



Newtown C of E Primary School

SCIENCE HEALTH & SAFETY POLICY

Ratification Date:	November 2025	Signed: Mrs E Howlett (Headteacher) Mrs G Wright (Chair of Governors)
Next review		

School Vision

At Newtown C of E Primary School, our motto is strengthened by our Christian ethos values of Love, Courage and Friendship through which we aim to promote the spiritual, moral, social and cultural development of all our children, helping them to develop an understanding of positive relationships, have courage to stand up for what is right and embrace one another's differences.

We do this by:

- Being a caring, welcoming and supportive Christian school in which staff, pupils, parents and governors work together in a safe environment
- Promoting the welfare of all our pupils, protecting them from physical, sexual and emotional abuse, neglect and bullying in line with the statutory guidance in 'Keeping Children Safe in Education' (Department for Education)
- Creating a rich curriculum that provides our children with the knowledge and skills needed to become lifelong learners and responsible citizens, upholding the British Values
- Developing strong positive partnerships with parents, the church, the local community and taking part in both national and global projects.
- Promoting our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries

Safeguarding at Newtown C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

1. The role of this policy

This *Science Department Health & Safety Policy* should be read in conjunction with the employer's general Health & Safety Policy. The purpose of this document is to record the arrangements made in the science department to implement the policy [in accordance with the *Code of Practice or Guidance* issued by the employer].

This document is maintained by the science department. It is copied to all new members of staff, ie, teachers, trainees, etc working at Newtown C of E Primary School. Staff are expected to sign the list kept with the Site Manager to show that they have received and read a copy. A reference copy, is saved in the School Policy Folder and is available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer.

2. General aims

Science teaching has an excellent health & safety record and Newtown C of E Primary School is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is

the duty of all members of the teaching staff, ie teachers /staff who work in the school occasionally, teaching assistants and other support staff and trainees:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work
- to use CLEAPPS guidance to support assessment of risk and to act accordingly
- to be familiar with this health & safety policy by periodic reference to it
- to look out for any revisions
- to follow its provisions
- to cooperate with other members of staff in promoting health and safety

3. Health and safety roles

3.1 Duties, functions and tasks

The employer, Newtown C of E Primary has the ultimate duty to ensure the health and safety of employees and others at Newtown C of E Primary.

The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher and the Site Manager.

3.2 Communications

Communication of health & safety information is of the greatest importance and is the task of the Science Subject Specialist.

3.3 Monitoring and checking

The employer expects the Science Lead to monitor the implementation of this policy. Records of monitoring are kept by the Science Lead.

4. Training

The person with the task of seeing that training is provided is the Science Leader.

Newtown C of E Primary School follows guidance in the CLEAPSS documents.

Health and safety training for science and the use of CLEAPSS will take place annually in the Autumn term and as required with new teaching staff.

5. Risk assessments

Teacher will use CLEAPPS guidance to add Risk assessments to their medium-term planning

If a model risk assessment for a particular operation involving hazards cannot be found in CLEAPPS teachers will need to assess the risks adequately, considering:

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health(when considering food or other allergies)
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

Risk Assessments (where appropriate) must be shared with the children as part of the teaching sequence.

6 Equipment and resources

6.1 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, Newtown C of E Primary requires portable electrical equipment to be inspected and tested regularly. The Science Lead and Site Manager

has the function of seeing that this happens with scientific equipment. PAT testing (By a qualified technician) normally takes place each year in the Autumn Term.

6.2 Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in CLEAPPS which also give advice on controlling the

6.3 Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPPS.

7 Activities and procedures

7.1 Outdoor activities

When planning any field trips etc, staff consult one or more of the following the employer's code of practice and CLEAPPS.

7.2 Security

Store rooms for scientific equipment are to be kept locked at **all times** except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked.

8. Emergency procedures

8.1 Fire

Staff will follow the normal school procedures in case of major fires. This training is supported by regular drills arranged by the Site Manager and Head Teacher.

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid.

8.4 Reporting procedures

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Site Manager and recorded accordingly.

9 Science rules for students

The rules for students during science lessons are as follows.

Science Rules
1. Follow instructions precisely; only touch or use equipment and materials when told to do so by a teacher. 2. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away. 3. When using naked flames (eg, candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away. 4. Never taste anything or put anything in your mouth in Science. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher. 5. Always wash your hands carefully after handling s or animal and plant material.

6. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
7. Wipe up all small spills and report bigger ones to your teacher

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts updated on:	
Advice on health & safety and all aspects of practical science generally	CLEAPSS Helpline 01895 251496. Email: science@cleapss.org.uk
Overseeing health and safety [in this school] / [on this site]	Mr Mike Newman Site Manager
Overseeing health and safety in the science	Science Lead Miss Theresa Hall with all staff having the responsibility for day to day Risk Assessment of Science.

Emergency contacts

Emergency advice CLEAPSS can provide support and guidance with all of these situations.	CLEAPSS Helpline 01895 251496
<i>Serious accident:</i> Ambulance service	[999] / [9-999]
<i>Serious accident:</i> School first-aiders	Designated First Aiders
<i>Serious accident:</i> School health & safety officer	Mr Mike Newman Site Manager