

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT/SCHOOL/UNIT	School Risk Assessment	REF NO.	RA 43
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TASK/OPERATION BEING ASSESSED	SCIENCE CLASS (PRIMARY)
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PURPOSE/METHOD OF WORK
<p>To teach a science lesson according to the curriculum, using basic materials, equipment and non-hazardous chemicals.</p> <p>METHOD:</p> <ol style="list-style-type: none"> 1. Ensure that the classroom and layout are appropriate for the type of lesson to be taught. 2. Ensure that adequate materials, work equipment, chemicals and Personal Protective Equipment (PPE) are available to hand in accordance with the lesson plan. 3. Ensure that appropriate fire precautions/extinguishers are in place. 4. Ensure adequate supervision and/or assistance available for the projected work. 5. Ensure that in the case of a practical session only sufficient material is available to each pupil to enable the objective to be achieved. 6. Instruct the pupils in the methods to be adopted when carrying out practical sessions and where appropriate provide written procedure of work, including methods of safe working. 7. Ensure that pupils and staff utilise the PPE provided for the session. 8. Ensure that at the completion of practical work, surplus material is collected and returned to store or for disposal and waste material is placed in appropriate disposal containers.

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Control of substances Hazardous to Health Regulations Electricity at Work Regulations Provision and Use of Work Equipment Regulations Personal Protective Equipment Regulations

LEVEL OF SKILL/TRAINING REQUIRED
Qualified teacher Competent science tutor Familiar with content of safety data sheets for all substances used.

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE
Chemical substances relevant to lesson		

SPECIFIC WORK EQUIPMENT PROVIDED
Beakers (glass, plastic) etc. Spatulas, stirrers etc. Hot plate or kettle

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Cuts from broken glassware	Teacher and Pupils	<p>Broken glassware to be cleaned up immediately using appropriate tools.</p> <p>Broken glassware to be placed in suitable (impermeable) marked container.</p> <p>Hand and eye protection to be used when handling broken glass.</p> <p>Injuries to be attended to in accordance with standing instructions.</p>
Slips/Trips	Teacher and Pupils	<p>All gangways to be kept clear of obstructions.</p> <p>Trailing leads not permitted to cross travel areas etc.</p> <p>Materials to be stacked safely out of travel areas.</p> <p>Keep floors and gangways dry and free of slip hazards.</p> <p>Clear up any spillage immediately.</p>
Electricity	Teacher and Pupils	<p>Where practicable, electrical equipment should be low voltage supplied from fixed outlets.</p> <p>All electrical equipment must be tested for electrical safety.</p> <p>Do not use any electrical equipment so close to a sink or draining board that the equipment can reach the sink or draining board while still plugged into the mains power socket.</p> <p>Handle beakers of liquids with great care. Do not overfill.</p> <p>Clear up any spillage immediately.</p> <p>Mains leads etc. not to be permitted to trail across walkways, near heated surfaces etc.</p> <p>Each item of electrical equipment to have its own 240 volt socket.</p> <p>All 240 volt outlets to be connected via a Residual Current Device or equivalent.</p> <p>Electrical leads should be visually inspected before use.</p> <p>Damaged equipment must be removed from service and repaired, before re-use.</p>
Chemical Substances	Teacher and Pupils	<p>Only low-hazard chemicals to be used by pupils.</p> <p>Pupils to only use potentially hazardous chemicals under the direct supervision of the teacher and in accordance with the COSHH assessment and procedures.</p> <p>Minimum quantities of substances stored on-site and minimum quantity used per lesson.</p> <p>Instruction issued to pupils on procedures for handling chemicals etc.</p>
Hot Liquids or Surfaces	Teacher and Pupils	<p>All experiments involving heating water or dilute solutions are to be demonstrated by the teacher first.</p> <p>Hot beakers etc. must only be handled with protective gloves/cloth.</p> <p>Beakers used for heating must be suitable for the task (e.g. Pyrex).</p> <p>Pupils must receive instruction in the hazards associated with the equipment and the liquids/solutions.</p> <p>Eye protection must be worn.</p>
General	Teacher and Pupil	<p>Appropriate clothing to be worn.</p> <p>Eye protection to be used at all times when practical work in progress, by all present.</p> <p>Sensible footwear to be worn (not sandals, high heels etc.)</p> <p>Each pupil to have adequate workspace</p>

MANUAL HANDLING RISK

Has a manual handling risk been identified?	YES
Is the risk considered to be	LOW
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Is training and instruction required	YES
Is there need for special accommodation	YES
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

FREQUENCY OF MONITORING

N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD

< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Signed

Post/Title

Date