

REGENT COLLEGE SCIENCE LABORATORY RISK ASSESSMENT

Regent College Science Department			DATE OF ASSESSMENT 7 th March 2019	
			A-Level Biology, Chemistry, Physics & GCSE Sciences	
WHO MIGHT BE HARMED? <i>Teachers, Support and admin staff, students</i>			Maximum number of students in lab 8	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	Risk
Safety Rules	<ul style="list-style-type: none"> Are safety rules displayed? 	Yes	<ul style="list-style-type: none"> Rules are displayed in the laboratory Science students are inducted into safe procedures at the beginning of the academic year Lab rules are included in the students handbook 	Low
	<ul style="list-style-type: none"> Is appropriate safety instruction / information given at the beginning of each practical lesson, e.g. safe use of chemicals, hot equipment and glass? 	Yes	<ul style="list-style-type: none"> Teachers take time before each investigation/practical to warn of any risks associated with activity being conducted CLAEPP Hazcards are displayed and used for each activity 	Low
	<ul style="list-style-type: none"> Are appropriate instructions in place as regards dress codes, e.g. no loose clothing, long hair tied back, suitable footwear? 	Yes	<ul style="list-style-type: none"> Rules are laid out in safety notices Teachers are vigilant in regard to dress, hair footwear etc 	Low
Environmental	<ul style="list-style-type: none"> Are teaching areas kept reasonably warm e.g. normally at least 18°C? 	Yes	<ul style="list-style-type: none"> Temperature is controlled by boiler and thermostat in the lab 	Low
	<ul style="list-style-type: none"> Is there adequate lighting? 	Yes	<ul style="list-style-type: none"> Lighting is checked each morning as part of H&S daily assessment 	Low
	<ul style="list-style-type: none"> Is there a reasonable amount of space? 	Yes	<ul style="list-style-type: none"> Practical classes are conducted with a maximum of eight students to ensure adequate room to work 	Low

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	<ul style="list-style-type: none"> Is there a need to provide blinds to prevent glare? 	Yes	<ul style="list-style-type: none"> Blinds have been installed 	Low
	<ul style="list-style-type: none"> Is there adequate ventilation, e.g. can windows be opened to provide fresh air? 	Yes	<ul style="list-style-type: none"> An extractor fan has been installed Windows can be opened for ventilation 	Low
	<ul style="list-style-type: none"> Are ceiling, walls and windows in sound condition? 	Yes	<ul style="list-style-type: none"> Inspected daily on H&S daily assessment 	Low
	<ul style="list-style-type: none"> Is the floor area free of slip / trip hazards, e.g. worn / uneven floor surfaces, obstructions? 	Yes	<ul style="list-style-type: none"> Floor is non-slip surface Floor is inspected during of H&S daily assessment 	Low
	<ul style="list-style-type: none"> Are 'housekeeping' arrangements adequate to keep the room clean and tidy? 	Yes	<ul style="list-style-type: none"> Caretaker cleans the lab daily Science lab technician ensures the lab is always clean and tidy, equipment is cleaned and stored correctly 	Low
	<ul style="list-style-type: none"> Is furniture suitable for the purpose and of sound condition, e.g. stable and undamaged? 	Yes		Low
Competence	<ul style="list-style-type: none"> Are teachers / technicians 'competent', e.g. suitably qualified / trained? 		<ul style="list-style-type: none"> All teachers and the lab technician are highly qualified science specialists (CV's available) 	Low
	<ul style="list-style-type: none"> Is an induction to the science department carried out, e.g. for new employees? 	Yes	<ul style="list-style-type: none"> This forms part of the new teachers induction programme 	Low
Supervision	<ul style="list-style-type: none"> Are arrangements in place to ensure students are appropriately supervised at <i>all</i> times? 	Yes	<ul style="list-style-type: none"> Students are supervised at all times Students are forbidden to enter the lab without a teacher being present 	Low
	<ul style="list-style-type: none"> Are control measures in place where supervision is not appropriate, (i.e. temporary supervision by unqualified staff), e.g. not carrying out practical work, removal of equipment / chemicals? 	N/A	<ul style="list-style-type: none"> Students are never left unsupervised 	Low
	<ul style="list-style-type: none"> Are appropriate teacher / student ratios in place? 	Yes	<ul style="list-style-type: none"> Ratios are low maximum 1:8 	Low

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Equipment	<ul style="list-style-type: none"> Is equipment suitable for the purpose and obtained from a reputable educational source? 	Yes	<ul style="list-style-type: none"> All scientific equipment and chemicals are purchased through specialist suppliers New equipment and chemicals are purchased as required Receipts and orders are processed by the Group finance manager 	Low
Electrical Equipment / Extension Leads	<ul style="list-style-type: none"> Has the equipment undergone portable appliance testing (PAT) by a 'competent' person at regular intervals? 	Yes	<ul style="list-style-type: none"> PAT testing is conducted each year PAT testing was 03/11/2016 Documents are kept in H&S folder 	Low
	<ul style="list-style-type: none"> Is electrical equipment visually checked prior to use for signs of damage / charring, including equipment, leads, plugs, sockets? 	Yes	<ul style="list-style-type: none"> Visual inspection is conducted by lab tech before equipment is used Electrical inspection is carried out in the normal academic cycle 	Low
	<ul style="list-style-type: none"> Are arrangements in place to report defective plugs or cables? 	Yes	<ul style="list-style-type: none"> As above 	Low
	<ul style="list-style-type: none"> Are sockets and electrical equipment located at a safe distance from sinks? 	Yes		Low
Gas	<ul style="list-style-type: none"> Is an isolating valve provided and appropriately signed? 	Yes	<ul style="list-style-type: none"> Lab teach checks 	Low
	<ul style="list-style-type: none"> Is the isolation valve turned off, and secured, at the end of each class? 	Yes	<ul style="list-style-type: none"> Lab teach checks 	Low
	<ul style="list-style-type: none"> Is the pipe work identified? <i>Yellow.</i> 	Yes		Low
	<ul style="list-style-type: none"> Are safety measures and maintenance procedures in place for the use of Bunsen burners? 	Yes	<ul style="list-style-type: none"> All students are inducted into the safe use of the Bunsen Burners 	Low
Fume Cupboards	<ul style="list-style-type: none"> Are fume cupboards checked prior to use? 	Yes	<ul style="list-style-type: none"> As part of class teacher and technician's role 	Low
	<ul style="list-style-type: none"> Are fume cupboards cleared of equipment, bottles, etc. and cleaned after use? 	Yes	<ul style="list-style-type: none"> Lab tech checks 	Low

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	<ul style="list-style-type: none"> Are fume cupboards inspected at least every 14 months (COSHH Regulations)? Check with your Works Authority. 	Yes	<ul style="list-style-type: none"> Flow/extractor tests are carried out annually 	Low
	<ul style="list-style-type: none"> Is safety glazing provided? 	Yes	<ul style="list-style-type: none"> In place 	Low
Fire	<ul style="list-style-type: none"> Has the school FSMP Fire Risk Assessment been carried out, and does it include Science Departments? 	Yes	<ul style="list-style-type: none"> Annual fire risk assessment is carried out and includes science labs Daily H&S checks in all areas of the college are conducted 	Low
	<ul style="list-style-type: none"> Are Fire Action Notices displayed? 	Yes	<ul style="list-style-type: none"> Displayed on walls in all areas of the college 	Low
	<ul style="list-style-type: none"> Is suitable fire fighting equipment provided, i.e. fire blanket, CO₂ extinguisher, container of sand for metal fires? Seek specialist advice from your Fire Officer. 	Yes	<ul style="list-style-type: none"> Annual check by fire company Specialist advice from Lloyds law H&S 	Low
	<ul style="list-style-type: none"> Is equipment suitably positioned and inspected monthly and maintained annually? 	Yes	<ul style="list-style-type: none"> Annual check by fire company Daily H&S checks are completed and logged 	Low
	<ul style="list-style-type: none"> Are staff aware of the procedures to be taken in the event of discovering a fire or hearing the fire alarm? 	Yes	<ul style="list-style-type: none"> Staff training and induction 2 x fire drills conducted each term 	Low
	<ul style="list-style-type: none"> Are all escape routes and fire exits kept clear? 	Yes	<ul style="list-style-type: none"> Daily H&S checks are completed and logged 	Low
	<ul style="list-style-type: none"> Are staff trained in the use of fire fighting equipment? 	No	<ul style="list-style-type: none"> As part of fire warden training 	Low
First Aid	<ul style="list-style-type: none"> Are First Aiders appointed as a result of a Risk Assessment? 	No	<ul style="list-style-type: none"> Nominated staff receive full first-aid training 	Low
	<ul style="list-style-type: none"> Is a notice displayed identifying the contact details of the first aiders? 	Yes	<ul style="list-style-type: none"> First aiders are posted/displayed around the college 	Low
	<ul style="list-style-type: none"> Is a first aid kit available, and kept fully stocked up by an appointed person? 	Yes	<ul style="list-style-type: none"> These are checked termly 	Low

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	<ul style="list-style-type: none"> Is an eye wash facility available? Are eye wash bottles in date and are eye wash bottles disposed of (and replaced) immediately after use? 	Yes	<ul style="list-style-type: none"> In place and in date 	Low
	<ul style="list-style-type: none"> Are staff aware of the procedures for reporting accidents? 	Yes	<ul style="list-style-type: none"> Through staff H&S training 	Low
Hygiene	<ul style="list-style-type: none"> Are arrangements in place to ensure good hygiene practice, including the provision hand washing facilities, soap / paper towels, etc? 	Yes	<ul style="list-style-type: none"> Hygiene facilities are checked through Lloyds Law inspection 	Low
	<ul style="list-style-type: none"> Are good hygiene practices demonstrated to pupils? 	Yes	<ul style="list-style-type: none"> Students are inducted 	Low
Emergency	<ul style="list-style-type: none"> Are procedures in place to raise the appropriate emergency services if necessary? 	Yes	<ul style="list-style-type: none"> Through senior member of staff on duty 	Low
Sharps	<ul style="list-style-type: none"> Is there a safe procedure for dealing with breakage of glass equipment, e.g. how broken pieces are collected, stored and safely disposed of? 	Yes	<ul style="list-style-type: none"> Teachers know how to deal with broken glass 	Low
	<ul style="list-style-type: none"> Is a suitable container readily available for the collection of broken glass, e.g. metal container with lid? 	Yes	<ul style="list-style-type: none"> Sharps box is in place in lab 	Low
Spillages	<ul style="list-style-type: none"> Are arrangements in place for dealing with spillages of ALL types of chemicals or substances? Following CLEAPPS Guidance. 	Yes	<ul style="list-style-type: none"> Teachers and technician follow CLEAPPS procedures 	Low
	<ul style="list-style-type: none"> If there are mercury thermometers in the department, are suitable arrangements in place for a mercury spillage? 	N/A		
Waste	<ul style="list-style-type: none"> Are suitable arrangements in place for the safe disposal of waste materials / substances? Following CLEAPPS guidance. 	Yes	<ul style="list-style-type: none"> Use of specialist waste disposal company for hazardous waste 	Low
Substances	<ul style="list-style-type: none"> Are any hazardous substances in use which requires a specific assessment under the COSHH regulations? If so has a COSHH assessment been carried out? 	N/A	<ul style="list-style-type: none"> All Hazardous wastes have been identified and disposed of Inventory kept of all chemicals and amounts 	Low
	<ul style="list-style-type: none"> Are relevant Hazards available? 	Yes	<ul style="list-style-type: none"> Hazards are downloaded for each investigation or practical 	Low


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	<ul style="list-style-type: none"> Are substances suitably segregated, e.g. non-compatible substances such as acids stored well away from alkalis, etc? 	Yes	<ul style="list-style-type: none"> Lab Technician maintains safe storage of chemicals 	Low
	<ul style="list-style-type: none"> Are all substances clearly labelled? 	Yes	<ul style="list-style-type: none"> All containers have manufacturer's labels Solutions bottles that have been made up are clearly labelled 	Low
	<ul style="list-style-type: none"> Are storage facilities secure with access only available to nominated staff, i.e. Teacher & Technicians? 	Yes	<ul style="list-style-type: none"> All chemicals are locked in fire proof/metal containers Only science teachers and lab technician have access to chemical stores 	Low
	<ul style="list-style-type: none"> Are procedures in place to prevent unauthorised access to the laboratory, prep rooms and chemical storage areas? 	Yes	<ul style="list-style-type: none"> Lab is always locked Students are not allowed to be in lab without science teacher being present 	Low
Lone Working	<ul style="list-style-type: none"> Are staff required to work in the department/building whilst alone e.g. out of school hours / holidays? If so have appropriate precautions been taken e.g. means of communication, avoiding high risk activities? 	N/A		N/A
Personal Protective Equipment	<ul style="list-style-type: none"> Are there arrangements in place to ensure that appropriate PPE, e.g. eye protection, disposal gloves, etc, is provided and worn? 	Yes	<ul style="list-style-type: none"> Eye protection, gloves and masks are provided 	Low
	<ul style="list-style-type: none"> Are lab coats the cotton rich type to minimise the risk of burning? 	Yes		Low
Radiation Sources	<ul style="list-style-type: none"> Are arrangements in place to comply with JSP 392 – Instructions for Radiation Protection? Contact the Defence Science and Technology Laboratory for further guidance. 	N/A	<ul style="list-style-type: none"> No radiation sources are kept on premises 	N/A
	<ul style="list-style-type: none"> Is a Radiation Protection Supervisor (RPS) appointed on site? 	N/A		N/A
	<ul style="list-style-type: none"> Are there local rules on site for the use, storage etc. of radiation sources? 	N/A		N/A

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	<ul style="list-style-type: none"> Are radiation sources appropriately stored in a secure area, with signage? 	N/A		N/A
Inspections	<ul style="list-style-type: none"> Are routine inspections carried out of the laboratories, prep rooms, storage areas, etc. 	Yes	<ul style="list-style-type: none"> Lab technician performs weekly checks 	Low
	<ul style="list-style-type: none"> Are appropriate arrangements in place to maintain records of all tests, maintenance, inspections of plant / equipment / premises? 	Yes	<ul style="list-style-type: none"> All documentation is kept in Lloyd's Law H&S folders 	Low
Training	<ul style="list-style-type: none"> Do teachers have sufficient training and experience or knowledge and other qualities (i.e. 'competent') to ensure the activity is undertaken safely? 	Yes	<ul style="list-style-type: none"> All teachers are fully qualified and have relevant experience to undertake practical work 	Low
	<ul style="list-style-type: none"> Are staff aware of the above procedures/arrangements which are in place? 	Yes		Low
	<ul style="list-style-type: none"> If non-teaching assistants, parents or students help, are they familiar with safe practices? Training should be arranged if needed. 	N/A		N/A



ASSESSED BY (Print name) Robert Stewart	Signature 	Date: 7 th March 2019	REVIEW DATE: 7 th March 2020
LINE MANAGER Stephen Hurl	Signature 	Date: 7 th March 2019	REVIEW DATE: 7 th March 2020