|  |  |
| --- | --- |
| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
| Issue No.: 01 | Document Number: STAN: 0032010 |
| Issue Date: 25th February 2014 | Originator: Hanna Claydon |
| Version: 09 | Responsibility: Hanna Claydon |
| Reason for version change: Review & Update | Dated: 31st August 2019 |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**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.