

## The Whitby Secondary Partnership

### Health & Safety Policy - Science Departments

#### Governance Status

This policy was issued in 2011 and re-issued in November 2016. It will be reviewed annually or sooner if new, related legislation or guidance is issued.

Review Dates	By Whom	Date for Approval
January 2017	Governors and Staff	27.3.17
March 2018	Governors and Staff	8.5.18
May 2019	Governors and Staff	20 June 2019
October 2020	Governors and Staff	17 December 2020
October 2021	Governors and Staff	23 November 2021
November 2022	Governors and staff	7 February 2023

**Signed by the Chair of the Governing Body:**



**Health & Safety Policy**  
**Whitby Secondary Partnership Federation - Science Departments**  
**Covering Caedmon College Whitby, Whitby Sixth Form and Eskdale School**  
**CLEAPSS Guide L223**

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**Summary guidelines for staff**

**All teachers, technicians and support staff**

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, and for other members of staff and 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.
2. Staff practice must set a good example to students and be consistent with the laboratory rules for students, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of the escape route, fire-fighting equipment, the water tap with tubing for eye washing/eye wash station, the main gas cock, the main electricity switch and the nearest spill kit.
4. 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 in each laboratory using the gas isolation valve.
5. 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. Pupils are allowed to drink from water bottles but only if permission has been granted by a teacher and not when any practical work is being undertaken.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils 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. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.
8. 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 full supervision is possible. Laboratories must only be used by teachers who are not scientists for covering lessons (where no practical work is undertaken) or for registration. Laboratories must be available for teacher-supervised club activities only by special arrangement with the Head of Department.

**Teachers**

1. At the beginning of each school year, teachers must make sure that their classes have copies and are familiar with the student laboratory rules (see section 10) and issue them if necessary. Copies of the laboratory rules are to be issued in student planners and/or via the Google classroom area.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to become familiar with these. For new students, time should be spent explaining the rules, with appropriate demonstrations.

3. Lesson preparation should be adequate and include checking on risk assessments and any specific health and safety precautions required. Requisitions must not be submitted 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 experiments, 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 making a further risk assessment, checked 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).
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any potential hazards are encountered/practical work begins.
5. If, because of a large class size or behavioural concerns about a student(s), health and safety cannot be maintained during certain practical work, the work should be modified or conducted when suitable measures can be implemented. This decision should be reported to the Head of Department and technician(s) where appropriate.
6. A teacher is 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 Head of Department.
7. 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 technicians of such warnings.

## **SCIENCE DEPARTMENT HEALTH & SAFETY POLICY**

### **1. The role of this policy**

This *Science Department Health & Safety Policy* should be read in conjunction with the Federation's Health & Safety Policy and the detailed arrangements for implementing this policy across the Federation. The purpose of this document is to record the arrangements made in the Science Department to implement the policy in accordance with the guidance issued by the College.

This document is maintained by the Science Departments. It is to be provided to all new members of staff, ie, teachers, technicians, trainees, etc, working in the department. Staff are expected to sign a list kept in the science office to show that they have received a copy (Appendix 1). A reference copy, together with various Appendices, is to be kept in the science office and to be made available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document is available electronically from the shared staffing area in Google Drive and another has been passed to NYCC's Health and Safety Risk Advisory Team.

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 for the Federation. The Science Departments should cooperate with any union health & safety representative to promote health, safety and welfare and may address any matters raised by or through such a representative in a manner appropriate to the level of risk.

### **2. General aims**

Science teaching has an excellent health & safety record and the Federation 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 team, ie, teachers, staff who work in the department occasionally, technicians, teaching assistants and other support staff (eg, learning support assistants) 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;
- be familiar with this health & safety policy by periodic reference to it;
- look out for any revisions;
- follow its provisions, and
- cooperate with other members of staff in promoting health and safety.

### **3. Health and safety roles**

#### **3.1 Duties, functions and tasks**

The Federation's Governing Body and the Local Authority have the ultimate duty to ensure the health and safety to employees, students and others visiting the science departments.

The task of overseeing health and safety has been delegated by the employer to the Executive Head Teacher, the Heads of School and the Business & Resources Manager.

Within the Science Department, this task is further delegated to the Heads of Department. See section 10 for the names of the staff members currently with departmental functions.

This policy is to be reviewed annually during the Autumn Term.

### 3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and this is the task of the Heads of Department, department technicians and the Business & Resources Manager.

All science staff are to be provided with this policy by the Head of Department. A reference copy is to be kept in the science office, together with any Appendices.

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

### 3.3 Monitoring and checking

The employer expects the Science departments to monitor the implementation of this policy. Records of monitoring are to be kept within the departments.

Checklists on resources and facilities for daily, weekly, termly, and annual use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room (Appendix 2)*. The timetable for such checks is to be kept with the reference copy of this policy.

## 4. Training policy

The person with the task of seeing that training is provided is the Head of Department in liaison with the member of SLT responsible for staff CPD.

Generally, the schools will follow guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers (Appendix 3)* and L234, *Induction and Training of Science Technicians (Appendix 4)*, suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 10).

Health & safety aspects of the work of newly-qualified teachers and other new teachers	Head of Department
Health and safety of trainees on teaching practice	Head of Department
Induction of newly-appointed technicians	Head of Department/Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	Head of Department/Technician
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	Head of Department/Department technician if appropriate
Health & safety training of non-science support staff (Teaching Assistants)	Head of Department
Health and safety of non-science teachers using laboratories	Head of Department
Manual handling for all staff using laboratories	Head of Department, Business & Resources Manager/Dept Technician where appropriate
Healthy and safe procedures for laboratory cleaners	Building Cleaning Services (a traded service of NYCC from which the Federation procures cleaning staff)
Regular update training (covering new or changed regulations, new equipment etc)	Head of Department/Technician as appropriate

Records of the training received by members of the science staff are to be kept on each member of staff's personnel file.

## 5. 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. (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, the Federation 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 (all of which are available to all science staff):

- [CLEAPSS<sup>2</sup> publications generally]
- [CLEAPSS, *Hazcards*, current edition]
- [CLEAPSS, *Laboratory Handbook*, current edition]
- [CLEAPSS, *Recipe Cards*, current edition]
- [CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*, (under revision, 2007)]
- [DfEE, *Safety in Science Education*, HMSO, 1996, ISBN 011270915X]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings are incorporated into texts in daily use, ie, set of lesson plans, technician notes in conjunction with the CLEAPSS Haz Card system.

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, ie, 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, eg, high voltages, heavy masses, etc.

Since the set of lesson plans has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the Head of Department.

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.

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

For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, *Model Risk Assessments for Laboratory Technician Activities* have been customised and form an Appendix (5) to this document, kept in the Science Technicians office.

A "Young Persons" risk assessment will be completed where students or persons under 18 years old are present in the department in a work experience capacity. This assessment must be completed prior to the placement commencing. (See Appendix 6.)

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<sup>1</sup> 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 others.

<sup>2</sup> Most CLEAPSS publications for secondary schools are on the CLEAPSS *Science Publications CD-ROM*. This is updated annually and issued, free of charge, to all member schools in December/January. Science Departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

## **6 Equipment and resources**

### **6.1 Fume cupboards**

The COSHH Regulations require the regular testing of fume cupboards on each site (maximum interval 14 months) with a quick check before use. Formal testing by an external contractor normally takes place each year in July. The technicians will ensure that this is booked in. NYCC has arranged a contract with Clarkes who have authorised access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the Health and Safety File (to be held in the department office).

The regular fume cupboard tests are to be carried by the Science Technicians using an air-flow meter,

See Section 10 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.

No smoking of cigarettes is permitted on the Federation sites. However, demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories. All science staff should be made aware of where the fume cupboards are located in the department on each site.

### **6.2 Electrical testing**

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The site staff and technicians will have the function of seeing that this happens within the Science Department. Testing normally takes place each year and is managed by an in-house member of staff or an external, qualified contractor, using a proper earth-bonding and insulation test set, following procedures in the *CLEAPSS Laboratory Handbook* Section 6.

Completed PAT Testing schedules are managed by the Senior Technician (CCW/WSF) and Senior Caretaker (Eskdale) and are available for staff reference and for inspection by the employer's representative or an HSE Inspector, as required.

See section 10 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.

### **6.3 Radioactive sources**

***A separate file is maintained containing all relevant "Radioactive Sources" information.***

The College's Radiation Protection Supervisor (RPS), NYCC's Radiation Protection Officer (RPO) are identified in Section 10. The College follows the guidance in *CLEAPSS Guide L93 Managing Ionising Radiations and Radioactive Sources* and the provisions of AM 1/92, the use of ionising radiations in education establishments in England and Wales and the provisions of the *Radioactive Substances (Schools, etc) Exemption Order 1963*.

The Standard Operating Procedures for the use of ionising radiations have been adapted from the *CLEAPSS* model in consultation with the RPA and it is a function of the Head of Department to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy in the Science Technicians Office.

The Radioactive Sources History (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the Health and Safety file with a further copy in the Science Technicians' office.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in S5 prep room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Health and Safety file. Testing normally takes place each year in July/August.

It is the function of the RPS to ensure these records are all kept up to date.

### **6.4 Pressure vessels**

***A separate file is maintained containing all relevant "pressure vessel" information.***

Autoclaves, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in the summer holidays (July/August). 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 competent person (see section 10) to carry out the examination. Records of examinations are kept in the Health and Safety file.

### **6.5 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 5 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology (see section 10).

### **6.6 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*). 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 and NYCC Health and Safety Risk Adviser through publications and directly.

Equipment restricted to those users who have received special training (see Section 4 Training Policy) is listed as:

- Extra high-tension voltage supply
- High-tension voltage supply
- Radioactive sources
- Vacuum pumps.

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

### **6.7 Personal protective equipment**

Caedmon College Whitby will provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Laboratory coats are supplied by the College.

The employer expects eye protection to be available for pupils, staff 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 (see section 3.3, *Monitoring and checking*).

All students are expected and instructed to dress appropriately for all Science lessons. Students must not wear shorts, skirts, open shoes (eg, sandals) in the Science Department. Any student failing to adhere to this policy will not be allowed to take part in practical experiments. A-Level Chemistry students must wear laboratory coats (provided by the College) for all practical experiments.

### **6.8 Chemicals**

Offers of gifts of chemicals are not accepted 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 Senior Science Technician 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.

A risk assessment for the storage of chemicals has been undertaken. See Appendix 7

See section 10 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 policy*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

### **6.9 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 guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

## Activities and procedures

### 7.1 Outdoor activities

When planning any field trips etc., staff consult one or more of the following the NYCC Schools [employer's code of practice) and liaise with the College's Educational Visits Coordinator.

### 7.2 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 Senior Science Technician and Contracts Manager (t.b.a.)**

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 people, one to hold open the door, the other to carry the items and consider that the risk of manual handling injury is greater than the risk of fire injury. Therefore, we will prop open the fire door using wedges. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Senior Science Technician and business Manager.

See section 10 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 light-weight 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.

### 7.3 Security

Access to laboratories and preparation rooms is controlled to comply with the *Management of Health & Safety at Work Regulations*. All preparation and store rooms 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.

Technicians are responsible for ensuring that all classrooms are emptied of all hazards and substances as soon as each lesson is complete. S4 and S5 are locked when not in use. S1, S2, S3, S6, S7, S8, S9 and S11 remain open. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher or science technician is at an end.

No class is allowed access to a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures.

Any non-science staff supervising a class in a laboratory will receive brief training in laboratory rules. The guidance for such staff is filed in Appendix 8 to this policy and copies to be given to such staff are kept in the Science Technicians Office.

### 7.4 Concern for others

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

## 8. Emergency procedures

### 8.1 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 College Principal and the Business Manager.

See section 10 for the name of the staff member currently with this function.

Advice on fire-fighting is given in sections 4 and 5 of the *CLEAPSS Laboratory Handbook*.

### 8.2 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 located in every laboratory.

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 and invoking the fire drill procedure (setting off the firm alarm).

### 8.3 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 the accidents which occur in science. See the most recent edition of the CLEAPSS *Laboratory Handbook* section 5. (Instructions for immediate remedial measures are posted on the walls of all laboratories and prep rooms.) See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

### 8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident must be reported to Jackie Hunter, business Manager and the report form must be returned to NYCC Health and Safety Management department as quickly as possible. Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the head of department (in writing) and recorded in the Science Department's "Near Miss" book kept in the Science Technicians' office. These will be analysed and discussed at departmental meetings.

## 9. Laboratory rules for student

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 (eg, 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.

## 10. Staff roles and Emergency contacts

Staff roles and/or emergency contacts updated on: ..... .	
Advice on health & safety and all aspects of practical science generally	CLEAPSS 01895 251496; email: science@cleapps.org.uk
Overseeing health and safety on each site	Head of School (Susan Boyd - CCW/Phil Nicholson - Eskdale)
Local authority health & safety adviser	Donna Storey
Health and safety officer for the Federation	Jackie Hunter

Overseeing health and safety in the Science Departments	Sarah Hugill (CCW and WSF), Freddy Carpenter (Eskdale)
Science Department health & safety officer	Sarah Hugill (CCW and WSF), Freddy Carpenter (Eskdale)
Senior technician	Sarah Hugill (CCW and WSF) and Freddy Carpenter (Eskdale)
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters	Rachel Heath/Hannah Fleetwood (WSF and CCW) and Dave Brewin (Eskdale)
Overseeing the checking of activities against the model risk assessments and recording significant findings	As above
The person(s) trained to test fume cupboards	Sarah Hugill (CCW and WSF) and Freddy Carpenter (Eskdale)
The person trained to do electrical inspection and testing	Fiona Middlemas, Julie Render, Richard Parkinson and Freddy Carpenter
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Andy Sawyer (CCW/WSF only)
NYCC's Radiation Protection Adviser, RPA	01609 536973
The person considered competent to examine pressure vessels	External contractor
The person in charge of chemical storage and disposal	Sarah Hugill (CCW and WSF) and Freddy Carpenter (Eskdale)
The person in charge of manual handling	Sarah Hugill (CCW and WSF) and Freddy Carpenter (Eskdale)

<b>Emergency contacts</b>	
Emergency advice	CLEAPSS <b>Helpline</b> - 01895 251496
<i>Serious accident:</i> Ambulance service	999 - Ambulance
<i>Serious accident:</i> School first-aiders	Contact Reception (dial 100) to locate a first aider
<i>Serious accident:</i> School health & safety officer	Jackie Hunter
<i>Serious accident:</i> Employer's health & safety officer	Donna Storey - 01609 532589
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999 – Fire Brigade
<i>Gas leak:</i> Gas company	NYCC – 01609 785717 Corona Energy tel 0800 111 999 - <b>Gas Emergencies:</b> 0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	James Cook University hospital
<i>Radiation accident:</i> Employer's RPA	01609 780780
<i>Animal welfare:</i> Veterinary practitioner	Clevedale veterinary surgeons

### Fire doors

It is sometimes necessary to carry chemicals or equipment through heavy fire doors. Having assessed the risks under both the *Manual Handling Operations Regulations* and the *Regulatory Reform (fire safety) Order 2005*, we consider that the risk of manual handling injury is greater than the risk of fire injury. Therefore, we will prop open

the fire door using wedges / hooks / etc. We will endeavour to keep the fire door closed as much as possible, for example, by removing the prop as soon as practicable.

### **Security**

Science laboratories, prep rooms and store rooms are danger areas. This means they must be kept locked when not occupied and hazardous chemicals in the prep room should be kept in locked cupboards, as should hazardous equipment (such as scalpels). It is in the nature of prep rooms that work will be in progress, with some hazardous chemicals or equipment available on the bench or on trays. Therefore pupils are never permitted in the prep room under any circumstances. Transporting resources on trolleys makes it much safer to lock and unlock doors.

### **Receipt and transport of chemicals and equipment to science department**

Chemicals and equipment ordered by the science department may arrive at reception, where staff members may not have the knowledge or experience to handle the items appropriately. Instructions have been issued to inform all non-science department staff, who may take receipt of such materials, of the steps that should be taken to ensure safety and security. This will include complying with instructions on containers indicating which way up the chemicals should be carried or stored.

### **Lone working**

Technicians will sometimes work by themselves, especially at the beginning and end of the day and during holidays. They are expected to refrain from any hazardous activities at such times, for example, diluting concentrated acids, extracting chlorophyll with ethanol, testing high-voltage equipment, climbing ladders, etc.

### **Miscellaneous hazards**

Rushing leads to accidents, therefore teaching staff in this school should submit requests for practical lessons giving sufficient notice to technicians - three working days where possible or by Friday lunchtime for the following week.

### **Cleaners**

Laboratories must be left in a safe condition for school cleaners. Any spills or breakages must be cleared up. Any hazards which remain must be clearly labelled, as far as possible using the internationally-agreed safety symbols (available in E232, *Common Safety Signs* on the CLEAPSS *Science Publications CD-ROM*). Cleaners should be trained to respect any safety warnings and to be aware of the possibility of spills of hazardous chemicals or microorganisms and broken glass. They must not be allowed to bring young children into laboratories and should ensure that the laboratories are locked as quickly as possible after cleaning.

### **When problems arise**

When technicians are asked to handle unfamiliar chemicals or carry out unfamiliar procedures, we expect them to check the relevant publications. Where suitable information cannot be found, or in any cases of doubt, we expect the technician to consult the CLEAPSS helpline (*tel:* 01895 251496, *e-mail:* science@cleapss.org.uk). Where CLEAPSS advice cannot be followed, or where any safety problems are identified, the technician is expected to report the matter to the Head of School.