

HEALTH & SAFETY POLICY

V3

Last Reviewed – January 2023

Next Review – January 2024

Review Information – Annually or following a change in legislation

Approved by Graham Hilder on behalf of

Richard White, Chair of Managing Council

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

REVIEW JOURNAL

Version	Approved By	Revision Date	Description of change	Author
V2	HM/RIW	January 22	Full update and alteration including version editing.	CW
V3	CW/HM	January 23	Updates to review dates Appendix 2 flowchart	CW

DOCUMENTS & GUIDANCE REFERED TO IN REVIEW

Document/Guidance
DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers (2014)
Educational Visits and Trips Policy
Staff Handbook
Legionella Policy
Asbestos Policy
Disaster Recovery Plan
First Aid Policy
Fire Risk Policy
Risk Assessment Policy
CCTV Policy
CLEAPSS <i>Laboratory Handbook</i> section 4.

APPENDIX INFORMATION

Appendix Title
Science Department Health & Safety Policy
Flow chart of responsibilities

This is the Polwhele House Policy for Health and Safety which includes Early Years Foundation Stage, boarding and After School Clubs. It has been written with regard to the DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers (2014). It is published on our website for parents of current and prospective pupils, as per ISI guidelines.

DECLARATION OF INTENT

Polwhele House School has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises. This policy makes an unequivocal commitment to high standards of health and safety.

The Managing Council through the Proprietors have ultimate responsibility for Health and Safety.

Polwhele House has appointed a third party contractor to oversee the compliance with regard to Health and Safety. This is Craig Manning, IOSH, NEBOS, and he is responsible for annual review and audit of the Health and Safety procedures and carrying out a review and recommending tasks delegated and undertaken by named individuals within the School.

The **School Business Manager** is the **School Safety Officer** and is responsible for:

- Setting a safety policy which is in accordance with the policies of the School
- Maintaining the and improving the environment of the school and other work places in order to ensure the health, safety and welfare of all its users
- complying with all relevant legislation
- Liaising with the Operations Manager and maintenance team to ensure weekly/monthly/regular checks are being carried out
- ensuring that the School complies with all statutory health and safety requirements
- Approving the Health and Safety Policy (with review from Competent Person)
- Ensuring that whole school Risk Assessments have been undertaken and are regularly reviewed
- Ensuring that whole school risk assessments are carried out-by the Operations Manager and the School Business Manager
- Ensuring that up-to-date risk assessments are in place and are reviewed (at a minimum) annually
- Ensuring that everyone has sufficient information and appropriate training to fulfil their responsibilities - arrange training and instruction in health and safety
- Making sure staff and pupils are aware of health and safety hazards and local emergency procedures
- Consulting with the Operations Manager and maintenance team on major changes to use of space or work with may comprise the integrity of buildings

The school seeks to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- acts in responsible ways, consistent with others' health and safety;
- safeguards and promotes the health and safety of others.

This policy relates specifically to health and safety on the school site and its environs. Employees are, however, expected to take similar precautions and adopt similar practices and procedures whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations. All employees organising educational visits must

comply with the **Polwhele House Educational Visits and Trips Policy** as well as procedures identified in various documents such as the staff handbook.

The SLT undertakes to make arrangements for consultation and participation in decision-making in matters relating to health and safety between principals, teaching and non-teaching staff, representatives of trade unions and professional associations and pupils. Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the school's disciplinary procedures and rules.

(See Appendix B)

OBJECTIVES

The SLT seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities and employees trained in first aid;
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments;
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the safe operation of tools and equipment.

RESPONSIBILITIES

The Proprietors expect the Head and **all employees** to be responsible for ensuring the effective implementation of this policy. All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;
- set a good personal example through safe behaviour;
- make use of protective equipment available and follow procedures established for safe working and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of courses, both by formal teaching and example; and stop any pupil who refuses to adopt safe working practices from taking part in

- the lesson or activity. The Health and Safety Committee will carry out co-ordination of the policy and its implementation on a day-to-day basis;
- make sure all equipment brought into school is safety checked by the Operations Manager prior to use.

The Health and Safety Committee will:

- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.
- consult with employees on health and safety issues;
- identify training needs of employees and pupils and ensure, within the resources available, that these needs are met;
- collate accident and incident information and, when necessary, carry out investigations;
- monitor the standard of health and safety throughout the school;
- monitor first aid and welfare provision;
- arrange systems of risk assessment;
- ensure compliance with and monitoring of this policy;
- ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ensure safe methods of working exist and members of Polwhele House are instructed in safe working practices;
- ensure that any defects in the premises, plant, equipment or facilities are made safe;
- ensure that toxic, hazardous and highly flammable substances are correctly stored;
- investigate complaints by any employee relating to health, safety or welfare at work and to make representations to the Head regarding such matters;
- organise regular inspections of the school site.

All employees – both teaching and non-teaching - should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with the SLT to enable the school's duties to be performed or complied with. All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:

- be familiar with this health and safety policy and all other safety regulations as laid down by the SLT and/or the Head;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all pupils and staff;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- undertake annual training/understanding of the H&S Policy and risk assessment policy through inset days and the BOY Checklist

- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe using the Issue section in Every to the Operations Manager;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.

ARRANGEMENTS AND PROCEDURES

i) Accident Reports

All accidents and injuries to any person on the school premises are to be reported. If necessary, these will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

ii) First Aid

All staff must follow the **First Aid Policy**

iii) Fire Safety and Evacuation Procedures

All staff must follow the **Fire Risk Policy**. This procedure indicates the actions to be taken in the event of a fire so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan.

iv) Risk assessments/COSHH

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Copies must be supplied to the School Business Manager to be held centrally. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

Refer to Appendix A for the SCIENCE DEPARTMENT HEALTH & SAFETY POLICY.

v) Visitors to the school site

All visitors/contractors must report to the School Office and sign in the visitors' book. All visitors/contractors must carry the identification provided which is currently a school visitors' badge. Here they will be shown a copy of the Fire Evacuation Procedures. In addition, it is important that unauthorised callers are challenged as to the nature of their visit.

vi) Contractors

Where possible, all outside contractors should carry out their work during the school holidays when pupils are not present. When this is not possible, they must be accompanied at all times by a member of the maintenance staff. All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. If a contractor is on site long term or regularly, they will be subject to safeguarding checks and a risk assessment carried out (see Safer Recruitment Policy).

vii) School Security

It is recommended in the Cornwall County Council advice and guidelines that employees should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved. There is a CCTV camera system covering the outside of the Main House, Prep and Pre-Prep Schools and the main car park. Please refer to CCTV Policy.

viii) Safety training

All staff new to the school will be appraised of our Health and Safety Policy and Health and Safety will be included in our Induction Programme and updated on a regular basis such as inset days and/or the beginning of year. Other training will be given when and where necessary, as appropriate to the nature of the task.

ix) Off-Site Visits

All staff must follow the **Educational Visits Policy**.

x) Smoking

There is no smoking anywhere on the Polwhele House School site.


xi) Inspection of electrical and plant equipment

Inspection of portable electrical equipment and fixed installations will be carried out. All plant equipment such as boilers will be serviced annually.

xii) Water

Drinking water is readily available for pupils and staff and is marked accordingly. In addition there are two water fountains in and around the Prep School. Please refer to the Legionella Policy.

xiii) Illness and injuries to staff



All staff are encouraged to seek medical attention if they are suffering from work related stress and help will be offered by the SLT. Any staff injured by a pupil must report this immediately to the Head. All slips and trips that result in an injury must be reported to the Health and Safety Committee and an Accident Report must be completed.

xiv) Manual handling

All staff must take care to avoid hazardous lifting and not to lift awkward or heavy weights without consultation with the maintenance department. Those members of staff who are lifting items on a regular basis should undergo formalized manual handling training.

xv) On-site vehicle movements

All movement of vehicles on site during school hours is strictly monitored. There are ample warning signs on the approach roads. Deliveries to the kitchen must be before 8.30 a.m. if at all possible. Children are warned of the dangers of vehicles.

xvi) School Vehicles

The Operations Manager maintains a list of nominated drivers who have received training in order to drive a school vehicle conducts an annual check of their driving licence. On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to the Operations Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

Weekly vehicle checks are undertaken and recorded by the Maintenance.

xvii) Asbestos

There is no known asbestos on site, therefore the risk is negligible and the appropriate staff are trained – please refer to the Asbestos Policy.

xviii) Disaster Recovery Plan

Refer to this in conjunction with the Health and Safety Policy.

xix) Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

xx) Slips, trips and falls

Polwhele School recognises that slips, trips and falls are the most common cause of workplace accidents.

The following arrangements are in place to reduce their occurrence: non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.

Playground surfaces are regularly checked for suitability and state of repair. Electrical equipment is sited carefully to avoid trailing leads. Corridors and walkways are kept clear of obstructions. Floors are thoroughly dried following cleaning and spillages. Yellow "wet floor" safety signs are positioned when necessary. Leaves, ice and snow are removed from outside walkways.

xi) Signing In

- All visitors to the site are requested to report to the School office and to sign in and out when they leave. Keeping appropriate records for fire.
- Main house and riding staff are required to sign in at the office as a register
- Teaching staff must change their name on the board in their building to "In" or "Out" accordingly.
- Equine Scholars are also requested to sign in when they arrive early for stable duties.
- Registration is taking for children at the beginning of the school day and after lunch. After school club registration is taken to ensure knowledge of those still on premises.

MONITORING


Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Health and Safety Committee. This committee comprises: Head or Deputy Head, School Business Manager, Operations Manager, Pre-Prep Representative, Prep Representative and any other members the committee chooses to co-opt.

This committee meets on a termly basis. Its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance.

The committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- **accident reports;**
- risk assessments;
- **training and provision of information;**
- **emergency evacuation procedures;**
- first aid procedures;
- **legislation, regulations and advice received.**

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it.



Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- reporting the matter to the Operations Manager as necessary;
- reporting the matter to the School Business Manager or Head
- reporting the matter to a senior member of staff, completing and forwarding accident report forms;
- completing all necessary risk assessments.

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing pupils from the immediate area if necessary, whilst not placing themselves in danger.

Created: May 2009

Reviewed: May 2010, July 2011 (DM), May 2012 (SMT), June 2013 (SMT), May 2015, March 2017, January 2018, Dec 2019, Sept 2020, November 2021, January 2023

Review date: Annually, according to the school's policy review cycle. The health and safety committee will not only monitor but also review measures on a regular basis to meet satisfactory health and safety standards.

HEALTH AND SAFETY POLICY SUMMARY

Polwhele House:

- is committed to ensuring the safety of our employees, pupils and anyone else affected by the school;
- has a Health and Safety Committee – Hilary Mann (Head), Caroline Williams (School Business Manager), Paul Kellas (Prep School), Sophie Greenaway (Pre-Prep School), Tara Brown (Operations Manager) – which meets on a termly basis and invites responses from employees;
- reacts promptly to any issue raised by a member of staff or parent and endeavours to ensure a safe resolution to any problems or issues raised;
- believes all employees are responsible for taking care of their own health and safety and that of the people and children they work with;
- recognises the legal duties the school is bound by and ensure we provide a safe working environment, safe work equipment and safe methods of work;
- undertakes regular risk assessments for the various departments and sections of the school on a regular basis;
- supports staff in undertaking individual risk assessments for trips out of school;
- has a whole school fire policy;
- undertakes fire drills for the whole school and for the boarding section termly during the day and during boarding hours, and ensures the alarm system is tested on a regular basis.

SCIENCE DEPARTMENT HEALTH & SAFETY POLICY

THE ROLE OF THIS POLICY

This Science Department Health & Safety Policy should be read in conjunction with the general Health & Safety Policy. The purpose of this document is to record the arrangements made in the science department to implement the policy.

This document is maintained by the science department. It is copied to all new members of staff, i.e. teachers, technicians, trainees, etc. working in the department. A reference copy, together with various Appendices, is kept on the Policies Website which is made available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer.

GENERAL AIMS

Science teaching has an excellent health & safety record and this department 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 science staff who work in the department occasionally, such as 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.

HEALTH & SAFETY ROLES

Duties, functions and tasks

Polwhele House School, 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 on this site has been delegated by the Polwhele House School to the Senior Management Team. Within the science department, this task is further delegated to the Science teacher who has the particular function of maintaining this policy document.

Monitoring and checking

Polwhele House School expects the science department to monitor the implementation of this policy. Records of monitoring are kept by the Science Teacher. Checklists on resources and facilities are completed on a termly basis by the science teacher.

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 science departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments.

- CLEAPSS² publications general
- 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 etc.

See section 9 for the member of staff with the task of overseeing this process³.

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.

We encourage 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.

¹ Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*, the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and many others.

² Current versions of all CLEAPSS publications for secondary schools are available to members on the CLEAPSS website.

³ See CLEAPSS guide L196, *Managing Risk Assessment in Science* and the guidance leaflet GL90 *Making and recording risk assessments in school science*.

Equipment and resources

Fume cupboards – not currently in use and to be implemented as appropriate

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use.

Testing will normally take place annually and the science teacher has the function of seeing that this happens.

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

Smoking cigarettes is not permitted in the school. However, **demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories.**

Radioactive sources

None at the school currently

Pressure vessels

Autoclaves, pressure cookers and model steam engines will have periodic inspection under the *Pressure Systems Safety Regulations* if used.

In accordance with this employer's Code of Practice, the appropriate written scheme of examination is selected from *CLEAPSS Guide L214b Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, and used by the science teacher to carry out the examination.

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 4 which also give advice on controlling them. This advice will be followed.

Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose. 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.

Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them.

The employer expects eye protection to be available for students and visitors.

Chemicals

Offers of gifts of chemicals are 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 Science Teacher 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 9 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training are identified in the texts in daily use as part of the risk assessment (see section 4, *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 Hazards* (2007 edition or later). Other disposal follows relevant *CLEAPSS* guidance.

ACTIVITIES AND PROCEDURES

Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All laboratories 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 comes to an end. No class is allowed to be in a laboratory without adequate supervision.

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

As the science laboratory provides a fire exit, this cannot be locked. The Science Teacher will therefore give priority to clearing items from, and delay delivering items to, this room so that risks are minimised.

Concern for others

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

EMERGENCY PROCEDURES

Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the Operations Manager.

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. Spill kits are kept in the storage 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 Operations Manager.

Injury

Science staff will follow the normal school 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 4. The first aider is contacted immediately if there is an incident.

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.

Laboratory rules for students

The rules for students during science lessons are as follows.

Laboratory Rules

The biggest danger in the lab is **YOU!** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (e.g. Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

STAFF ROLES AND EMERGENCY CONTACTS

Staff roles

Staff roles and/or emergency contacts	
Advice on health & safety and all aspects of practical science generally	CLEAPSS Helpline 01895 251496. Email: science@cleapss.org.uk
Subject specialist for consultation over health & safety matters in science	Science Teacher
Overseeing the checking of activities against the model risk assessments and recording significant findings	Science Teacher
The person trained to do electrical inspection and testing	Maintenance personnel and external contractor
The person in charge of chemical storage and disposal	Science Teacher
The person in charge of manual handling	Science Teacher

Emergency contacts

Emergency advice	CLEAPSS Helpline 01895 251496
<i>Serious accident:</i> Ambulance service	999
<i>Serious accident:</i> School first-aiders	Tara Brown, Liz Jones
<i>Serious accident:</i> School health & safety officer	Caroline Williams

Created: Jan 2020

Reviewed: November 2020, November 2021 (January 22), January 23,

Next Review Date: January 24

Review Cycle : Annually

Appendix B

FLOW CHART

