



Laboratory Rules (2022)

1. Your own safety and that of others depends upon sensible behaviour in the laboratories. The Health and Safety at Work Act holds teachers **and** pupils responsible for their actions if others are harmed by them.
2. You should never run, push other people or throw anything when you are in a laboratory.
3. When you are doing practical work, always work methodically, using care and common sense. Rushing leads to accidents.
4. If you are not sure of what you are supposed to do, ASK for help. Don't muddle on hopefully. Listen to, and act on, any verbal instructions your teacher may give.
5. You should only go into a laboratory if you have permission to do so.
6. Apparatus and chemicals may only be removed from a laboratory if you have permission to do so.
7. Don't touch apparatus, electrical equipment or chemicals (or the controls of the gas, water and electricity supplies) unless you have been told to do so.
8. If you have any doubts about the safety of any equipment you are expected to use e.g. a jagged piece of glassware, consult your teacher.
9. Report ANY accident, however slight, to your teacher.
10. Waste, or surplus, materials should be disposed of as instructed by your teacher.

DON'T throw solids into sinks.
DON'T pour non-aqueous liquids into sinks unless told to do so.
DON'T return chemicals or solutions to their original storage containers.
11. Don't put hot objects directly onto the bench – use a ceramic mat.
Make sure anything burning or smouldering e.g. a splint, is fully extinguished.
Allow hot equipment or substances to cool before you touch them, store them or throw them away.
12. Don't sit or lean on a laboratory bench, as you or your clothing may come into contact with harmful substances. If you spill any substance accidentally, clear it up after consulting your teacher.
13. Avoid contact of chemicals with your skin. Wash your hands after laboratory work; this is especially important before meals.
14. If chemicals or apparatus are left on the bench from the previous lesson do not touch them but immediately inform your teacher.
15. Always leave your bag in a safe place in the laboratory, so that it cannot cause an obstruction.
16. Wear the eye protection provided at all times during Biology and Chemistry practical work, and when you are told to do so in Physics.
17. Long hair must be tied back during practicals.
18. Ties and shirts should be tucked in during practicals.
19. Eating or drinking in the science laboratories is strictly forbidden at all times.
20. You should know the meaning of the hazard warning symbols found on storage containers.
21. Potentially hazardous equipment and chemicals are routinely moved through the corridors of the science department.

DON'T run in the science corridors.
DON'T throw anything or behave carelessly in the science corridors.
ALWAYS look where you are going in the science corridors – especially when turning corners.
22. Long trousers and closed toed shoes must be worn.