CURRENT VER. 2.1 VERSION!

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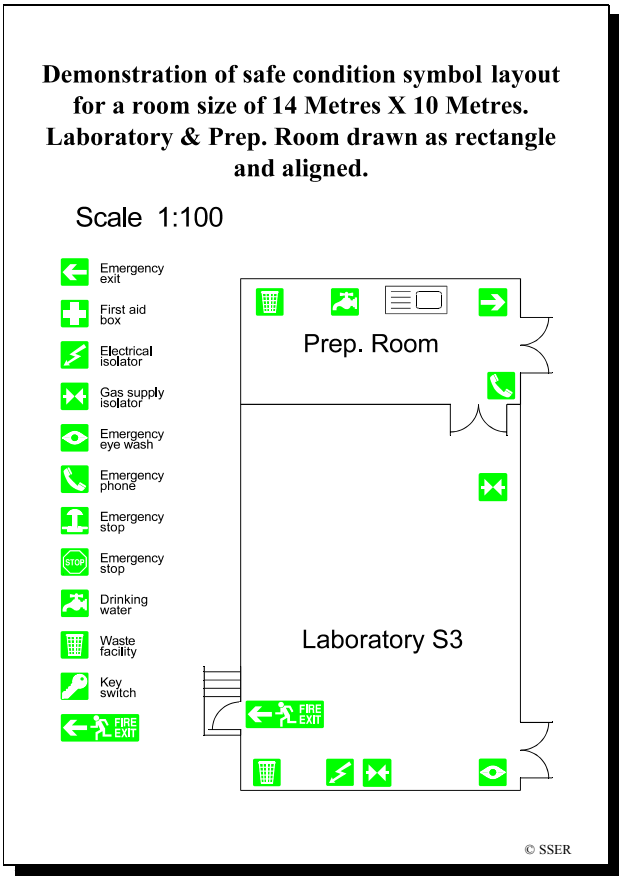
HEAD OF SCIENCE

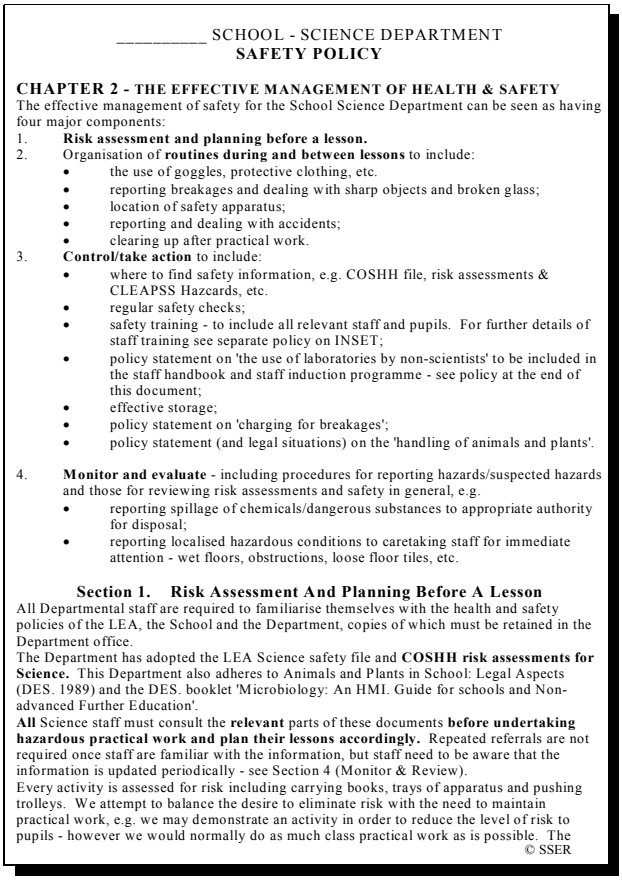
SAFETY IN ACTION:

7 POLICIES & OVER 400 GRAPHICS FOR:

- **DEVELOPING GOOD SAFETY PRACTICE;**
- **PROVISION OF DOCUMENTATION;**
- **EFFECTIVE SAFETY MANAGEMENT;**
- **EFFECTIVE HEALTH & SAFETY TRAINING FOR STAFF AND PUPILS.**

Version 2 of the outstanding Safety In Action policy and associated safety symbols has been enhanced by the addition of over 200 new safety graphics and six more safety policies, i.e. Electrical Safety, Asthma, First Aid, HIV Protocol, Display Screens & Manual Handling. Deriving the structure for a policy can take as long as the discussion and writing process - we can save you that time! SSER Ltd already supplies over 99% of all U.K. State and Independent secondary schools with policy documentation. To edit the policies all you need is a standard word processor (e.g. MS Word) and to construct safety plans all you need is a Draw or DTP program (e.g. Serif DrawPlus, PagePlus, MS Publisher).





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SAFETY POLICY

CHAPTER 2 - THE EFFECTIVE MANAGEMENT OF HEALTH & SAFETY

The effective management of safety for the School Science Department can be seen as having four major components:

1. **Risk assessment and planning before a lesson.**
2. Organisation of **routines during and between lessons** to include:
   - the use of goggles, protective clothing, etc.
   - reporting breakages and dealing with sharp objects and broken glass;
   - location of safety apparatus;
   - reporting and dealing with accidents;
   - clearing up after practical work.
3. **Control/take action** to include:
   - where to find safety information, e.g. COSHH file, risk assessments & CLEAPSS Hazcards, etc.
   - regular safety checks;
   - safety training - to include all relevant staff and pupils. For further details of staff training see separate policy on INSET;
   - policy statement on 'the use of laboratories by non-scientists' to be included in the staff handbook and staff induction programme - see policy at the end of this document;
   - effective storage;
   - policy statement on 'charging for breakages';
   - policy statement (and legal situations) on the 'handling of animals and plants'.
4. **Monitor and evaluate** - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general, e.g.
   - reporting spillage of chemicals/dangerous substances to appropriate authority for disposal;
   - reporting localised hazardous conditions to caretaking staff for immediate attention - wet floors, obstructions, loose floor tiles, etc.

Section 1. Risk Assessment And Planning Before A Lesson

All Departmental staff are required to familiarise themselves with the health and safety policies of the LEA, the School and the Department, copies of which must be retained in the Department office.

The Department has adopted the LEA Science safety file and **COSHH risk assessments for Science.** This Department also adheres to Animals and Plants in School: Legal Aspects (DES. 1989) and the DES. booklet 'Microbiology: An HMI. Guide for schools and Non-advanced Further Education'.

All Science staff must consult the **relevant** parts of these documents **before undertaking hazardous practical work and plan their lessons accordingly.** Repeated referrals are not required once staff are familiar with the information, but staff need to be aware that the information is updated periodically - see Section 4 (Monitor & Review).

Every activity is assessed for risk including carrying books, trays of apparatus and pushing trolleys. We attempt to balance the desire to eliminate risk with the need to maintain practical work, e.g. we may demonstrate an activity in order to reduce the level of risk to pupils - however we would normally do as much class practical work as is possible. The

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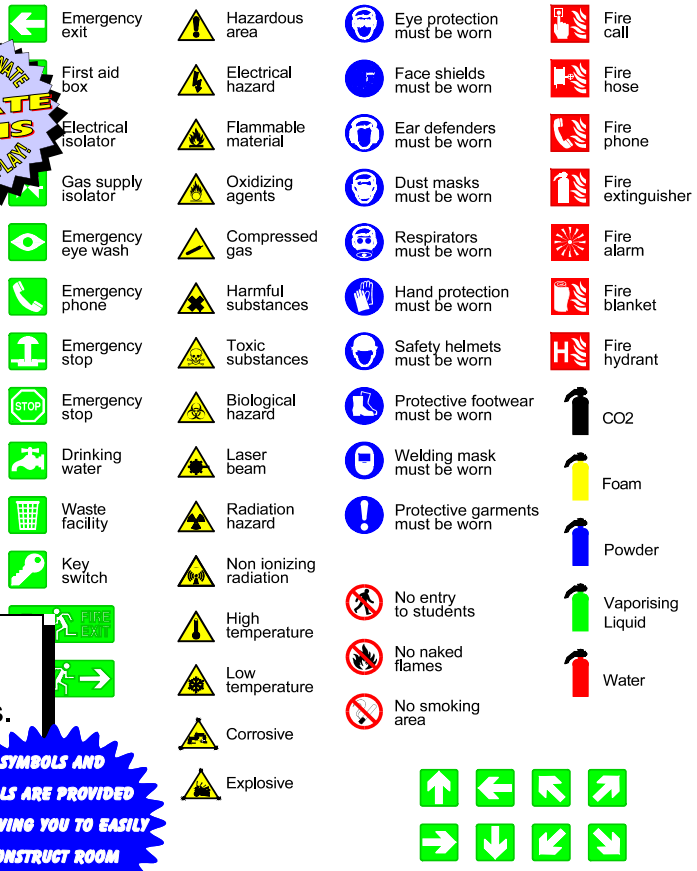

Demonstration of hazard condition symbol layout for a room size of 14 Metres X 10 Metres. Prep room drawn as rectangle and aligned

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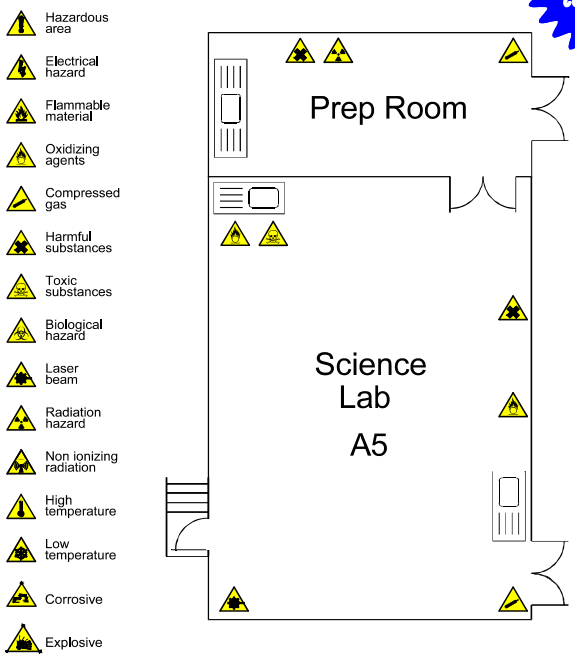

- 60 FIRE SYMBOLS
- 32 MANDATORY SYMBOLS
- 28 GENERAL SYMBOLS
- 6 INFORMATION SYMBOLS
- 30 PROHIBITION SYMBOLS
- 117 HAZARD SYMBOLS
- 10 LEGENDS & KEYS
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- CUT AND PASTE POLICIES TO MATCH YOUR REQUIREMENTS;
- ENCOURAGE PUPILS AND STAFF TO BE AWARE OF SAFETY ISSUES.

SEVEN OUTSTANDING SAFETY POLICIES! (41 PAGES)

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SAFETY POLICY

c). **Supervisory staff (level 2)** are defined as those having curriculum responsibiliti representing non-teaching, community staff or those who have buildings responsibilities and who manage safety in those areas on a day to day basis. Supervisory staff are directly responsible to the Head teacher and as employees the same general personal responsibilities as all other members of staff (level 3) later. However, they also have specific responsibilities for:

1. the overall day-to-day responsibility for the correct implementation and operatio the School's Health & Safety Policy and other regulations, rules, procedures and Codes of Practice in their specific area of responsibility.
2. instigating, monitoring, maintaining and developing working practices, procedu and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other persons using their area of responsibility.
3. drawing up a Health and Safety policy for their area which:

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Section 3. Control/take action

For routine issues the initial decision as to the necessary remedial action or risk control measures that need to be introduced is often taken by the Head of Department (level 2 manager) using budget resources directly under his/her control. For larger issues the Headteacher (level 1 manager) would consult with the Governing Body - best advice would be obtained from the Head of Department. The Governing body may be required to reallocate or divert resources accordingly.

a). Actions can be prioritised based upon the level of risk and can take many forms, e.g.

i. Estimate any costs incurred in changing practice and obtain or request relevant funding. N.B. Whenever training is statutory, or considered a necessity for the safety of staff, pupils and others, the Governing Body will ensure - within the financial resources available - that such training is provided. Pupils receive training appropriate to the learning activities in which they participate. Records will be kept of all training and staff/ pupil/ student training will

ii. After assessing the competence of staff and pupils i situations, it may be necessary to offer staff training information. By informing staff and providing appi minimise any risk and to encourage the staff to repo accident log. When designing and implementing a to analyse the expressed needs of all staff involved. analysis of the questionnaire returns during the ann questionnaire provides a survey of individual, depa There are four groups of people that need to be invo programme:
   (i) the teaching staff;
   (ii) those involved in staff development and trai
   (iii) those responsible for school management in
   (iv) members of the Safety Committee.

See Section e). for further details on staff and pupil training

b). **Where to find information:**

i. 'LEA. Safety File' (_____ colour). Thi LEA. and is stored in the Prep. room. It als documents:
   - the School's 'Health and Safety Polic information a list of safety reps. and
   - the LEA.'s 'Health and Safety Policy information a list of safety circulars;
   - the LEA.'s 'Health and Safety In Sci other information contacts for the di

ii. Hazcards - listing chemical hazards. The fu Prep. room. Each science teacher has a set o assist with risk assessment when planning le

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SAFETY POLICY

c). **Regular safety checks:**

i. Electrical apparatus is regularly monitored by teaching staff and the Technician. In addition the whole stock of electrical apparatus is checked/maintained annually by ____.
ii. Chemicals kept in storage are inspected annually for signs of deterioration and container corrosion. Specific hazards are disposed of by the LEA.
iii. Maintenance of fire fighting apparatus. Annual inspection and maintenance of our full range of fire fighting apparatus is carried out by _____ Ltd.
iv. Provision/cleaning of protective aprons or lab coats, etc. These are cleaned as necessary by the Technician or staff.
v. Glasses/goggles are inspected and cleaned termly by the technicians.
vi. Provision/cleaning of Laboratory coats, visors, safety screens. These are cleaned termly by the Technician or science staff or more frequently if required.
vii. 'Emergency stop' buttons must be regularly checked, and repaired immediately if faulty. Normally they should not be operated by pupils.
viii. The technicians regularly clean/maintain all apparatus. In order to facilitate the regular review/maintenance of equipment the technician(s) should be provided with a Prep. room diary where the specific jobs can be entered at appropriate times.
ix. Each of the Department's rooms is provided with a first-aid box, which must be readily accessible and suitably maintained in accordance with LEA. guidelines.
x. The testing and maintenance of large items of equipment or apparatus, e.g. the autoclaves, power packs, microscopes and oscilloscopes should be arranged through the School's Bursar, following consultation with the Head of Department.
xi. Maintenance and use of the refrigerators and freezers - the contents of the refrigerator are regularly inspected (monthly) by the Technician and it is defrosted and cleaned once a term. At no time are staff to store food and drink for human consumption in the science fridge - there is a fridge in the Staff room for this purpose.
xii. The Department has an autoclave and a domestic pressure cooker for preparing microbiological media. The autoclave and domestic pressure cooker regularly have their valves cleaned and seals inspected prior to use.
xiii. The fume cupboards are checked annually by _____.
xiv. Illumination must be sufficient for Health and Safety, i.e.

Corridors and circulation routes	20 lux
Laboratories	100 lux
Offices	200 lux
Bench work	500 lux

xv. Temperature must be sufficient for Health and Safety, i.e. it is recommended that work areas should normally be at least 16°C. In rooms where food samples have to be kept at low temperatures then the temperature should be at a level which does not cause the food to deteriorate.

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SAFETY POLICY

ii. ***ILLNESS & SICKNESS DURING LESSONS:***
Pupils must be encouraged to report that they are feeling unwell during a lesson if it is likely that their condition would cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a health and safety point of view, e.g. the unwell pupil may have an increased chance of an accident. Opportunities must be afforded in such circumstances for the pupil to leave the room to visit the cloakroom, get some fresh air, have a drink of water, etc. and the advice of the school first aider should be sought if there is cause for concern, or if it is thought that the incident is not genuine. However, pupils must not leave the laboratory area without first informing the member of staff of the situation and then being issued with an '**OUT OF CLASS**' pass.

iii. ***EMERGENCY PROCEDURES (GENERAL):***
nt of damage to or faults with apparatus which are liable to
r further use dangerous, it is important that the apparatus is
isolated so far as it may be possible, and an '**APPARATUS**
USE' sign must be displayed on the apparatus in order to
ny further risk to users until such time that the apparatus has
cted and/or repaired. Apparatus so affected must be removed
aboratory to a secure place, so that it cannot be used.
st be made aware of all incidents where damage occurs to
so that they are not tempted to use such items, and they should
encouraged to report any situation or apparatus which appears
a hazard.
NCY PROCEDURES (ELECTRICAL):
nt of accidents or faults with electrical apparatus - it is important

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HEALTH & SAFETY - MANUAL HANDLING OPERATIONS

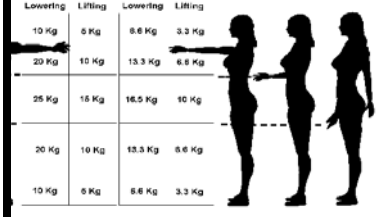
Health and Safety Training:
r staff on the healthy and safe way to perform manual handling

ined in order that they:
how to avoid hazardous manual handling operations so far as is

manual handling operations that cannot be avoided;
how to reduce the risk of injury so far as is reasonably

ust be given at the same time as staff are trained how to perform
include reference to:
mpt and accurate recognition of hazards. This should cover both
ble features and the presence of undesirable ones, together with
risks and how problems may be manifested. The physical
ting techniques relevant to the working environment should be

and procedures which bring risks under control, i.e.
e of good lifting and lowering techniques.

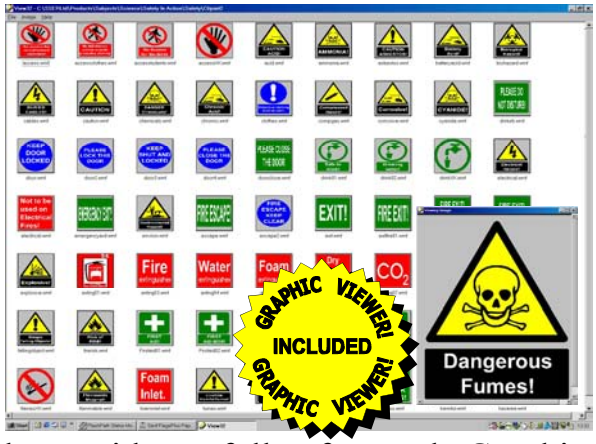


nd Lowering from different heights – Gender Dependent

e of using appropriate safety equipment and machinery

ke advantage of breaks and change of activity. Regular changes
/or short rests should be use fatigue and

rting of health p ect their
anual handling ta
The user's contribution to assessi



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