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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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| Authorised by: Wayne Marshall Date: 31st August 2019 | Wayne SignatureSignature |

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.

**Next review: August 2020.**

**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.