



Science Department Health & Safety Policy

College Governance Status

This policy was issued in 2011 and re-issued in November 2016. It will be reviewed annually or sooner if new, related legislation or guidance is issued.

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Signed by the Chair of the Governing Body:

Pen Cruz

Health & Safety Policy
Caedmon College Whitby - Science Department
Normanby and Scoresby Sites
CLEAPSS Guide L223

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Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to students and be consistent with pupil laboratory rules, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; [the water tap with tubing for eye washing]/[eye wash station]; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off in each laboratory using the gas isolation valve.
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils are allowed to drink from water bottles but only if permission has been granted by a teacher and not when any practical work is being undertaken.
6. When staff are alone in the Science Department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, e.g., an experienced member of staff in an adjacent room.
8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.] Pupils must never be allowed into preparation rooms [unless 100% supervision can be guaranteed. Laboratories must only be used by teachers who are not scientists for covering lessons (where no practical work is undertaken) or registration. Laboratories must be available for teacher-supervised club activities only by special arrangement with the Head of Department.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies and are familiar with the student laboratory rules [see section 10] and issue them if necessary. Copies of the laboratory rules are issued in the Year Planner.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out experiments, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education, [using the CLEAPSS *Student Safety Sheets*, where appropriate].
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department / Senior Science Technician.

6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.

SCIENCE DEPARTMENT HEALTH & SAFETY POLICY

1. The role of this policy

This *Science Department Health & Safety Policy* should be read in conjunction with the College's whole-school Health & Safety Policy and the detailed arrangements for implementing that policy in this college. The purpose of this document is to record the arrangements made in the Science Department to implement the policy in accordance with the guidance issued by the College.

This document is maintained by the Science Department. It is copied to all new members of staff, i.e., teachers, technicians, trainees, etc. working in the department. Staff are expected to sign the list located in the Technicians Office and maintained by the Senior Science Technician (SST) to show that they have received a copy (Appendix 1). A reference copy, together with various Appendices, is kept in the Technicians Office and is available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document is available electronically on the college administration system and another has been passed to NYCC's Health and Safety Risk Advisory Team

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The Science Department will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2. General aims

Science teaching has an excellent health & safety record and this department 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 science staff, i.e. teachers, staff who work in the department occasionally, technicians, teaching assistants and other support staff (e.g., special needs) 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 be familiar with this health & safety policy by periodic reference to it;
- to look out for any revisions;
- to follow its provisions, and
- To cooperate with other members of staff in promoting health and safety.

3. Health and safety roles

3.1 Duties, functions and tasks

Caedmon College Whitby has the ultimate duty to ensure the health and safety to its employees, students and others on the site.

The task of overseeing health and safety on this site has been delegated by the employer to the Principal, Simon Riley, and Jackie Hunter, Business Manager.

Within the Science Department, this task is further delegated to the Head of Science, Andy Mitchell and Senior Science Technician, Sarah Hugill who has the particular function of maintaining this policy document. See section 10 for the names of the staff members currently with departmental functions.

This policy is reviewed annually during the autumn term.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and this is the task of the Head of Department, Senior Science Technician and the Business manager.

In this department, all staff are issued with this policy. A reference copy is kept in the Science Technicians office together with any Appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and checking

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

Checklists on resources and facilities for daily, weekly, termly, and annual use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room (Appendix 2)*. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the Senior Science Technician in the *Health and Safety file*.

4. Training policy

The person with the task of seeing that training is provided is the Head of Department.

Generally, this department follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers (Appendix 3)* and L234, *Induction and Training of Science Technicians (Appendix 4)*, suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 10).

Health & safety aspects of the work of newly-qualified teachers and other new teachers	The Head of Department and business manager.
Health and safety of trainees on teaching practice	The Head of Department and business Manager.
Induction of newly-appointed technicians	The Senior Science Technician.
Immediate remedial measures and other emergency procedures (spills, bench fires, etc.)	The Head of Department and Senior Science Technician.
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	The Head of Department and Senior Science Technician.
Health & safety training of non-science support staff (Teaching Assistants)	The Head of Department and Senior Science Technician.
Health and safety of non-science teachers using laboratories	The Head of Department and Senior Science Technician.
Manual handling for all staff using laboratories	The Head of Department, Senior Science Technician and business Manager:
Healthy and safe procedures for laboratory cleaners	Building Cleaning Services (A Traded Service of NYCC)
Regular update training (covering new or changed regulations, new equipment etc.)	The Head of Department and Senior Science Technician.

Records of the training received by members of the science staff are kept in the College personnel file system.

5. Risk assessments

Every employer is required under various regulations¹¹ to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in Science Departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, the College follows the recommendation of the Health and Safety Commission to adopt

¹¹ Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*), the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and others.

published 'model' or 'general' risk assessments which school Science Departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments (all of which are available to all science staff):

- [CLEAPSS² publications generally]
- [CLEAPSS, *Hazcards*, current edition]
- [CLEAPSS, *Laboratory Handbook*, current edition]
- [CLEAPSS, *Recipe Cards*, current edition]
- [CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*, (under revision, 2007)]
- [DfEE, *Safety in Science Education*, HMSO, 1996, ISBN 011270915X]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e., set of lesson plans, technician notes in conjunction with the CLEAPSS Haz Card system.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected.

- 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.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

Since the set of lesson plans has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the Head of Science.

We encourage the development of new practical activities (including on open evenings, at science clubs, etc.) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, *Model Risk Assessments for Laboratory Technician Activities* have been customised and form an Appendix (5) to this document, kept in the Science Technicians office.

A "Young Persons" risk assessment will be completed where students or persons under 18 years old are present in the department in a work experience capacity. This assessment must be completed prior to the placement commencing. (See Appendix 6)

6 Equipment and resources

6.1 Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards located in S1, S8, S11 and the mobile one that is used in S6 and S9 (maximum interval 14 months) with a quick check before use. Formal testing by an external contractor normally takes place each year in July. The Senior Science Technician and business Manager have the function of seeing that this happens. NYCC has arranged a contract with Clarkes who have authorised

² Most CLEAPSS publications for secondary schools are on the CLEAPSS *Science Publications CD-ROM*. This is updated annually and issued, free of charge, to all member schools in December/January. Science Departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the Health and Safety File (in the Science Technicians Office).

The regular fume cupboard tests are carried by the Science Technicians using an air-flow meter

See Section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

No smoking of cigarettes is permitted in the College. However, demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories. The following laboratories fitted with efficient fume cupboards, or in which an efficient mobile fume cupboard could be used, are so designated: S1, S8, and S11.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The Head of Department, Senior Science Technician and business Manager have the function of seeing that this happens within the Science Department. Testing normally takes place each year and is managed by an in-house technician using a proper earth-bonding and insulation test set, following procedures in the *CLEAPSS Laboratory Handbook* Section 6.

Completed PAT Testing schedules are managed by the PAT Testing Technician and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

6.3 Radioactive sources

A separate file is maintained containing all relevant "Radioactive Sources" information.

The colleges Radiation Protection Supervisor (RPS), NYCC's Radiation Protection Officer (RPO) are identified in Section 10.

The College follows the guidance in *CLEAPSS Guide L93 Managing Ionising Radiations and Radioactive Sources* and the provisions of AM 1/92, the use of ionising radiations in education establishments in England and Wales and the provisions of the *Radioactive Substances (Schools etc.) Exemption Order 1963*.

The Standard Operating Procedures for the use of ionising radiations have been adapted from the *CLEAPSS* model in consultation with the RPA and it is a function of the Head of Department to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy in the Science Technicians Office.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the Health and Safety file with a further copy in the Science Technicians Office.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in S5 prep room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Health and Safety file. Testing normally takes place each year in July / August.

It is the function of the RPS to ensure these records are all kept up to date.

6.4 Pressure vessels

A separate file is maintained containing all relevant "pressure vessel" information.

Autoclaves, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in the summer holidays (July / August)

In accordance with this employer's Code of Practice, the appropriate written scheme of examination is selected from *CLEAPSS Guide L214b Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, and used by the competent person (see section 10) to carry out the examination. Records of examinations are kept in the Health and Safety file.

6.5 Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in section 5 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology (see section 10).

6.6 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 CLEAPSS and NYCC Health and Safety Risk Advisor through publications and directly.

Equipment restricted to those users who have received special training (see Section 4 Training Policy) is listed as overleaf:

- Extra High Tension Voltage Supply
- High Tension Voltage Supply
- Radioactive Sources
- Vacuum Pump

Any user who discovers a hazardous defect in an item of equipment must report it immediately to the Senior Science Technician.

6.7 Personal protective equipment

Caedmon College Whitby will provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Laboratory coats are supplied and laundered by the college

The employer expects eye protection to be available for pupils, students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

All students are expected and instructed to dress appropriately for all Science lessons. Students must not wear shorts, skirts, open shoes (e.g. sandals) in the Science Department. Any student failing to adhere to this policy will not be allowed to take part in practical experiments. A-Level Chemistry students must wear Laboratory Coats (provided by the college) for all practical experiments.

6.8 Chemicals

Offers of gifts of chemicals are not accepted to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the Senior Science Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

A risk assessment for the storage of chemicals has been undertaken. See Appendix 7

See section 10 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, *Training policy*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

6.9 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS *Hazcards* (2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

Activities and procedures

7.1 Outdoor activities

When planning any field trips etc., staff consult one or more of the following the NYCC Schools [employer's code of practice) and liaise with the College's Educational Visits Coordinator.

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by a team consisting of the Senior Science Technician and Contracts Manager (t.b.a.)

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and will always use two people, one to hold open the door, the other to carry the items and consider that the risk of manual handling injury is greater than the risk of fire injury. Therefore, we will prop open the fire door using wedges. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (i.e., one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Senior Science Technician and business Manager.

See section 10 for the names of the staff members currently with these functions.

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

7.3 Security

Access to laboratories and preparation rooms is controlled to comply with the *Management of Health & Safety at Work Regulations*. All preparation and store rooms 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.

Technicians are responsible for ensuring that all classrooms are emptied of all hazards and substances as soon as each lesson is complete. S4 and S5 are locked when not in use. S1, S2, S3, S6, S7, S8, S9 and S11 remain open. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher or science technician is at an end.

No class is allowed access to a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures.

Any non-science staff supervising a class in a laboratory will receive brief training in laboratory rules. The guidance for such staff is filed in Appendix 8 to this policy and copies to be given to such staff are kept in the Science Technicians Office.

7.4 Concern for others

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

8. Emergency procedures

8.1 Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the college principal and business manager.

See section 10 for the name of the staff member currently with this function.

Advice on fire-fighting is given in sections 4 and 5 of the *CLEAPSS Laboratory Handbook*.

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 or technical staff using a 'spill kit' prepared for this purpose in accordance with section 7 of the *CLEAPSS Laboratory Handbook*. Spill kits are located in every laboratory.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the

appropriate procedures which may involve calling the Fire and Rescue Service and invoking the fire drill procedure (setting off the fire alarm).

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (e.g., eye rinsing), while waiting for first aiders, after the accidents which occur in science. See the most recent edition of the CLEAPSS *Laboratory Handbook* section 5. [Instructions for immediate remedial measures are posted on the walls of all laboratories and prep rooms.]

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident must be reported to Jackie Hunter, business Manager and the report form must be returned to NYCC Health and Safety Management department as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the head of department (in writing) and recorded in the Science Department "Near Miss" book kept in the Science Technicians Office. These will be analysed and discussed at departmental meetings.

9. Laboratory rules for student

The rules for students during science lessons are as follows.

Laboratory Rules

The biggest danger in the lab is **YOU!** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. 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.
4. When using naked flames (e.g., Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

10. Staff roles and Emergency contacts

Staff roles and/or emergency contacts updated on:	
Advice on health & safety and all aspects of practical science generally	CLEAPSS 01895 251496
Local authority science adviser	01609 53 6973
Local authority health & safety adviser	Donna Storey
Overseeing health and safety in the college	Jackie Hunter

Overseeing health and safety in the Science Department	Sarah Hugill
Science Department health & safety officer	Sarah Hugill
Senior technician	Sarah Hugill
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in biology	Dr R. Heath
Subject specialist for consultation over health & safety matters in chemistry	Andy Mitchell
Subject specialist for consultation over health & safety matters in physics	Andy Sawyer
Overseeing the checking of activities against the model risk assessments and recording significant findings	Roger Hartley Scoresby Sarah Hugill Normanby
The person(s) trained to test fume cupboards	Science Technicians
The person trained to do electrical inspection and testing	
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Andy Sawyer
NYCC's Radiation Protection Adviser, RPA	01609 53 6973
The person considered competent to examine pressure vessels	
The person in charge of chemical storage and disposal	Sarah Hugill / Mike Okroy / Roger Hartley
The person in charge of manual handling	Sarah Hugill
[The union health and safety representative(s)]	

Emergency contacts	
Emergency advice	CLEAPSS Helpline 01895 251496
<i>Serious accident:</i> Ambulance service	999 - Ambulance
<i>Serious accident:</i> School first-aiders	Contact Reception (dial100) to locate a first aider
<i>Serious accident:</i> School health & safety officer	Jackie Hunter
[<i>Serious accident:</i> Employer's health & safety officer]	Donna Storey - 01609 532589
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999 – Fire Brigade
<i>Gas leak:</i> Gas company	NYCC (Jacobs) – 01609 785717 Northern Gas Networks - Gas Emergencies: 0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	James Cook University hospital
<i>Radiation accident:</i> Employer's RPA	(01609 780780)
<i>Animal welfare:</i> Veterinary practitioner	Clevedale veterinary surgeons