

SCIENCE LABORATORY POLICY

POLICY FOR	Daily Functioning Of Science Laboratory
PERSON RESPONSIBLE	NEENA DINESH
REVIEW DATE	APRIL 2024
REVIEWED BY	NEENA DINESH
APPROVED DATE	1 ST MAY 2024
APPROVED BY	SLT
DATE OF NEXT REVIEW	MAY 2025
RELATED POLICIES	--

This policy ensures

1. Safety in the science classroom is an important part of the scientific process. To ensure safe classroom, a list of rules has been developed for Science laboratories.
2. The supply of excellent equipment and facilities to meet the requirements of students in Science lab.
3. Facilitation of demonstration, class room illustration and performance designed experiments throughout the academic year.
4. Implementation of theoretical studies into detectable, observable experiments with valid reasonable outcomes.

Objectives of Laboratory Safety

- Locate and use of Lab equipment's safely
- Know the basic rules of lab safety in the classroom/lab
- Identify lab symbols

The following precautionary measures will always be followed in the Science Laboratory by the Science Teacher and Laboratory Assistant

- The Laboratory shall always be locked when not in use .
- All sorts of mess shall be cleaned immediately after usage of the Laboratory .

- Teacher shall always accompany learners visiting the Laboratory. Under no circumstance shall learners be allowed to be in the Laboratory without the Teacher.
- Laboratory supervisor shall arrange with the Laboratory a day before the visit.
- Teacher sending their learners to the science lab must accompany them.
- Learners shall perform experiments under strict supervision of the teacher.
- Any form of injury should be reported immediately to the Principal through school nurse.
- No label (either on the apparatus or Cupboards) shall be removed.
- No rehearsal of any kind in the Laboratory.
- Charts must be utilized in the Laboratory only. Teacher should not remove charts from the laboratory.
- No chemicals, apparatus etc. should be taken to classrooms.
- The Laboratory Time table shall be observed by all science Teacher.
- Touching and/or tasting chemicals is strictly prohibited.
- All apparatus including scales and microscope shall only be utilized in the Laboratory under strict supervision of an educator.
- Some chemicals are flammable when come into contact with oxygen. Opening chemical bottles is therefore a hazardous activity which must only be done by the teacher after thorough reading of directions and instructions for use.
- Fume hood should be used while working with volatile liquids or other visible fumes.
- Movement should be minimized in the Laboratory.
- The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory.
- No students are allowed to do experiments in absence of teacher.
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- Some chemicals are flammable when come into contact with oxygen. Opening chemical bottles is therefore a hazardous activity which must only be done by the teacher after thorough reading of directions and instructions for use.
- Fume hood should be used while working with volatile liquids or other visible fumes.

- Movement should be minimized in the Laboratory.
- Broken articles should not be touched by any learner.
- The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory.
- No students are allowed to do experiments in absence of teacher.

Safety Rules for students in the Science Laboratory

- Student conduct should be in a responsible manner at all times in the laboratory.
- Follow all written and verbal instructions carefully. If you do not understand or a part of procedure, ask your teacher before proceeding with the activity.
- Never work alone in the laboratory. No student may work in the science lab without the presence of the teacher.
- When first entering a science room/lab, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
- Do not eat food, drink beverages or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
- Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
- Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water. Check with your teacher for disposal of chemicals and solutions.
- Keep hands away from face, eyes, mouth and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
- A lab coat should be worn during laboratory experiments.
- Safety equipment such as gloves, goggles need to be worn while experimenting.
- Learn where the safety equipment is located and how to use it.
- Keep your work area and the science laboratory clean. Bring only your laboratory manual, worksheet and writing instrument to the work area.
- Long hair, dangling jewellery and loose or baggy clothing are a hazard in the laboratory.
- If you are wearing contact lenses, inform the teacher.

- If a chemical splash in your eyes or on your skin, immediately flush with running water for at least 10 minutes. Immediately report to the teacher and the lab in charge.

Safety Equipment

For students to carry out investigations in a safe environment, safety features like safety showers, eyewash features are arranged in chemistry lab. There is a separate room in chemistry lab arranged as chemical storage area separate from the lab area.

Procedure

1. Maintenance of silence and safety expected throughout the practical session
2. Disciplinary action may be initiated against students disrupting the decorum of the school laboratory.
3. Damage or loss to any equipment furniture resources or infrastructure of the laboratory will be compensated from the student/students.
4. Caution deposit of the students may be withheld to compensate laboratory losses incurred.
5. Record maintained for all laboratory equipment and experiments conducted.