

Whakatāne High School

Science Labs 1-8: Health & Safety

- **HOD Science:** Lena Cassidy-Clark (022 025 9101) - office between lab 6 & 7
- **Lab Technician:** Lisa Badger (028 461 3965) - office between Lab 3 & 4
- **Lab Manager:** Lisa Badger and Lena Cassidy-Clark

There are four H&S rules our school has for the science labs:

1. **No eating and drinking in the lab 1-8**
2. **Always wear shoes**
3. **Be Safe**
4. **Be Sensible**

All students have filled out a google form to acknowledge they know and understand the Lab rules

INSTRUCTIONS FOR RELIEVERS & NON-SCIENCE TEACHING STAFF

Thanks for looking after our science classes. To keep everyone safe we have some health & safety guidelines

	What you need to know:	What to do:
Safety Wear 	● Shoes to be worn in the lab at all times to protect feet from anything on the floor.	● If it becomes an issue send student to the science workroom between Lab 6 & 7
Security 	● To unlock the labs please borrow a key from the science office between Lab 6 & 7. ● When you unlock the lab door, reset the door to the locked position. ● Internal fire doors must be kept closed at all times. ● No students to enter hallway, off Lab 3, 4 & 5, storage area, or prep room, without direct supervision. ● No students are allowed in the Lab without a teacher present.	● Lock lab at the end of the period. ● Make sure all internal doors are closed. ● Make sure all windows are closed at the end of period 5.
Food & Drink 	● No food is allowed to be eaten in the Lab. ● No drinks, including water bottles are allowed in the Lab. ● All food and water bottles to stay in the student's bags.	● If a student is eating or drinking, please ask them to stop or to leave the room in order to eat outside. ● If it becomes an issue send student to the science workroom between Lab 6 & 7
Bench Tops 	● No sitting on lab benches – these are workspaces only and may have chemical residue on them.	
Experiments 	● There may be pre-existing experiments set up and running from other classes in the lab. ● Keep students away from these. ● Chemicals are not to be used.	● If there are any chemicals left out in the Lab from the previous class, please get the science technician to check and remove them.
Fish tanks 	● The fish tanks in Labs 1 should not be touched. ● Leave all switches associated with these tanks ON. ● Do not feed the fish.	● If any switches are changed please let a science teacher know.

Lockdown 	• A message will come over the loudspeaker to go into lockdown. • The all clear is given by a member of the senior leadership team.	• Move students so they can't be seen - under desks, side benches, or lie down on the floor in the middle of the room away from windows and doors. • Lock doors, turn lights off. • Remain calm and silent
Fire Evacuation 	• The fire siren will sound followed by the message 'please evacuate the building'	• Evacuate the class through the outside door, and go to the field. • Students should leave their bags in the lab • Close all doors and windows • Lock the lab
Gas 	• Know where the main gas control is in the lab. • Know where the gas taps are around the lab. • GAS should be OFF at all times. • No students to touch the gas taps. • Do not use the gas.	• If you smell gas, check the main gas switch is off & Notify the Technician or a Science teacher.
Water 	• Know where the water taps are around the room.	• Keep all water taps turned off during the lesson. • Check they are turned off at the end of the lesson.
Electricity 		• If you have any issues with electricity, please turn off any electrical appliances that are plugged in • Send for the HOD or Technician.
Glass Breakage 		• Sweep up broken glass • Place into the small plastic bin labelled BROKEN GLASS located in the lab.
Liquid spills 		• Notify the Technician of any spills • DO NOT wipe up yourself. • If anyone has come into contact with the spilt liquid - wash hands thoroughly.