



POLICY ON SCHOOL'S SCIENCE'S LAB

INTRODUCED: December 2015	NEXT REVIEW : March, 2018
REVISED: Oct, 2017	IMPLEMENTED BY: Principal

PURPOSE To ensure that teachers using the Science Laboratory receive appropriate guidance and training, and that suitable procedures are followed.

SCOPE This Policy applies to all teachers using the science laboratory for demonstrations and experiments.

RESPONSIBILITIES

1. LABORATORY INCHARGE

- Ensures all reagents and supplies are available when needed.
- Manages and updates Chemical inventories
- Ensures all users of the lab are wearing the appropriate PPE.
- Ensures that the laboratory is cleaned/sanitized and kept in an orderly manner.
- Ensures all instrumentations/equipment is functioning properly to include but not limited to eyewash/safety showers and when instruments/equipment is found to be in need of maintenance/repair, he/she contacts the Equipment Engineer to have it repaired.
- Update and maintain Material Safety Data sheet of hazardous and non Hazards chemicals used in the Laboratory.
- Ensures that hazardous chemicals are stored in fire proof cabinet that is locked all the times and not accessible to pupils.
- Accompany the health and safety officer during Lab. Inspections.
- To advise teachers on health and safety aspects of experiments included in the science curriculum.
- To maintain the Laboratory in a safe and useable condition

2. TEACHERS

- To explain to pupils relevant safety and emergency procedures in the Laboratory.
- To explain to pupils the risks presented by the experiments they witness, or take part in.
- To conduct teaching and experiments in a safe and responsible manner.
- To ensure that Personal Protective Equipment is worn by all who need it.
- To advise the Laboratory in charge of any accident that occurs in the Laboratory.
- To advise the Laboratory in charge of any defective or inadequate equipment.



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3. HEALTH & SAFETY OFFICER

- To support and advise the Laboratory In charge.

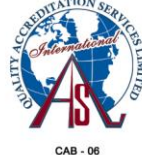
LABORATORY HEALTH & SAFETY

Using the Science Laboratory Safely

1. Teachers have a duty to take reasonable care for the health and safety of themselves, and of pupils. They should be familiar with this safety policy.
2. Teachers must set a good example to pupils and act consistently with pupil laboratory rules. On the first occasion in the Science Laboratory time should be spent explaining the rules
3. Teachers must ensure that students are familiar with the location of: the fire exit; fire-fighting equipment; the nearest first-aid box and emergency shower.
4. The laboratory must be left safe, and chemicals returned to the locked preparation room.
5. Eating, drinking and smoking must not take place in the laboratory or the preparation rooms.
6. The Science laboratory must be locked by the teacher before he or she leaves.
7. Pupils must not be left unsupervised in the laboratory.
8. Lesson preparation must include checking on risk assessments and other safety precautions where necessary.
9. Teachers should explain precautions to pupils as part of their safety education.
10. Always point the mouth of a test-tube or flask away from both yourself and others when doing experiments. Sometimes their contents can shoot out suddenly, especially when the test tubes are heated. Solutions should be heated in a flat bottomed flask; pupils should not heat substances in test tubes.
11. Disposal of Chemicals. As per ADEK guidelines and procedures chemical residues and expired chemicals should be disposed.
12. Nothing will be added to what is in the Science laboratory without the express approval of the designated Laboratory In charge.
13. Any user who discovers a hazardous defect in any item of equipment must take it out of use and report it to the designated Laboratory In charge.



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مدرسة ديونز الدولية

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧

رقم القطعة: ١٩، شعبية ٩، مصرف، أبوظبي، ص.ب. ٥١٢١

كود مدرسة: ٧٢٦٨٩ | رقم الانتساب: ٦٦٣٠٠٥١

14. The laboratory should be clean and tidy at all times. Bins should be emptied and the laboratory cleaned for the next user.

Rules for Pupils Using the Science Laboratory

1. Wait outside until your teacher asks you to go in.
2. Walk to your place, never run; avoid knocking into equipment.
3. Wait until your teacher tells you before touching any equipment or materials. You will be safe if you follow instructions.
4. Wear goggles, gloves and laboratory coats when told to do so. Keep them on until asked to remove them.
5. Always stand up when working with liquids or heating a substance. Then you can move out of the way quickly if anything is spilt.
6. Never rub your eyes or your put your hand to your mouth if you are working with chemicals.
7. Never taste anything or put anything in your mouth when in the laboratory. This includes sweets, fingers and pencils which might have picked up poisonous chemicals from the bench. Never taste or smell chemicals unless instructed to do so.
8. If chemicals get on your hands or any other part of the body, wash them off immediately. After handling chemicals, equipment, plants or animals, always wash your hands.
9. Report any burns and cuts. Report if any chemicals are spilt, go into your mouth, your eyes or onto your skin.
10. Keep your bench clean and tidy, with bags out of the way.
11. Follow the teacher's instructions inside the Laboratory.

Principal's Approval	
Revised Date:	May 2018



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