

Science

School Advice Note

1. As with any practical activity in the school environment, there is an element of risk in science. This can be kept to an acceptable minimum if both pupils, teachers and technicians are aware of the potential hazards in the activity and the appropriate steps to take so that accidents can be avoided.
2. Each substance and every experiment, whether used as teacher demonstration or pupil practical work must first be assessed for possible hazards. All COSHH/risk assessments for science experiments in schools should be carried out in line with the (CLEAPSS) science department safety policy, hazards and lesson plans.
3. Teachers of science subjects must ensure that, work involving hazards is sufficiently necessary to justify risks involved; risks have been recognised and minimised by careful experimental design and protective measure have been employed. They also must take care that their pupils have been warned of risks and given clear instruction about proper procedures and are aware of the action that should be taken in the event of an emergency.
4. Fumes cupboards must be tested every 14 months under COSHH Regulations. Records should be kept. The testing should include face velocity measurements, visual inspection of ducts, sash cords, services etc.
5. Records must be kept on ionising radiation under the Ionising Radiation Regulations 2017 (IRR17). The following details must be recorded.
6. Dates of receipt and removal of each radioactive source and the address and the occupier of the premises it was removed to.
7. The name and the activity of each source at the time it was brought onto the premises and at the time it was removed.
8. The dates upon which any radioactive waste was disposed of and the name and address of the person to whom it was sent or by whom it was removed.
9. The sum total of activity of all the radionuclide's in radioactive waste disposed of in any one day, showing separately the total in respect of each means of disposal.
10. A record of approvals must also be kept. The employer should inform the local authority's radiation safety officer, the establishment, the local community

medicine specialist responsible for advising the education service and the local fire officer of the contents of the approval letter.

11. A logbook must be maintained in each establishment recording the use of radioactive sources and X-ray apparatus.
12. Southampton City Council subscribes to the CLEAPSS School Science Service (and RPA Service for schools holding radiation sources), which is an information and advisory service for schools and colleges to support practical work in science. The service includes a helpline, bulletins and the CLEAPSS Laboratory Handbook and password to login to the CLEAPSS website. It also provides Hazcards, which covers chemicals used in school science and can be used as the basis for the model risk assessments for the COSHH Regulations and the Management Regulations.
13. The Science Department Health and Safety Policy is contained in the Science Safety File held in each Science Department.
14. Further advice can be found in the following publications:
 - 14.1. [CLEAPSS Science Home Page](#): This requires a password to login to CLEAPSS website.
 - 14.2. DfEE "Safety in Science Education", ISBN 0 11 270915, 1996. (held in school science department)
 - 14.3. Be Safe – covers primary school science. (held in school)
 - 14.4. [L93 Ionising Radiations and Radioactive Substances](#): Provides comprehensive guidance on managing, storing and handling radioactive materials and equipment used for teaching about radioactivity.