



HEALTH AND SAFETY POLICY

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1.0 Introduction

This policy relates to WMG Academy for Young Engineers Trust [WMGAT] and is central to an understanding that health and safety must feature prominently in all aspects of the academies in order to ensure compliance with the health and safety legislation, establishing clearly defined roles, responsibilities and arrangements at a local level.

There are departmental specific procedures appending this policy for higher risk activities, namely Science and Engineering.

2.0 Health and Safety Policy Statement

2.1 Policy Aim

To be a multi academy trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all staff, agency/peripatetic workers, volunteers, students and apprentices [hereby referred to as 'learners'], partners and others who may be affected by WMGAT activities.

2.2 Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards;
- to provide an environment that enables safe working and learning;
- to ensure a systematic approach to the identification and management of risks ;
- to be a multi academy trust, that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.

2.3 Policy Statement

2.3.1 The WMGAT will do all that is reasonably practicable to establish and maintain high standards of health safety and welfare.

2.3.2 The Trust Board and Governing bodies will ensure, so far as is reasonably practicable, that the health and safety of employees, learners, visitors and others who may be affected by its work activities are not endangered.

2.3.3 Good health and safety management will be an integral part of the way that the academies operates and will be considered across all work activities and the wide range of educational activities delivered.

2.3.4 The WMGAT will:

- promote health and safety training to increase awareness and to ensure competence;
- develop and communicate information on risk management and safe working practices;
- require staff, business partners and visitors to exercise due care and attention, and observe safe working methods, including those inherent in their professional practice or training;
- require all employees and encourage and support all learners to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care;
- ensure that its buildings, grounds, plant and equipment comply with relevant health and safety standards.

2.3.5 The WMGAT will adopt a planned risk based approach to health and safety. This will involve:

- assessment of hazards and associated risks;
- identification and implementation of preventive and protective control measures against those risks to an acceptable/tolerable level;
- monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics;
- including health and safety requirements/responsibilities into contractual conditions which will be enforced by trustees, governors and, senior leadership team and other supervising staff members;
- provision of information, instruction, training and protective equipment to staff and learners;
- regular review of risk assessments, policies, procedures and practices as well as where additional information is gained through monitoring or following an incident.

2.3.6 It is a requirement of the WMGAT that this policy statement and its implications are understood and acted upon by all staff, business partners, trustees, governors and other relevant persons within the academy.

2.3.7 Linked to this policy statement are documents recording the organisational arrangements and procedures by which the WMGAT will ensure that this policy is implemented.

2.3.8 Copies of the policy are held electronically and logged on the Policy Register

3.0 Organisation

3.1 Introduction

3.1.1 The Health and Safety at Work Act 1974 and subordinate and related legislation states that all employees have health and safety responsibilities when at work.

3.1.2 Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

3.1.3 The Trust board and Governing Bodies of WMGAT, have responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, learners, visitors and contractors and the self-employed. The senior leadership team, trustees and governors as the management body will ensure that academy staff and premises comply with national health and safety policies and practices.

3.2 WMGAT Trust Board and Academy Governors

The WMGAT Trust Board has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, learners and others affected.

To this end the Trust Board will:

- produce a local health and safety policy and implement appropriate procedures for managing health and safety related issues;
- implement national policies or procedures where appropriate;
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation;
- receive and action regular and routine health and safety reports from the Executive Principal to enable trustees and governors to monitor and evaluate the effectiveness of the management of health and safety;
- ensure when awarding contracts that health and safety and good health and safety practice is given due consideration for example by inclusion in specifications and performance criteria;
- ensure that WMGAT has access to competent health and safety advice.

3.3 Executive Principal and Associate Principals

The Executive Principal and Associate Principals will:

- visibly support the learners and staff health and safety representatives to ensure that all staff are aware of and accountable for their specific health and safety responsibilities and duties;
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- support accident and incident investigations, review reports and statistics, utilise information on trends;
- undertake monitoring and health and safety audits;
- ensure the provision of adequate resources to achieve compliance;
- ensure that local procedures for the selection and monitoring of contractors are in place ;
- ensure that the WMGAT has access to competent health and safety advice;

3.3.1 The Trust Board and Governing Bodies place responsibility on the Executive Principal and Associate Principals to achieve the objectives of the health and safety policy. The Executive Principal will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

3.3.2 In addition to their statutory duties, the Executive Principal has a common law duty of care for learners, which stems from their position in law “in loco parentis”.

3.4 Senior Leadership Team

The senior leadership team at the WMGAT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Executive Principal and Associate Principals. The senior leadership team and any other member of staff with supervisory responsibilities will:

- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures;
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken;
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction for all new employees at the commencement of their employment;
- ensure effective reporting of all accidents, incidents and near-miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence;
- Ensuring ‘reportable’ accidents are reported to the HSE (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

3.5 Employees

All employees, agency and peripatetic workers, volunteers and contractors must comply with WMGAT’s health and safety policy and associated arrangements and in particular are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions;
- cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements;
- support WMGAT in embedding a positive safety culture that extends to the learners of the academy and any visitors to the site.

3.6 Lead Teachers

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- exercise effective supervision of learners and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures;
- direct others including support teachers and learning assistants appropriately;
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- ensure that learners' coats, bags, cases etc are safely stowed away;
- integrate all relevant aspects of safety into the teaching process; and if necessary give special lessons on safety;
- follow safe systems of work and procedures;
- call for protective clothing, guards, special safe working procedures etc, when necessary;
- make recommendations on safety matters to the Associate Principal as necessary;
- be familiar with Codes of Practice appropriate to the work area;
- be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the Learning tutor must raise the matter with the Associate Principal. (NB – in many cases the risk assessment will be implicit in the Codes of Practice).

3.7 Learners

All learners are expected to behave in a manner that reflects the WMGAT's vision, aims and behaviour policy and in particular are expected to:-

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at academy;
- cooperate with teaching and operational staff and follow all health and safety instructions given;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- report to a teacher, business partner, volunteer or other member of academy staff any health and safety concerns that they may have.

3.8 Partnership with Westwood Academy [Coventry academy only]

The Westwood Academy will provide a number of key services to the WMG Academy including catering, sports and communal grounds/access to the academy. These arrangements are covered by a Partnership Agreement. This will include:

- regular review of health and safety arrangements and performance;
- review of resource/budgets.

3.9 Lettings

WMGAT will have a lettings policy in place prior to any letting or use of the facilities by third parties. This covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

3.9.1 Person/organisations letting the site must agree to:

- co-operate and co-ordinate with the academy on health and safety matters;
- agree to the terms of the lettings policy in relation to health and safety arrangements;
- provide proof of adequate insurance to undertake relevant activities;
- provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities.

3.9.2 WMGA will ensure that:

- the premises are in a safe condition
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

4.0 Arrangements

4.1 Introduction

- The following arrangements will be adopted to ensure that the Trust Board, Governors and the Executive Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

4.2 Setting health and safety objectives

- The Trustees and the Executive Principal will specifically review progress of health and safety objectives at least once a year with the Trust Board. Where necessary health and safety improvements will be identified and included within the Academy Development Plan.
- The Trust Board and Governing Bodies will appoint a 'link' governor for Health and Safety.
- The Facilities Manager will prepare regular reports on Health and Safety for the Trust Board and Governing Bodies

4.3 Provision of effective health and safety training

- The Executive Principal and Trustees will consider health and safety training on an annual basis in line with the Academy Training Plan, ensuring mandatory training is both prioritised and implemented.

4.4 Provision of an effective joint consultative process

- The WMGAT Health and Safety Committee will meet at least once per term. The Facilities Manager will ensure that this meeting is planned and relevant information provided.
- This committee will report to the Executive Principal and the Trust Finance and General Purposes Committee, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.
- The committee membership will include (as a minimum) member of the senior leadership team, a member of teaching staff, a member of support staff and a governor. When governor(s) are

unable to attend the Health and Safety Committee, the link governor should meet at least termly with the Director of Operations and Finance. The Committee meetings will discuss as a minimum:

- a. Review accident book records
- b. accident investigation and subsequent action
- c. inspections of the workplace by enforcing authorities, management or employee health and safety representatives
- d. risk assessments
 - i. Engineering
 - ii. Science
- e. health and safety training
- f. emergency procedures
- g. changes in the workplace affecting the health, safety and welfare of employees

4.5 Establishing adequate health and safety communication channels

- Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
 - Senior leadership team meetings and staff meetings;
 - health and safety committee (or forum where health and safety matters are discussed);
 - strategic learner forum;
 - provision of information relating to safe systems of work and risk assessments;
 - training provided.
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

4.6 Financial resources

- The Trust Finance and General Purposes Committee along with the Executive Principal will review the academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

4.7 Other arrangements

- Specific arrangements will be put in place as needed including, but not limited to:

Arrangements
Fire risk assessment and emergency procedures
First aid policy
Risk assessments for staff and learners where deemed required
Procedures for the reporting and investigating of accidents and near-miss incidents (incl work related ill health and assaults)
Procedures for manual handling and associated risk assessments
Procedures for lone working and dealing with violence and aggression and associated risk assessments
Use of Display Screen Equipment (DSE)
Procedures for educational visits and associated documentation
Procedures for the management of stress
Procedures for the Control of Substances Hazardous to Health (COSHH)
Management and control of radioactive substances

Procedures for the selection and management of contractors
Procedures for the management of asbestos
Procedures for the management of legionella
Procedures for driving and use of transport
Procedures for site security
Site inspections
Premises management and inspections

5.0 Reporting of an accident:

Injuries or suspected injuries to a learner or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the WMGAT procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the incident/accident must be immediately reported to the Facilities and IT Manager.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Facilities and IT Manager and recorded as indicated in the accident reporting policy. These will be analysed and discussed at departmental and health and safety meetings.

6.0 Monitoring

- This Health and Safety Policy together with the associated arrangements will be reviewed by the Trust Board, Governors and Executive Principal on a regular basis (every two years as a minimum) or as required.
- In order to substantiate that health and safety standards are actually being achieved, WMGAT will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
- WMGAT will use different types of systems to measure health and safety performance:

6.1 Active monitoring systems:

The SLT will ensure that:

- there is a planned approach to spot checks and termly site inspections;
- documentation relating to the promotion of the health and safety culture will be regularly examined and reviewed;
- appropriate statutory inspections on premises, plant and equipment will be undertaken;
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

6.2 Reactive monitoring systems:

The SLT shall ensure that there is an appropriate action taken in response to events:

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

6.3 Reporting and response systems:

The SLT shall ensure that:

- monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken;
- The Academy Health and Safety Committee, Trust Board, Governing Body and Senior Leadership team will all receive and consider reports on health and safety performance.

6.4 Investigation systems:

In the event of an adverse incident, the SLT shall:

- prioritise investigation of incidents which indicate the greatest risk, and focus the investigation on identification of both the immediate and the underlying causes of events;
- analyse data to identify common features or trends and initiate improvements;
- as appropriate, investigate cases of occupational ill-health;
- recorded and investigate complaints relating to occupational health and safety;
- recorded and as appropriately investigate accidents/incidents and assaults with the potential to cause injury, ill-health or loss.

6.5 Third Party Monitoring/Inspection

WMGAT will be subject to third party inspection, monitoring and enforcement including:

- Ofsted
- HSE
- Fire Authority
- Environmental Health

Actions arising from third party audit/inspection will be reported to the Board Chair and the Chair of Governors and any actions incorporated within the academy Health and Safety action plan

7.0 Monitoring and Review

- This Health and Safety Policy together with the associated arrangements will be reviewed by the Trust Board, Governing Bodies and Executive Principal on a regular basis (every two years as a minimum) or as required.
- In order to substantiate that health and safety standards are actually being achieved, the academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.
- WMGAT will use different types of systems to measure health and safety performance

Appendix 1 – Health and Safety Procedures for Engineering

NB: unless otherwise stated the term 'Engineering Hall' includes the Mezzanine area.

A1.1 Summary guidelines for staff

All staff, including teachers, trainee teachers, technicians and teaching assistants have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of learners. They have specific duties:

- to be familiar with this health and safety procedures, its updates and the texts to which it refers
- they must cooperate with the employer's instructions, observe the requirements of this procedure and fulfil any special responsibilities it gives them;
- they must cooperate with colleagues in their specific health & safety duties;
- to report to local management any failure of equipment that has a health & safety function.

Staff practice must set a good example to pupils and be consistent with pupil workshop rules, e.g., over the wearing of eye protection and other personal protective equipment.

Staff must be familiar with emergency procedures and with their location in the Engineering Hall: the escape route; fire-fighting equipment; the electricity emergency stop switches and the first aid kit.

The Engineering Hall 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.

Eating and drinking should not take place in the Engineering Hall.

The teacher or technician must assess risks carefully before undertaking lone working.

Pupils must not be left unsupervised in the Engineering Hall.

The Engineering Hall must be locked by staff when not in use.

Staff may only use equipment on which they have received appropriate training.

A1.2 Teachers

At the beginning of each school year, teachers must make sure that their classes have copies of the learner rules for working in the Engineering Hall [see Part 9] and issue them if necessary. They should be put into an exercise book, work folder or similar place. A copy will also be posted on the walls in the Engineering Hall.

Teachers must enforce the learner rules for working in the Engineering Hall, reminding learners of them often enough for them to be familiar. With new learners, time should be spent explaining the rules, with appropriate demonstrations.

Lesson preparation must include checking on risk assessments and, where necessary, the health & safety precautions required. Technicians must be given adequate time to prepare materials and

equipment safely.

If health and safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the Head of Engineering.

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.

Teachers should ensure that learners have been adequately trained to use Engineering Hall facilities and a record kept of this training in the Engineering Hall.

A1.3 Supervision

The number of learners that a teacher may supervise is as follows. For teachers who have received formal training in the equipment being used, the following shall apply:

Workshop Area	Worst case staff/learner ratio
'Wood/metal fitting' area	1:15
'Lathe/mill' area	For learners who have received training in the operation of the machine in question, and have had their workbooks signed off to that effect, the supervisor/learner ratio is equal to, or better than, 1:5 For learners who demonstrate limited proficiency , or are undergoing training, the supervisor/learner ratio is 1:1
'CNC' area	From a H&S perspective, the CNC machines are inherently safe and pose little threat of injury to the user. However, the risk of damage to the machine itself if not used properly is significant, and for this reason the supervisor/learner ratio is set lower than might otherwise be expected, as follows: For learners who have received training in the operation of the machine in question, and have had their workbooks signed off to that effect, the supervisor/learner ratio is equal to, or better than, 1:5 For learners who have demonstrates limited proficiency, or are undergoing training, the supervisor/learner ratio is 1:1
'Heat Treatment' area	For learners who have received training in the operation of the machine in question, and have had their workbooks signed off to that effect, the supervisor/learner ratio is equal to, or better than, 1:5 For learners who have demonstrates limited proficiency, or are undergoing training, the supervisor/learner ratio is 1:1

Mezzanine area	<p>For learners who have received training in the operation of the machine in question, and have had their workbooks signed off to that effect, the supervisor/learner ratio is equal to, or better than, 1:5</p> <p>For learners who have demonstrates limited proficiency, or are undergoing training, the supervisor/learner ratio is 1:1</p> <p>For learners who are not engaged in workshop activities, e.g. only using the computer facilities, the supervisor/learner ratio is equal to, or better than, 1:30</p>
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Teachers who have not received formal training in the equipment being used may assist teachers who have been trained but the teacher/learner ratio is determined solely by the number of trained teachers

A1.4 Role of this Procedure and General Aims

A1.4.1 Role of this Procedure

The purpose of this appendix is to record the arrangements made in the Engineering department and should be read in conjunction with the WMGAT Health and Safety policy..

A1.4.2 General Aims

It is the duty of all members of the Engineering staff, i.e., teachers, trainee teachers, technicians, teaching assistants and other support staff:

- 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 procedure 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.

A1.5 Health and Safety Roles

A1.5.1 Duties, functions and tasks

The employer, WMG Academy, 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 employer to the Executive Principal. Within the Engineering department, this task is further delegated to the Head of Engineering who has the responsibility of maintaining this procedure document.

This procedure is reviewed alongside the WMGAT Health and Safety Policy every two years. Please refer to the Monitoring, Review and Evaluation section the WMGAT Health and Safety Policy.

A1.5.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of Head of Engineering.

In this department, all staff are issued with a copy of this procedure. A reference copy is kept in the Engineering Hall together with any appendices.

A1.5.3 Monitoring and checking

The employer expects the Engineering department to monitor the implementation of this procedure. Records of monitoring are kept by the Head of Engineering.

Approach to maintenance is guided by CLEAPSS.

Checklists on equipment and machines for daily/ weekly/ termly/ annual are maintained by technicians. Records of the checks are kept by the Senior Technician.

A1.6 Training

The person with the task of seeing that training is provided is the Head of Engineering.

Generally, this department follows guidance in *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice* (page 4 section 2.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.

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

Head of Engineering

- Health & safety aspects of the work of newly-qualified teachers and other new teachers
- Health and safety of trainees on teaching practice
- Health & safety training of non-Engineering support staff

Senior Technician

- Induction of newly-appointed technicians
- Manual handling for all relevant staff
- Regular update training (covering new or changed regulations, new equipment etc)

Records of the training received by Engineering Hall users are kept in the Engineering Hall preparation area.

For machines that require specialised training, a lead person shall be nominated who will provide specialised advice to other users.

A1.7 Risk Assessments

Every employer is required under various regulations¹ to provide employees with a risk assessment before any hazardous activity takes place.

Because it is impracticable for the employer to write risk assessments for each of the many activities in school design and technology, this employer follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which schools adapt to their local circumstances.

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

CLEAPSS² publications generally

CLEAPSS, Model Risk Assessment for Design and Technology in Schools and Colleges

CLEAPSS, L235: Managing Risk Assessment in Design and Technology

BSI BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of Practice

Whenever the curriculum is changed or developed, all activities (including project work) are checked against the model risk assessments and significant findings are actioned. See Part 10 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. 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.

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 others
2. Most relevant CLEAPSS publications for secondary schools are on the *CLEAPSS web site* or the *CLEAPSS D&T Publications CD-ROM*. This is updated as required and issued, free of charge, to all member schools as it becomes available. D&T departments

are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

3. See CLEAPSS guide L235, *Managing Risk Assessment in Design and Technology* on the CLEAPSS web site and the latest CLEAPSS D&T Publications CD-ROM.

A1.8 Equipment and Resources

A1.8.1 Local exhaust ventilation

The *COSHH Regulations* require the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 12 months. Testing normally takes place each year in August. The Senior Technician has the function of seeing that this happens

The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the Safety Check File in the Preparation Room.

A1.8.2 Electrical testing

To meet the requirements of the Electricity at Work Regulations, portable electrical equipment will be inspected and tested regularly. The Senior Technician has the function of seeing that this happens within the Engineering department. This work will be carried out by the trained person using a proper earth-bonding and insulation test set. Completed schedules are kept in *Safety Check File* in the Preparation Room.

All users have been trained to carry out a quick visual inspection before using equipment that is subject to arduous use. Such equipment includes soldering irons, portable mains powered tools.

A1.8.3 Pressure vessels

Air receivers of air compressors, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in August. The Senior Technician has the function of seeing that this happens within the Engineering department.

In accordance with this employer's Code of Practice, for pressure cookers and model steam engines, 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 Engineering and used by the competent person to carry out the examination. Records of examinations are kept in the Preparation Room.

A1.8.4 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 / the local authority through publications and directly.

Any user who discovers a hazardous defect in an item of equipment must report it the technician.

A.1.8.5 Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

A.1.8.6 Personal Protective Equipment (PPE)

The employer accepts the duty to provide eye protection, gloves, overalls, boots and aprons for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Eye protection should be used for any other operation where the risk assessment shows it is required. Prescription safety spectacles are to be ordered and the employer will meet the extra cost of the safety features. Overall coats and aprons are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for learners 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*).

A.1.8.7 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 relevant risk assessments. Whenever there is any doubt on waste disposal we consult CLEAPSS / the local authority health and safety officer.

A1.9 Activities and Procedure s

A1.9.1 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*)

Occasional (i.e., one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Senior Technician.

Items should not normally be stored or displayed above head height. 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 stools or benches. Where technicians are required to carry out work that involves working at heights, the person setting the task should carry out a relevant risk assessment. The employer's guidelines on working at heights should be followed.

A1.9.2 Security

Access to the Engineering Hall will be controlled to comply with the *Management of Health & Safety at Work Regulations*. The Mezzanine and Engineering Halls are to be kept locked at all times except when in use, through controlled access. 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. No learner is allowed to be in the Engineering Hall without adequate supervision.

Any non-Engineering staff who are involved in supervising any class in the Engineering Hall will receive brief training in the engineering hall rules.

A.1.9.3 Concern for others

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

A.1.9.4 Maintenance of equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 *Health and Safety Maintenance of D&T Workshop Equipment*. In particular machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

A1.10 Emergency Procedures

A1.10.1 Fire

Engineering staff will follow the normal academy procedures in case of fires.

A1.10.2 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. A spill kit is kept in the Preparation Room.

Major spills involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations should result in evacuation of the Engineering Hall as if it was a fire evacuation and may involve calling the Fire and Rescue Service.

A1.10.3 Injury

Engineering staff will follow the academy first aid policy. A list of first aiders is posted in the Engineering Hall. Engineering staff are trained to carry out immediate remedial measures while waiting for first aiders, after accidents which occur in engineering.

A1.11 Engineering Hall rules for Learners

The rules for learners whilst in the Engineering Hall are as follows.

Rules for Working in the Engineering Hall

The biggest danger in the Engineering Hall room 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, spillage or breakage to your teacher.

Learners are only allowed in the Engineering Hall in the following circumstances:

- **During a taught lesson when they are supervised by a teacher.**
- **During private study periods, provided a technician is free to supervise them and has given individual permission to each learner to be present.**

Other safety rules include

- **Safety boots and overalls must be worn at all times.**
- **Safety glasses must be worn whenever machinery is used or there is risk of eye injury**
- **Ear defenders/ear plugs must be worn whenever loud equipment is in use**
- **Earphones may not be used at any time and phones must be turned off**
- **No learner may operate an item of equipment unless he/she has been trained in its operation and they are confident in its use**
- **Only one person may operate a machine at a time**
- **The guards fitted to the machines must be used at all times**
- **All breakages or problems with the equipment must be immediately reported to a technician**
- **Learners shall respect each other's work and not interfere with anything that is not their own**
- **Learners must clean up when they have finished; all tools put away; benches/machines swept clean and overalls/boots put away**
- **Learners shall observe safe movement around the Engineering Hall at all times, i.e. no running/pushing etc.**
- **Learners must not use machinery whilst wearing loose clothing, jewellery or long hair**

A1.12 Policy Monitoring, Review and Evaluation

The Engineering department will follow the active, reactive monitoring, reporting and response systems as in the WMGAT Health and Safety policy.

Appendix 2 – Health and Safety Procedures for Science

A2.1. Summary guidelines for staff

A2.1.1 All teachers, technicians and support staff

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 learners. They have specific duties:

- To be familiar with this health and safety procedure, its updates, the texts to which it refers and any Appendices.
- They must cooperate with the employer's instructions, observe the requirements of this procedure 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.

Staff practice must set a good example to learners and be consistent with learner laboratory rules, eg, over the wearing of eye protection.

Staff must be familiar with emergency drills and with the location in each science room of:

- the escape route;
- fire-fighting equipment;
- the eye wash station;
- the main gas and electricity switch isolation switches and the nearest spill kit.

Staff must ensure that science learning bases are 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 and electricity should be turned off at the laboratory main switch.

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. Learners should not be allowed to drink from water bottles during practical activities.

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.

In general, learners must not be left unsupervised in a laboratory. Staff, must never leave a learner in Key stage 4 unattended. If they need to leave any other 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 learners doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.

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. Learners must never be allowed into preparation rooms unless 100% supervision can be guaranteed

A2.1.2 Guidelines for teaching staff

At the beginning of each academic year, teachers must enforce the learner laboratory rules, reminding learners of them often enough for them to be familiar. With new learners, time should be spent explaining the rules, with appropriate demonstrations. {rules are under A2.10}

Lesson preparation should be adequate and include checking on risk assessments 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 practical's, 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 considering a further risk assessment, checking with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS.

Teachers should explain precautions to learners as part of their health & safety education, (using the CLEAPSS Learner Safety Sheets, where appropriate).

Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.

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 Lead for Science.

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 Lead for Science

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.

A2.2 The role of this procedure

This *Science Department Health & Safety Procedure* should be read in conjunction with the WMGAT's general Health & Safety Procedure. This document is maintained by the science department.

A2.3 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 staff:

- 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 procedure 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

A2.4 Health and Safety Roles

A2.4.1 Duties, functions and tasks

WMGAT, 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 Trust Board to the Facilities Manager

A2.4.2 Communications

Communication of health & safety information is of the greatest importance and is the task of the lead subject teachers.

In this department, all staff have access to this policy.

A2.4.3 Monitoring and checking

The employer expects the science department to monitor the implementation of this procedure. Records of monitoring are kept by the Facilities Manager. Records of the checks are kept by the Senior Science Technician in the *Safety Check File*

A2.5 Training

The people with the task of seeing that training is provided are the Leads for KS4/5.

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	Subject Lead
Health and safety of trainees on teaching practice	Subject Lead
Induction of newly-appointed technicians	The Senior Science Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	The Senior Science Technician
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	Subject Lead, Senior Science Technician, subject teachers
Health & safety training of non-science support staff	Facilities Manager
[Health and safety of non-science teachers using laboratories]	Facilities Manager
Manual handling for all staff using laboratories	Facilities Manager

Healthy and safe procedures for laboratory cleaners	Facilities Manager
Regular update training (covering new or changed regulations, new equipment etc)	Subject Lead

Records of the training received by members of the science staff are kept with HR.

A2.6. 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.

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

- CLEAPSS² publications generally
- CLEAPSS, *Hazards*, 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

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments, Hazards and significant findings are incorporated into texts in daily use, ie, the technician notes. See section 10 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, 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.

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*.

- Class size.
- Any other relevant details, eg, high voltages, heavy masses, etc.

We encourage the development of new practical activities (including 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* are followed and can be found on the CLEAPSS website.

A2.7 Equipment and Resources

A2.7.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in August. The Facilities Manager / Senior Science Technician has the function of seeing that this happens. This employer has arranged a contract with Safelab Systems Ltd who will be allowed access to carry out the tests. Any regular tests will be carried out by the trained science technician using a suitable air-flow meter kept in the ground floor prep room using the procedure detailed in CLEAPSS guide L9b, *Monitoring Fume Cupboards*. The records of the tests will be retained by the Senior Science Technician and are available for staff reference and for inspection by the employer's representative or an HSE Inspector. *Copies are kept on the T drive, health and safety science folder and in a fume cupboard testing file in the prep room.*

All users have been 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.** The following laboratories fitted with efficient fume cupboards, or in which an efficient mobile fume cupboard could be used, are so designated: LB1 and LB2.

A2.7.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, WMGAT requires portable electrical equipment to be inspected and tested regularly. The Facilities Manager has the function of seeing that this happens within the science department.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

A2.7.3 Radioactive sources

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

WMGAT follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources 2013 edition*.

The Standard Operating Procedures for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPO and it is a function of the Teacher in Charge 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 procedure in the ground floor prep room.

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 ground floor prep room.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept in the radiation safety file in the ground floor prep room.

The *Monitoring Record* of tests for leakage of radioactive sources and contamination by radium sources is kept in the radiation *safety file*. Testing normally takes place each year after the first year on site.

It is the function of the RPS (Schools) to ensure these records are kept up to date.

A2.7.4 Plants and microorganisms in schools

The hazards associated with the use of 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).

A2.7.5 Pressure Vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems safety Regulation. Inspection will take place each year. This inspection will be in accordance with CLEAPSS Guide L214b Examining Autoclaves, Pressure Cookers and Model Steam Engines Written Scheme of Examination, certified by the Lead for Science. Records of examinations are kept

A2.7.6 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 is restricted to those users who have received special training (see section 4, *Training*).

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

A2.7.7 Personal protective equipment

WMGAT accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them. Laboratory coats are supplied by the WMGAT and laundered by the school.

WMGAT expects eye protection to be available for learners and visitors. Safety spectacles are provided for general use.

The condition of the eye protection is checked regularly.

A2.7.8 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 procedures and activities involved with the deliveries and storage of chemicals is covered by the chemical storage risk assessment.

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 and properly replenished.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, *Training*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

A2.7.9 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 Hazards* (2007 edition or later). Other disposal follows relevant *CLEAPSS* guidance

A2.8 Activities and Procedures

A2.8.1 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed by staff members carrying out tasks to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) with overall responsibility being held by the Facilities Manager .

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.

A2.8.2 Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. Preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member and technician 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 teacher comes to an end. No class is allowed to work / be in a laboratory without adequate supervision.

A2.8.3 Concern for others

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

A2.9 Emergency Procedures

A2.9.1 Fire

Science staff will follow the normal school procedures in case of major fires..

A2.9.2 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.

A2.9.3 Injury

Science staff will follow the normal school procedures in cases that require first aid

A2.9.4 Reporting procedures

The Science department will follow the WMGAT reporting procedures as defined in the main Health and Safety Policy.

A2.10 Laboratory rules for learners

The rules for learners during science lessons are as follows and are displayed in the laboratories.

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.