



THE PARK
COMMUNITY
SCHOOL

Science Laboratories Procedure

Policy Update

Policy Lead Person: Head of Science

Approved By: Local Governing Board (03.12.2020)

Next Review Date Due: December 2022

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

Procedure for the use of Science Laboratories

Advice for all Staff using our Science Laboratories

- 1 Non-Science lessons, including cover lessons for non-Science subjects, should not be allocated to a laboratory without prior consultation with the Head of Science.
- 2 If rooms are locked, keys are held by all Science staff and by both of the Science technicians.
- 3 Students are not to enter a laboratory until a member of staff has arrived.
- 4 Good advice on the supervision of students in Science departments states that: *staff should actively ensure that there will be adequate levels of supervision in such areas at all times*. Therefore, it is not acceptable for a member of staff to leave students in a laboratory whilst the member of staff goes to collect resources etc. Thorough planning and organisation is vital (particularly on the part of science teachers requiring cover) in order to avoid difficulties in complying with this directive.
- 5 All staff must set a good example to students, consistently adhering to laboratory rules.
- 6 At the start of each year, time should be spent to explain/remind students of laboratory rules.
- 7 Staff must ensure that students do not interfere with equipment/apparatus or chemicals of any kind.
- 8 The mains electricity and gas supplies to each laboratory are switched off by science staff at the end of the day. Staff using a laboratory should make themselves familiar with the location and mode of operation of the following facilities:
 - The Mains Electricity Switch – In Labs Middle Science (MSc) 1,2,4,& 5 and Top Science (TSc) 1, 2,4 & 5 this is a key operated RCCB switch located adjacent to the whiteboard. All Science staff have a key. In Top Science 6 & 7 this is a RCCB switch located next to the main door. As all sockets are protected by RCCB switches, it is reasonable to leave the electricity on during a lesson.
 - The Mains Gas Isolating Valve – In labs MSc 1,2,4 & 5 and TSc 1, 2,4 & 5 this is a key operated switch located adjacent to the whiteboard. All Science staff have a key. In TSc 6 & 7 this is a manually operated valve switch located underneath the teacher's bench with its location also indicated on the laboratory plan affixed to the prep room doors of the laboratories.
 - Gas is isolated during a fire evacuation.
- 9 No eating, drinking or chewing is to take place in a laboratory. Staff should try and dissuade students from touching their mouths and eyes with their fingers, pens, pencils, etc.

- 10 Students must be standing when working with liquids, hot substances or hot equipment to enable quick response, should anything be spilt.
- 11 Students must not smell chemicals unless instructed to do so.
- 12 Laboratories should be clean and tidy at all times, with bags out of the way during practical lessons.
- 13 Risk Assessments do not require the wearing of laboratory coats by students.
- 14 Long hair, ties and any other loose clothing should be tied up or tucked in when directed by the teacher.
- 15 First Aid kits are contained in green boxes in the prep rooms adjacent to each lab. Bandages suitable for covering areas of broken skin are contained in the First Aid boxes.
- 16 Fire doors must be kept closed at all times.
- 17 Fire extinguishers (1 x water and 1 x dry powder only) are located in the ICT rooms adjacent to rooms MSc 1,2,4 & 5 and TSc 1,2,4 & 5. No foam extinguishers or fire blankets are provided for these labs. There are no extinguishers in either of these prep rooms. The nearest CO2 extinguishers to these labs are located at the far end of the circulation areas outside MSc 1 & 2 and TSc 1 & 2 near the doors to the bridges.

A CO2 fire extinguisher and fire blankets are located in each of labs Tsc6 and TSc 7 adjacent to the door. A further CO2 extinguisher is located in the prep room adjoining the door to TSc 6.

- 18 Eye protection must be worn by students when directed by their teacher and kept on until told otherwise. Labs MSc 1,2,4 & 5 and TSc 1,2,4 & 5 have eyewash fountains located adjacent to the whiteboard. TSC 6 & 7 have sterile tubing designated for eye washing. The location of these is indicated on the laboratory plan affixed to the prep room doors of the laboratories.
- 19 If, in the judgement of the class teacher, hand washing is required, hand wash and paper towels are provided in every laboratory.
- 20 A shower is located adjacent to the disabled toilet on the ground floor of the old Science Block.

For further detailed guidance, please refer to the Science Department Health & Safety Policy enclosed as **Appendix A**.