation to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special 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. length, width and height, availability of services and whether or not the ventilation rate is good or poor;

any substance(s) - and quantities- possibly hazardous to health;

class size, and

any other relevant details, eg, high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should **not** deviate from it, unless their proposed activities have been agreed with the Head of Science.

A copy of the *General Risk Assessment – Science Class* is posted in the science room.

## **5. Equipment and resources**

### **5.1 Fume cupboards**

There is no fume cupboard installed at this school

### **5.2 Electrical testing**

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Head of Science has the function of seeing that this happens within the science department.

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

### **5.3 Radioactive sources**

No radioactive substances are used at this school.

### **5.4 Pressure vessels**

No Pressure vessels are used at this school.

### **5.5 Animals, plants and microorganisms in schools**

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in Appendix 2 which also give advice on controlling them. This advice will be followed.

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<sup>1</sup> Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 1994*, the *Management of Health & Safety at Work Regulations 1992* and others.

## **5.6 Equipment safety**

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations 1992*). 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 through publications and directly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Science Leader.

## **5.7 Personal protective equipment**

The employer accepts the duty to provide eye protection, gloves and aprons for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations 1992*).

Eye protection is available for pupils and visitors. Safety spectacles are provided for general use. The condition of the eye protection is checked regularly (see 10, Monitoring and Appendix 13).

## **5.8 Chemicals**

Offers of gifts of chemicals are not accepted .

The task of arranging safe storage of chemicals, including highly-flammable liquids, is given to the Head of Department who will see that labels are readable.

See Appendix 1 for the name of the staff member currently with this function.

## **5.9 Manual handling**

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 1992*) by the Head of Department. Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Department.

See Appendix 1 for the names of the staff members currently with these functions.

## **5.10 Security**

Access to the science store room will be controlled to comply with the *Management of Health & Safety at Work Regulations 1992*. The science store room will remain locked at all times. It is the task of the staff member leaving such a room to see that the room is locked.

## **5.11 Concern for others**

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

## **5.12 Outdoor activities**

When planning any field trips or offsite work, staff will complete a Risk Assessment form.

## **5.13 Local Code of Practice**

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice. Copies of temporary instructions are attached to this policy in Appendix 7.

# **6. Emergency procedures**

## **6.1 Fire**

Staff will follow the normal school procedures in case of fire.

Advice on fire-fighting is given in chapter 14 of *Topics in Safety* [and in section 4 of the CLEAPSS *Laboratory Handbook*].

## **6.2 Spills**

Spills of any volume which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers.

## **6.3 Injury**

Staff will follow the normal school procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures, while waiting for first aiders, after the accidents which occur in science. See Appendix 8 [and the CLEAPSS *Laboratory Handbook* section 5] / [ASE, *Safeguards in the School Laboratory* chapter 17] / [DfEE, *Safety in Science Education* section 6] / [SSERC, *Hazardous Chemicals Manual* section 9].

## **6.4 Reporting procedures**

Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported using the standard school procedures. See Appendix 10.

## **7. Science department rules**

The **Guidelines for Science Staff** are contained in Appendix 11 and the **Rules for Pupils** in Appendix 12.

## **8. Training policy**

Records of the training received by members of the science staff are kept in the Safety File.

## **9. Communications**

It is acknowledged that communication of safety information is of the greatest importance and is the task of the science leader.

All staff are notified when science policies change. Each department issued with a copy of this Policy. The original is kept in the science leaders file.

Appendix 8 is posted on the wall in the prep room while Appendix 12 is discussed with all pupils at the start of the academic year and reminders are given as to safe procedures whenever necessary during lessons.

Any new instructions or rescinded (lifted) restrictions made by the employer are communicated to all staff as well as being attached to this policy (Appendix 7).

## **10. Monitoring**

The employer expects the science department to monitor the implementation of this policy and the employer's Code of Practice for Science. Records of monitoring are kept by the Science Leader. Records of monitoring are kept in the Safety Check File.

## **Appendix 1 Names of staff with particular functions**

The task of overseeing health and safety in this school is the responsibility of (Headteacher). Within the science department, this task is delegated to the Head of Department Rob Sallows. The function or task of overseeing the checking of activities against risk assessments and recording significant findings is held by Rob Sallows.

## **Appendix 2 Publications to be used as model risk assessments**

CLEAPSS, *Hazcards*, CLEAPSS<sup>2</sup>, 1995 or later

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<sup>2</sup> CLEAPSS School Science Service, Brunel University, Uxbridge, UB8 3PH.  
Tel: 01895 251496; Fax: 01895 814372; E-mail: science@cleapss.org.uk

CLEAPSS, *Laboratory Handbook*, CLEAPSS<sup>2</sup>, 1997 or later

ASE, *Safeguards in the School Laboratory*, ASE, 1996 (10th Edition), ISBN 0863572502

DfEE, *Safety in Science Education*, HMSO, 1996, ISBN 011270915X

ASE, *Topics in Safety*, ASE, 1988 (2nd edition), ISBN 0863571042

Regular updates on safety matters are contained in the CLEAPSS *Bulletin* and the ASE's *Education in Science*.

#### **Appendix 4 Notes and schedule for the examination and testing of portable mains-operated equipment**

This employer requires the school to inspect and test portable electrical equipment used in the entire school. The records of the tests are in the Safety Check File.

#### **Appendix 5 Local rules for ionising radiations**

No ionizing radiations are in use in this school.

#### **Appendix 6 Equipment or activities restricted to those users who have received or are receiving special training**

The following activities to be carried out only by persons who have received appropriate training.

Equipment with hot or moving parts: eg, hotplates.

Manual handling: eg, carrying boxes of books, or heavy trays of equipment.

#### **Appendix 7 Local instructions from the employer**

There are currently no local instructions attached. These remain in force until further notice.

#### **Appendix 8 Remedial measures for science staff**

##### **IMMEDIATE REMEDIAL MEASURES**

##### **What Science Staff should do while waiting for first aid**

The First Aid Regulations do not necessarily require there to be a qualified first aider among science staff. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment.

##### **Chemical splashes in the eye**

Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back.

Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).

If an ambulance is called continue eye wash until paramedics arrive to take over.

**Chemical splashes on the skin**

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

**Chemicals in the mouth, perhaps swallowed**

Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

**Burns**

Cool under gently running water until first aid arrives.

**Toxic gas**

Sit the casualty down in the fresh air.

**Hair on fire**

Smother with a cloth.

**Clothing on fire**

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

**Electric shock**

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

**Severe cuts**

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Notes on this table    Chemical splashes in the eye. More advice on washing is given in [the CLEAPSS *Laboratory Handbook* Section 3] / [*Safeguards in the School Laboratory* p107].

Chemicals in the mouth. Sometimes attempts are made to administer an 'antidote'. This is likely to do more harm than good and should not be attempted.

**Appendix 9 Emergency procedures**

These numbers are displayed near the telephone[s]:

<b>Emergency</b>	<b>Body</b>	<b>Telephone number</b>
<b>Serious accident</b>	<b>Ambulance</b>	<b>999</b>
	<b>First aider</b>	<b>(Internal)</b>
	<b>Headteacher</b>	<b>Ext 212</b>
<b>Chemical spill</b>	<b>[CLEAPSS]</b>	<b>01895 251496</b>

## Appendix 10 School injury reporting procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with the accident must be reported.

## Appendix 11 Guidelines for staff

**The terms *laboratory* and *science room* are interchangeable and include any room in which science activities take place.**

### All teachers

1. Teachers have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfill any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report to management any failure of equipment which has a safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, eg, over the wearing of eye protection and/or waterproof aprons.
3. Staff must be familiar with emergency drills and familiar with the location in each science room of: the escape route; fire-fighting equipment; the nearest first-aid box; eye wash station; the main gas cock; and the main electricity switch.
4. The science room 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 the electricity should be turned off at the laboratory main switch.
5. A teacher or TA must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science room. Nothing should be done which could lead to an accident needing a remedial measure. (See Appendix 8.)
6. In general, pupils **must not** be left unsupervised in the science room. 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.
7. The Science prep room should be locked by staff when not in use, unless so doing hinders an essential fire escape route.
8. At the beginning of each school year, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary.
9. Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.
10. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the safety precautions required. Time should be allowed for consulting colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to pupils as part of their health and safety education.
11. Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
12. If, because of indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned.
13. A teacher is responsible for the safety of any of his/her classes taken by a supply or student teacher. If a supply teacher should take the class then it is the responsibility of the Science

Leader to ensure that the supply teacher, if not a science teacher, is not required to undertake such lesson activities that require specific training or knowledge.

14. Teachers in charge of courses are responsible for ensuring that TAs 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 repeat such warnings.

## **Appendix 12 Rules for pupils during science lessons**

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 and/or aprons when told to do so and keep them on until told to take them off when *all* practical work, including clearing away, is finished.

Working with liquids is normally done stand up; enabling one to move out of the way quickly if there is a spill. See Appendix 14.

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 chemicals from the bench or tables.

If small amounts of chemicals get on your hands or any other part of the body, wash them off. Wash your hands after work with chemicals or vegetable matter.

Put waste solids in the bin, never in the sink.

Report any accident to the teacher. This includes burns or cuts and chemicals in the mouth, the eyes or on the skin.

1Keep your work area 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. In all cases spillages must be reported.

## **Appendix 13 Safety checklists**

The following checks are carried out

Departmental meetings: safety is an item on the agenda for meetings when appropriate;

Lesson observation: opportunities are made for formal and informal lesson monitoring by senior staff.

Checklists are used for detailed monitoring.

Informal talk: both colleagues and students draw attention to concerns informally.

Records: the Safety Check List and resource requisitions reveal concerns.

Safety audit: once every two years the county Science Inspector makes an audit of the arrangements for safety in the science department for reporting to senior management.

Specific risk assessments are made on an individual basis where required.

## **Appendix 14 Risk Assessments for specific children**

Risk assessments are made for specified children where necessary due to such problems as mobility and behaviour. These individualised risk assessments are notified to all staff who work with the specified children. Unless otherwise specified these additional risk assessments are in addition to the General Risk Assessment Form RA2 posted in the science room.



