



Hope Federation  
Enabling our children to flourish  
through the faith of life

# Primary Science Health and Safety Policy

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<b>Policy Type:</b>	<b>Academy Based Policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
<b>Approval Date:</b>	<b>16/12/2020</b>
<b>Review Date:</b>	<b>Annually</b>
<b>Person Responsible:</b>	<b>Executive Head Teacher</b>

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This document is intended for use as guidance only. The purpose is to provide example elements, structures and information commonly found in such policies. Schools and academies must ensure that any policies derived from the guidance in this model policy reflect their own specific requirements, such as setting, pupil ages, and percentages of pupils with special educational needs.

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## Statement of intent

**Hope Federation** believes that teaching science in primary schools should be exciting, practical and rewarding for pupils. With this in mind, teachers will plan lessons that engage with pupils 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 pupils and staff remain safe.

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to relevant legislation, including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992

1.2. This policy will be implemented in conjunction with the school's:

- **Health and Safety Policy.**
- **Managing Risks Policy.**
- **Manual Handling Policy.**

## 2. Safety file

2.1. The **Federation Business Manager** is responsible for creating and monitoring a school safety file. This file will contain:

- The accident and near miss record, along with the corresponding report forms.
- The Health and Safety Policy.
- Emergency contact details.
- The Emergency Incident Policy.
- An inventory of all science equipment.
- Copies of letters and circulars sent to the school by the LA / DNEAT and CLEAPSS.

## 3. Risk assessments

3.1. Risk assessments will be completed before any practical science lesson. Existing risk assessments, which cover lessons, may be used again if they are up-to-date.

3.2. If a risk assessment does not exist, one will be created to cover the specific lesson being planned.

3.3. It is the responsibility of the **Executive Head Teacher and Federation Business Manager** to ensure that all risk assessments are reviewed **annually**. Risk assessments for hazardous materials will be reviewed **termly** (where applicable).

## 4. Emergency procedures

4.1. If an accident occurs, the teacher in charge will decide on the correct course of action.

- 4.2. If the teacher in charge is not a qualified first aider, one will be contacted at the earliest opportunity.
- 4.3. If the first aider believes that further treatment is needed, or if there is any doubt, arrangements will be made for transporting the injured party to a secondary location, such as a local NHS drop in centre, to receive treatment.
- 4.4. If the first aider believes that emergency treatment is required, an ambulance will be called.
- 4.5. Emergency procedures will always be followed when the incident involves the ingestion, inhalation or absorption of hazardous materials.
- 4.6. Following the incident, the teacher concerned will complete and submit an accident report form.
- 4.7. If an accident occurs away from the school, a report will be submitted to the Executive head teacher and DNEAT H&S Officer – Sharon Money.
- 4.8. The Executive head teacher will be responsible for investigating the incident.
- 4.9. Any accident will be reported to the local council's health and safety team.
- 4.10. If an accident occurs away from the school, it will be reported to the HSE using the RIDDOR notification process.
- 4.11. Following the investigation, a report will be presented to the local governing body.

## **5. Training**

- 5.1. It is the responsibility of the Executive head teacher to ensure that all members of staff have received adequate training for managing the risks associated with primary science lessons.
- 5.2. It is the responsibility of the Executive head teacher to ensure that all new members of staff receive adequate training as part of their induction programme.
- 5.3. Regular refresher safety training will be arranged on a regular basis, to ensure that all members of staff are up-to-date.

## **6. Purchasing equipment**

- 6.1. All purchased equipment will be safe and appropriate for primary pupils.
- 6.2. Equipment will only be purchased from recognised educational suppliers.
- 6.3. If equipment is donated, it will undergo safety checks by a qualified technician.
- 6.4. Equipment will only be used once it has been approved and recorded by the School Business Manager.

## **7. Safety checks**

- 7.1. All equipment will undergo safety checks every six months (where applicable)
- 7.2. A record of all safety checks will be kept in the safety file.
- 7.3. All equipment will be safely stored.
- 7.4. A qualified technician will check the school electrical systems annually. (PAT Testing)
- 7.5. If equipment is found to be defective, it will be disposed of safely.
- 7.6. If a member of staff has concerns about a piece of equipment, the Business Manager will be notified. A qualified technician will check the equipment, making the decision as to whether to continue using the equipment.

## **8. Living organisms**

- 8.1. Any plants, animals or micro-organisms purchased by the school will be acquired from reputable sources.
- 8.2. Risk assessments will be completed before any living organism enters the premises.
- 8.3. CLEAPSS guidance will be followed on any human cell activities, such as, looking at cheek cells or investigating blood.
- 8.4. Biological cultures will remain closed, with lids taped down. They will be disposed of by autoclaving.

## **9. Monitoring and review**

- 9.1. This policy will be reviewed and amended if a serious incident occurs. Any changes will be communicated to all members of staff.
- 9.2. The Executive head teacher is responsible for reviewing this policy at least annually.

## Emergency treatment procedures

When an accident occurs, it is important to act immediately. By following the steps outlined below, the member of staff who is present can provide effective assistance to the victim of an accident. These details will be posted in prominent positions in all classrooms. All members of staff will familiarise themselves with these procedures.

<b>Chemicals splashed in the eye</b>
The eye(s) will immediately be washed in running water for a minimum of 10 minutes. The flow of water will be slow and the eyelids will be held back. The victim will always be taken to hospital.
<b>Chemicals splashed on the skin</b>
The affected area will be washed in running water for five minutes until all traces of the chemical have been washed off. If the chemical is still present after this time, soap and water will be used until it disappears.
<b>Chemicals in the mouth</b>
The victim's mouth will be immediately washed out. In all circumstances the victim will be taken to hospital. Details of the chemical should be given to the hospital staff.
<b>Burns and scalds</b>
The affected area will be immersed in cold water or placed under running water. A qualified first aider will decide whether further treatment is required.
<b>Cuts to the skin</b>
Pressure will be applied on, or close to, the cut. The victim will be sat down; if possible, the wound will be raised higher.
<b>Toxic gas</b>
The victim(s) will vacate the area and remain in the fresh air until a qualified first aider arrives.
<b>Hair on fire</b>
The victim's head will be smothered with a cloth. A qualified first aider will decide whether further treatment is required.
<b>Clothing on fire</b>
A fire blanket will be used to smother the affected area. If one is not available, a thick cloth or garment will be used. If the victim's skin is burned they will be taken to the hospital.
<b>Electric shock</b>
Contact will be broken immediately; this will be done by taking the plug out of the mains point. If the victim needs to be moved, this needs to be done by using a non-metallic object.