



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Science Laboratories Safety Policy

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Authorised by: Wayne Marshall Date: 8th August 2017	Signature:

This policy has been drawn up to ensure that the college laboratories are checked at the completion of classes each day.

Each laboratory will be checked by a member of staff who has not been using it prior to the end of studies that day. The check lists are shown in appendix 1 and 2 (attached).

A schedule will be drawn up at the start of each new term and will show the person(s) responsible.

Reviewed: July 2016 and August 2017.

Next review: August 2018



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Physics Laboratory – Check List

Could the person shown below please ensure please check the following and sign the form.

Name:

Date:

Time:

	Items to be checked	Comments	Y or N
1	All gas taps are off		
2	Radioactive cupboard is locked		
3	All electrical appliances are switched off at the socket		
4	No water is left running		
5	Any equipment is put back in its correct place		
6	Benches are left clear ready for the next day		
7	Windows are closed and locked		
8	The lights are off and doors locked in the lab and prep room		

Please pass to the Principal daily upon completion



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Chemistry Laboratory – Check List

Could the person shown below please ensure please check the following and sign the form.

Name:

Date:

Time:

	Items to be checked	Comments	Y or N
1	All gas taps are switched off		
2	The fume cupboard is switched off		
3	All electrical appliances are switched off at the socket		
4	No water is left running		
5	Any flammables or highly hazardous reagents are suitably sealed/stopped and are placed in the prep room or fume cupboard		
6	The toxic cupboard under the fume cupboard is locked		
7	The fan behind the teachers seat is switched on permanently		
6	Benches are left clear ready for the next day		
7	Windows are closed and locked		
8	The lights are off and doors locked in the lab and prep room		

Please pass to the Principal daily upon completion.
