

Ormiston Academies Trust

Packmoor Ormiston Academy Science Health & Safety Policy

Policy version control

Policy type	Mandatory
Author	Sara McDermott
Approved by	James Miller, October 2018
Release date	November 2018
Next release date	November 2021
Description of changes	None - new policy

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1. Introduction and Context

Science should be exciting, practical and rewarding for students. With this in mind, teachers will plan lessons that engage with students and follow the national curriculum.

Practical science lessons are potentially hazardous; therefore, teachers will take the safety of these lessons very seriously. By following the rules and procedures outlined in this policy, all members of staff will be free to plan interesting lessons, whilst ensuring that students and staff remain safe.

2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, volunteers and work placement students and to all OAT academies.

This policy should be read in conjunction with the documents 'Guidance – Health & Safety in Science'.

3. Definitions

Risk assessment: "A systematic process of evaluating the potential risks that may be involved in an activity or undertaking."

COSHH: "Control of Substances Hazardous to Health Regulations(COSHH) 2002 as amended."

PPE: "Personal Protective equipment such as, goggles, gloves, etc."

4. Responsibilities

4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

4.2 Responsibilities of senior teaching staff

Senior teaching staff will ensure that:

- Risk assessments are carried out and recorded, for all planned activities within the science lessons;
- Identified control measures are implemented and followed and the findings are shared with all relevant people;
- COSHH assessments are carried out for all hazardous substances used;

4.3 Responsibilities of all other teaching Staff

All teaching staff members must ensure that:

- Safe systems of work identified in the science lesson risk assessments are followed
- Suitable first aid provision is available before the start of any practical lessons;
- Suitable PPE is available, in good condition and worn where required;
- Students are supervised during all practical activities;
- Escape routes are clear for the purposes of evacuation.

4.4 Responsibilities of Students

Students must follow all safe systems of work identified in the risk assessments.

4.5 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Assist with the completion of science lesson risk assessments where required;
- Provide advice and guidance, where required.

5. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Guidance - H&S in Science
- Risk Assessment Policy
- Risk Assessment Procedure
- Guidance – Risk Assessment
- Risk Assessment standard form template
- Control of Chemicals (COSHH) Policy
- Control of chemicals - COSHH Assessment Procedure
- Guidance – Control of chemicals (COSHH)

6. Monitoring and review

This policy is reviewed every 3 years by OAT head office and the policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.