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SCE GENERIC RISK ASSESSMENT

ACTIVITY: Science Department - Use of Laboratories (Page 1 of 7)				DATE OF ASSESSMENT	
ESTABLISHMENT/SCHOOL			SECTION/DEPARTMENT/CLASS		
WHO MIGHT BE HARMED? <i>Employees, Pupils</i>				HOW MANY ARE AFFECTED?	
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	RESIDUAL RISK RATING Use Risk Rating Tool	
Policy	<ul style="list-style-type: none"> Has a science policy been prepared? Is it available and up to date? 				
Safety Rules	<ul style="list-style-type: none"> Are safety rules displayed? 				
	<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, glass? 				
	<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? 				
Environmental	<ul style="list-style-type: none"> Are teaching areas kept reasonably warm e.g. normally at least 18°C? 				
	<ul style="list-style-type: none"> Is there adequate lighting? 				
	<ul style="list-style-type: none"> Is there a reasonable amount of space? 				
	<ul style="list-style-type: none"> Is there a need to provide blinds to prevent glare? 				
	<ul style="list-style-type: none"> Is there adequate ventilation, e.g. can windows be opened to provide fresh air? 				
	<ul style="list-style-type: none"> Are ceiling, walls and windows in sound condition? 				
	<ul style="list-style-type: none"> Is the floor area free of slip / trip hazards, e.g. worn / uneven floor surfaces, obstructions? 				
	<ul style="list-style-type: none"> Are 'housekeeping' arrangements adequate to keep the room clean and tidy? 				

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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	RESIDUAL RISK RATING Use Risk Rating Tool
	<ul style="list-style-type: none"> Are hand washing / drying facilities provided? 			
	<ul style="list-style-type: none"> Is furniture suitable for the purpose and of sound condition, e.g. stable and undamaged? 			
Competence	<ul style="list-style-type: none"> Are teachers / technicians 'competent', e.g. suitably qualified / trained? 			
	<ul style="list-style-type: none"> Is an induction to the science department carried out, e.g. for new employees? 			
Supervision	<ul style="list-style-type: none"> Are arrangements in place to ensure students are appropriately supervised at <i>all</i> times? 			
	<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? 			
	<ul style="list-style-type: none"> Are appropriate teacher / student ratios in place? 			
Equipment	<ul style="list-style-type: none"> Is equipment suitable for the purpose and obtained from a reputable educational source? 			
	<ul style="list-style-type: none"> Is there a system in place for reporting defective equipment, e.g. removal from use or replacement? 			
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? 			
	<ul style="list-style-type: none"> Is electrical equipment visually checked prior to use for signs of damage / charring, including equipment, leads, plugs, sockets? 			
	<ul style="list-style-type: none"> Are arrangements in place to report defective plugs or cables? 			
	<ul style="list-style-type: none"> Are RCD sockets provided and tested regularly? 			
	<ul style="list-style-type: none"> Is an isolator provided and signed? 			

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	<ul style="list-style-type: none"> Are sockets and electrical equipment located at a safe distance from sinks? 				
Gas	<ul style="list-style-type: none"> Is an isolating valve provided and appropriately signed? 				
	<ul style="list-style-type: none"> Is the isolation valve turned off, and secured, at the end of each class? 				
	<ul style="list-style-type: none"> Is the pipe work identified? <i>Yellow.</i> 				
	<ul style="list-style-type: none"> Are safety measures and maintenance procedures in place for the use of bunsen burners? 				
	<ul style="list-style-type: none"> Is gas pipe work, controls and isolating valve inspected on an annual basis by a 'competent' person? 				
	<ul style="list-style-type: none"> Is a thorough check of the pipe work carried out every five years by a registered fitter? Check with your local Works Authority. 				
Fume Cupboards	<ul style="list-style-type: none"> Are fume cupboards checked prior to use? 				
	<ul style="list-style-type: none"> Are fume cupboards cleared of equipment, bottles, etc. and cleaned after use? 				
	<ul style="list-style-type: none"> Are fume cupboards inspected at least every 14 months (COSHH Regulations)? Check with your Works Authority. 				
	<ul style="list-style-type: none"> Is safety glazing provided? 				
Fire	<ul style="list-style-type: none"> Has the school FSMP Fire Risk Assessment been carried out, and does it include Science Departments? 				
	<ul style="list-style-type: none"> Are Fire Action Notices displayed? 				
	<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. 				
	<ul style="list-style-type: none"> Is equipment suitably positioned and inspected monthly and maintained annually? 				

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	<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? 			
	<ul style="list-style-type: none"> Are all escape routes and fire exits kept clear? 			
	<ul style="list-style-type: none"> Are staff trained in the use of fire fighting equipment? 			
First Aid	<ul style="list-style-type: none"> Are First Aiders appointed as a result of a Risk Assessment? 			
	<ul style="list-style-type: none"> Are staff aware of emergency action to be taken whilst waiting for the first aider (refer to CLEAPSS advice)? 			
	<ul style="list-style-type: none"> Is a notice displayed identifying the contact details of the first aiders? 			
	<ul style="list-style-type: none"> Is a first aid kit available, and kept fully stocked up by an appointed person? 			
	<ul style="list-style-type: none"> Does the first aid include any additional supplies identified as necessary as a result of a Risk Assessment? 			
	<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? 			
	<ul style="list-style-type: none"> Are staff aware of the procedures for reporting accidents? 			
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? 			
	<ul style="list-style-type: none"> Are good hygiene practices demonstrated to pupils? 			
Emergency	<ul style="list-style-type: none"> Are procedures in place to raise the appropriate emergency services if necessary? 			
Sharps	<ul style="list-style-type: none"> Are instructions in place regarding the safe handling of glass equipment, etc? 			
	<ul style="list-style-type: none"> Is there a safe procedure for dealing with breakage of glass equipment, e.g. how are broken pieces collected, stored and safely disposed of? 			

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	<ul style="list-style-type: none"> Is a suitable container readily available for the collection of broken glass, e.g. metal container with lid? 				
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. 				
	<ul style="list-style-type: none"> Are spillage kits readily available? 				
	<ul style="list-style-type: none"> If there are mercury thermometers in the department, are suitable arrangements in place for a mercury spillage? 				
Waste	<ul style="list-style-type: none"> Are suitable arrangements in place for the safe disposal of waste materials / substances? Following CLEAPPS guidance. 				
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? 				
	<ul style="list-style-type: none"> Are relevant Hazcards available? 				
	<ul style="list-style-type: none"> Are substances suitably segregated, e.g. non-compatible substances such as acids stored well away from alkalis, etc? 				
	<ul style="list-style-type: none"> Are all substances clearly labelled? 				
	<ul style="list-style-type: none"> Are arrangements in place for stock rotation, e.g. according to shelf life? 				
	<ul style="list-style-type: none"> Can storage facilities contain a spillage of no less than 110% of the maximum contents of ALL containers? 				
	<ul style="list-style-type: none"> Are storage facilities secure with access only available to nominated staff, i.e. Teacher & Technicians? 				
	<ul style="list-style-type: none"> Are procedures in place to prevent unauthorised access to the laboratory, prep rooms and chemical storage areas? 				

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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? 			
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? 			
	<ul style="list-style-type: none"> Are instructions provided for when PPE should be worn, e.g. protection from impact, dusts, mists, vapours, etc.? 			
	<ul style="list-style-type: none"> Are there suitable arrangements for the storage of PPE? 			
	<ul style="list-style-type: none"> Are lab coats the cotton rich type to minimise the risk of burning? 			
	<ul style="list-style-type: none"> Are there arrangements in place to inspect, maintain and clean all PPE? 			
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. 			
	<ul style="list-style-type: none"> Is a Radiation Protection Supervisor (RPS) appointed on site? 			
	<ul style="list-style-type: none"> Are there local rules on site for the use, storage etc. of radiation sources? 			
	<ul style="list-style-type: none"> Are radiation sources appropriately stored in a secure area, with signage? 			
Inspections	<ul style="list-style-type: none"> Are routine inspections carried out of the laboratories, prep rooms, storage areas, etc. 			
	<ul style="list-style-type: none"> Are appropriate arrangements in place to maintain records of all tests, maintenance, inspections of plant / equipment / premises? 			
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? 			

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	<ul style="list-style-type: none"> Are staff aware of the above procedures/arrangements which are in place? 				
	<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. 				
Are there any other foreseeable hazards associated with this activity? Please circle YES / NO	<u>List any additional control measures</u>				
Reference Documents <ul style="list-style-type: none"> SCE Guide to SHEF Management – available on the SCE Grid for Learning, Hard Copy held with School. CLEAPSS - Laboratory Handbook Association for Science Education - Topics in Safety (3rd edition) DfEE - Safety in Science Education (1999) The Association for Science Education - 'Be Safe' and 'Safeguards in the School Laboratory' available at www.ase.org.uk/html/book_store/list.php 					
ASSESSED BY (Print name)			SIGNED		DATE
LINE MANAGER			SIGNED		REVIEW DATE

RISK RATING

RATING ACTION BANDS

Likelihood	Severity of Injury	Rating Bands	Action Required
1 Most unlikely	1 Trivial Injury(ies)	1 & 2 Minimal Risk	Maintain Control Measures
2 Unlikely	2 Slight Injury(ies)	3 & 4 Low Risk	Review Control Measures
3 Likely	3 Serious Injury(ies)	6 & 8 Medium Risk	Improve Control Measures
4 Most Likely	4 Major Injury(ies)or Death	9, 12 & 16 High Risk	Improve Controls immediately and Consider stopping work