



The Ridgeway School and Sixth Form College  
Science Department  
Health and Safety Policy  
2022-2023

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**2020 UPDATE**

**DUE TO THE COVID-19 PANDEMIC PLEASE ENSURE THAT YOU ARE ALSO FOLLOWING ALL HEALTH AND SAFETY ADVISORY GIVEN BY THE SCHOOL AND ENSURING THAT YOU ARE UP TO DATE WILL THE MOST RECENT GUIDELINES AT ALL TIMES.**

## 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, of other members of staff and of pupils. 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. A teacher or technician must assess risks in CLEAPSS recommendations before conducting any practical.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, 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; 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 at the laboratory main gas cock and electricity at the laboratory main switch.
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 should not be allowed to drink from water bottles.
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 in CLEAPSS recommendations 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. Preparation rooms and stores must be locked by staff where possible, when not in use. Special arrangements must be made if access is required to a fire-escape route. Pupils must never be allowed into preparation rooms unless 100% supervision can be guaranteed. Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training or if the laboratories have been specially cleared. Laboratories must be available for teacher-supervised club activities only by special arrangement.

### Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student laboratory rules [see section 9] and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments (CLEAPSS) and, where necessary, the health & safety precautions required. Requisitions must not be handed in 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 so that the teacher can assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Science.
6. A teacher is responsible for the health and safety of any of their 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 Science.
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.

# **The Ridgeway School and Sixth Form College**

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

September 2022

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

This *Science Department Health & Safety Policy* should be read in conjunction with the school's general health & safety policy, the school's own health and safety policy and the detailed arrangements for implementing that policy in this school, including the publications produced by CLEAPSS which the council has adopted as the baseline advice for the subject. 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 made available to all new members of staff, ie, teachers, technicians, trainees, etc working in the department. Staff are expected to sign the list kept in R00 (Dungeon) to show that they have received important information about the document and how they can view a copy. A reference copy, together with various Appendices, is kept in R00 (Dungeon) available for consultation by staff and for inspection by visiting HSE inspectors or a representative of Governors. A copy of this document has also been lodged in the school office. The school's general health and safety policy will determine whether a copy should be passed to the governing body for endorsement, or to the school's health and safety committee (or other senior leadership level group) for approval and, if necessary, any formal adoption process.

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 in the school. The science department will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

### **2. General aims**

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, ie, teachers, staff who work in the department occasionally, technicians, teaching assistants and other support staff (eg, those with a SEN support role or other diversity related supportive attributes) 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 the school and any other members of staff in promoting good standards of health and safety performance.

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

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

The employer, The Ridgeway School and Sixth Form College (part of WHF) 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 Governors to the Head Teacher; within the science department, this task is further delegated to the Head of Science who has the particular function of maintaining this policy document. Swindon Borough Council may from time to time issue local instructions specific to science. It is the duty of the Head of Science to

ensure that these sources of information are monitored periodically (not less than annually) to ensure that staff can be kept up to date with new advice and arrangements.

See section 10 for the names of the staff members currently with these functions.

The next major review of this policy will take place before September 2023.

### 3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Science with the assistance of the subject leaders and the Senior Technician

A reference copy is kept in R00 (Dungeon) together with any Appendices, as well as a hard copy being given to all staff and a soft copy available on G drive. The acknowledgement of these resources is signed for annually.

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

### 3.3 Monitoring and checking

The Ridgeway School and Sixth Form College requires that arrangements for monitoring the implementation of this policy are established, together with suitable recording arrangements for monitoring undertaken. The Head of Science is responsible for initiating action arising from the monitoring work.

Checklists on resources and facilities for use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room*.

All staff must report near misses and incidents that posed/pose hazard/potential hazard to health. As soon as possible after a health and safety event, the Head of Science and Senior Technician should be notified by email and in person. Events should be recorded on physical forms in the Incident Reporting folder found in the main preparation room (in between R03 and R04). A near miss is an event that occurred which *could* have caused injury and did not, or the injury was minor and had the potential to be far worse. An incident is anything that might cause/caused injury and required medical/intervention from a member of staff.

A flowchart detailing the reporting procedure and a digital overview of incidents can be found at \\Trs.local\staff\$\Resouces\Teaching\Science\Aardvark2013\Health and Safety\Incident reporting.

Near misses and incidents will be regularly assessed by the Head of Science and Senior Technician.

## 4. Training policy

The Head of Science is tasked with seeing that training is provided with the assistance of subject leaders, the Senior technician and the mentors for NQTs and trainees

Generally, this department follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, 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 Science, subject leaders and mentors for NQTs and trainees
Health and safety of trainees on teaching practice	Mentors and class teachers
Induction of newly-appointed technicians	Senior Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	Science Team

Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	The Head of Science, appropriate subject specialist or Senior Technician
Health & safety training of non-science support staff	The Head of Science, appropriate subject specialist or Senior Technician
Health and safety of non-science teachers using laboratories	School Health and Safety Officer / Cover Supervisor
Manual handling for all staff using laboratories	School Health and Safety Policy
Healthy and safe procedures for laboratory cleaners	School's site manager
Regular update training (covering new or changed regulations, new equipment etc)	The Head of Science, appropriate subject specialist or Senior Technician

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

## 5. Risk assessments

Schools must undertake risk assessments before any hazardous activity takes place. (Common hazardous activities carried out in science departments are listed in the publications below.) For practical reasons, The Ridgeway School and Sixth Form College 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 Ridgeway School and Sixth Form College has endorsed the use of the following publications as sources of model (general) risk assessments.

- [CLEAPSS, publications generally]
- [CLEAPSS, Hazcards, current edition]
- [CLEAPSS, Laboratory Handbook, current edition]
- [CLEAPSS, Recipe Book, current edition]
- [CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances]
- [ASE, Safeguards in the School Laboratory, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5]
- [HSF 8.1 - COSHH Assessment form]

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, ie, the scheme of work/ technician notes See section 10 for the member of staff with the task of overseeing this process<sup>3</sup>.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment should be written. It may be obtained from CLEAPSS but where costs may be incurred the Head of Science may need to authorise the request. 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.

<sup>3</sup> See CLEAPSS guide L196, *Managing Risk Assessment in Science* on the CLEAPSS website.

Once the scheme of work / 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 Science.

We encourage the development of new practical activities (including on open evenings, at science clubs, etc) but these should be undertaken only once a specific risk assessment has been produced.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text. A list of these common activities can be found in the G drive under Aardvark Health and Safety.

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 to this document, kept in R00.

## 6 Equipment and resources

### 6.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Out sourcing of testing normally takes place each year in the summer term. The Senior Technician has the function of seeing that this happens. The procedure is detailed in CLEAPSS guide L9b, *Monitoring Fume Cupboards*. The DfE publication, *Fume Cupboards in Schools* (Building Bulletin 88) Appendix B covers the same system and standards. The Head of Science with the assistance of the Senior Technician is responsible for maintaining suitable records.

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 in the school. However, **demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories.** The following laboratories are fitted with suitable fume cupboards: PO1, R23, R24.

### 6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, the Ridgeway School and Sixth Form College requires portable electrical equipment to be inspected and tested regularly. The School has the function of seeing that this happens within the science department. Testing must take place at the frequency specified in the British Standard and can be arranged through a contract - this is normally a whole school responsibility, but where individual departments have separate arrangements for specific sets of equipment, the Head of Science will ensure that the same standard of testing and inspection is undertaken as specified in the School contract. The Head of Science is also responsible for setting up a suitable record system which may be subject to periodic audit.

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

Swindon Borough Council's *Radiation Protection Adviser* (RPA), Swindon Borough Council's *Radiation Protection Officer* (RPO) and the *Teacher in Charge of Radioactive Sources* (*Radiation Protection Supervisor, RPS*) are identified in section 10. Liaison with the RPA is normally via the RPO, not direct.

This school 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 Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA / RPO and it is a function of the Teacher in Charge of Radioactive Sources

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 R00.

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 R00 with a copy in the school office.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept with the sources.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept with this policy in R00.

It is the function of the Teacher in Charge of Radioactive Sources to ensure these records are all kept up to date.

#### **6.4 Pressure vessels**

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 Term.

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*, certified by the Head of Science and used by the competent person (see section 10) to carry out the examination. New equipment should be notified to the inspector to enable required checks to be performed at the appropriate time. Equipment which is no longer used should either be disposed of or disabled to ensure it cannot be re-pressurised. Records of examinations are kept with this policy in R00.

#### **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 through publications and directly.

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is given warnings in texts in daily use.

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

##### **6.6a Sharps, and dangerous equipment - amendment October 2017**

Due to the nature of risk attached to edged equipment capable of causing immediate injury, the Ridgeway school policy is amended as follows and **MUST BE FOLLOWED**:-

When using scalpels or other sharp/dangerous implements the technicians will count the desired number into a locked container with a pre-set code (this will be given to the member of staff prior). Upon collection of the equipment, from here to return, the responsibility is with the member of teaching staff, not support-staff, to ensure safeguarding of staff and students. This means safe storage and all equipment must be **counted out to students and counted in**. This will then ideally be returned by hand directly to a member of the technician staff to store safely in the relevant prep room. Failing this stored safely in the prep room.

**Items currently designated as sharps/dangerous are as follows**

**Scalpels, kitchen knives, hypodermic needles, sharp-ended scissors, hammers.**

This list is not exhaustive and staff are expected to use common sense if the use of a less common item not listed here clearly fall into the same category and should be handled with the same care.

**6.7 Personal protective equipment**

The school will provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Prescription safety spectacles are to be ordered from any optician and the school will meet the extra cost of the safety features. Laboratory coats are supplied by the employer. They will be laundered by the school.

The school will also provide eye protection for students and visitors. Suitable eye and face protection will be provided by the school. The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

**6.8 Chemicals**

Offers of gifts of chemicals are not accepted.

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 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, monitored and properly replenished.

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 the current CLEAPSS *Hazcards*. Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

**7 Activities and procedures**

**7.1 Outdoor activities**

When planning any field trips etc, staff consult one or more of the following The Ridgeway School and Sixth Form College's *Educational Visits – Regulations and Guidance and associated supplements* and the CLEAPSS *Laboratory Handbook*.

**7.2 Manual handling and working at height**

In conjunction with school Health and safety policy

**7.3 Security**

Access to laboratories and preparation rooms will be appropriately controlled. All laboratories which are left open are cleared of significant hazards, including shutting-off all services when supervision by a qualified science teacher 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 appropriate training in laboratory rules. The guidance for such staff is filed as an Appendix to this policy in the reference copy kept in R00 and by the Cover Supervisor.



#### **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. Cleaning staff should not clean sinks. Teachers are required to clean and dispose of any equipment in sinks (especially glass, chemical residue eg Mg strips).

### **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 Head of Science.

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*].

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 Head of Science

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

#### **8.3 Injury**

Science staff will follow the normal school procedures in cases that require first aid. Science staff must be trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after incidents which occur in science. See the most recent edition of the CLEAPSS *Laboratory Handbook* section 5.

#### **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 incident, particularly involving an injury to a student or a member of staff, The Ridgeway School and Sixth Form College's *Incident Reporting Procedure* must be followed. This, in turn, enables the legal reporting procedure (*RIDDOR*) to be complied with. The incident must be reported to the Student support office and the Health and Safety Manager and the Incident Report form must be returned to the student support office as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Head of Science and Senior Technician via email following the procedure from section 3.3. These will be analysed and discussed at departmental meetings and, where appropriate, an Incident Report form will be completed and forwarded, through normal school procedures.

## 9. 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 (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

Staff roles and/or emergency contacts updated July 2022	
Advice on health & safety and all aspects of practical science generally	CLEAPSS <b>Helpline</b> , 01895 251496
Local authority health & safety adviser	Gareth Butler - 01793 463570
Overseeing health and safety in this school	Adrian Cush
Overseeing health and safety in the science department	Thomas Pittaway
Overseeing health and safety training for ECTs in the science department	Thomas Pittaway
Overseeing health and safety training for ITTs in the science department	Cait Gallagher and Rachel Allen
Science department health & safety officer	Thomas Pittaway
Senior technician	Phil Evans
Subject specialist for consultation over health & safety matters in biology	Michaela Tuck
Subject specialist for consultation over health & safety matters in chemistry	Cait Gallagher
Subject specialist for consultation over health & safety matters in physics	Peter Kench
Overseeing the checking of activities against the model risk assessments and recording significant findings	Thomas Pittaway
The person responsible for sourcing annual fume cupboard testing	Phil Evans – outsourced
The person trained to do electrical inspection and testing – PAT Testing	Annual Test - outsourced
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Peter Kench
The employer's Radiation Protection Adviser, RPA	CLEAPSS
The local authority's Radiation Protection Officer, RPO	Pete Coyle
The person considered competent to examine pressure vessels	WHF Employee
The person in charge of chemical storage and disposal	Phil Evans
The person in charge of manual handling	Site Manager

### Emergency contacts

Emergency advice	CLEAPSS <b>Helpline</b> , 01895 251496
<i>Serious accident:</i> Ambulance service	999
<i>Serious accident:</i> School first-aiders	Dee Vincent - Ext: 200
<i>Serious accident:</i> School health & safety officer	Adrian Cush
<i>Serious accident:</i> Employer's health & safety officer	Adrian Cush
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999
<i>Gas leak:</i> British Gas	0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	999
<i>Radiation accident:</i> Trust's RPO	Pete Coyle
<i>Radiation accident:</i> Employer's RPA	CLEAPSS
<i>Animal welfare:</i> Veterinary practitioner	Drove Veterinary Surgery - 01793 522483

## **First Aid**

Science staff (And those in very close proximity) only that are first aid trained. As well as the below it is important to remember you can phone medical and request a member of staff comes to your classroom.

Thomas Pittaway

Peter Kench

Matthew Wakefield

Phil Evans

Lewi Westcott

Rachel Allen

Chris Atkins

Chris Thomas

Sarah Kate Tonkin

Sarah Day

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