

HAZELDENE SCHOOL

Hazeldene School policy for Health & safety in science and DT

1 Scope of this policy

This policy, dated October 2015 is concerned with health and safety when teaching science and technology. It has been produced with the approval of the school's governing body. It should be read in conjunction with the school's overall health & safety policy, dated September 2017 and other specific health & safety policies including the Policy for School Visits. This policy is not concerned with the *teaching* of health and safety, although that is a requirement of the Programmes of Study for Science and DT in the National Curriculum.

2 Duties of staff

The employer, ie, the governing body of Hazeldene School has the ultimate responsibility to ensure the health and safety of employees and others at this school.

The task of overseeing health and safety in this school has been delegated to the head teacher Helen Ward.

Within science and DT this task has been further delegated to the science and DT Leaders. (Mrs Pocock and Mrs Lowe)

It is the duty of all staff (and, where relevant, non-employees such as parent helpers):

- to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- to be familiar with this policy by periodic reference to it;
- to implement the provisions of this policy; and
- to cooperate with the employer and with other members of staff in promoting health and safety.

3 Advice on health & safety matters in science and DT

At Hazeldene School we have a subscription to CLEAPSS, Brunel University, Uxbridge UB8 3PH (*Tel:* 01895 251496; *Fax:* 01895 814372; *E-mail:*

science@cleapss.org.uk; Web site: www.cleapss.org.uk)

for the purpose of obtaining risk assessments and for general advice on health & safety matters in science DT

In an emergency, advice can be obtained by contacting CLEAPSS.

About 3 or 4 weeks after the start of each term the *CLEAPSS Primary Science and Technology Newsletter* is despatched to schools by. A copy is placed on the Science Leader page on its learning. We also have access to all the online materials.

4 *Be safe!* booklet

We believe science and DT in primary schools to be a very safe activity and do not consider that the few, small risks justify excessive bureaucracy.

5 Risk assessment

It is the duty of the employer, under the *COSHH (Control of Substances Hazardous to Health) Regulations* to make a risk assessment before microorganisms (eg, moulds) or hazardous chemicals (including some 'kitchen' chemicals) are used. Under the *Management of Health and Safety at Work Regulations* the employer must make a risk assessment before hazardous activities are undertaken. Following guidance in the *Management Regulations Approved Code of Practice*, Hazeldene has adopted *Be safe!* as containing model risk assessments for the activities normally undertaken in teaching science and DT in school.

A model risk assessment is just that - a model, which is broadly appropriate for most classes, in most schools, most of the time.

Teachers should review the advice and consider whether further modification is needed for the special circumstances of their lessons with their classes.

Professional judgement is needed. For example, pupils who are early bilinguals may not fully understand the instructions and pupils with special needs may need special consideration.

An activity, which is perfectly safe on a Monday morning, may be less so on a Friday afternoon or following a wet play time!

Teachers must also use common sense in organising their classroom in a healthy & safe manner, eg, by avoiding trailing electrical leads, not allowing children to use construction kits just behind the door, etc.

For the purposes of model risk assessments, this school also uses a range of CLEAPSS guides which give information on a more extensive range of activities than is covered in *Be safe!*

Examples include L5p *Safe Use of Household and Other Chemicals*, L86p *Electrical Safety*, L190 *Studying Microorganisms in Primary Schools*.

When drawing up schemes of work and lesson plans, staff should note down any relevant and important health & safety information extracted from *Be safe!* or elsewhere. This can be very brief comments and will only be necessary for a few

topics but will satisfy the requirement that the "significant findings of risk assessment should be recorded" and demonstrate that individuals acknowledge the risk involved.

6 Close supervision

On some occasions, *Be safe!* states that an activity should be carried out "under close adult supervision". We interpret this as meaning that a small group of children (up to about 6) should have the undivided attention of the supervising adult. Such adults need not be teachers but, if they are parents, assistants etc, they must have been well briefed before the activity on the nature of the risk by the teacher in charge and be aware of guidance in *Be safe!* etc.

7 Purchasing and storing resources

When purchasing equipment or materials, and especially mainspowered electrical equipment, staff must ensure that it is safe and appropriate for use by children of the relevant age.

Similar considerations apply when equipment, chemicals or other items are given to the school, eg, by parents, local companies, etc or brought in from home. They may not be sufficiently safe for school use. In general, our policy is **not** to accept such donations. Any mains-electrical equipment donated or borrowed from home must undergo a portable-appliance test before being used.

Equipment and materials must be stored safely. Chemicals and any other hazardous items are locked away from children in THE LOCKED cleaning cupboard.

8 Living organisms

We believe that the responsible use of suitable animals, plants and microorganisms in the classroom not only enhances the curriculum, but also helps to promote respect for living things. Classroom uses of living organisms may raise issues about the health & safety of pupils and teachers (which are dealt with in *Be safe!* and other model risk assessments) and, in the case of animals, about their welfare and the need to care for them humanely. We follow advice given in CLEAPSS publications.

9 Training

From time to time we will devote part of a staff meeting to reminding colleagues about this policy and the pivotal role of *Be safe!* We will review the policy and consider if changes are needed.

10 Monitoring

From time to time the science leader monitors that this policy is being implemented. This will involve checking planning and conducting lesson observations,