

LABORATORY RULES

ENTRY

- You may only enter a laboratory if you are supervised by a teacher.
- Wait quietly outside the door, making sure you do not block corridors or doors.
- Bags may not be taken into any laboratory.

GENERAL SAFETY

- Always behave in an orderly and controlled way that will not put you or others at risk. (Do not run, push or shout.)
- Never eat or drink in a laboratory.
- You should wear your overalls when instructed to do so. If you do not wear an overall in a laboratory it is at your own risk.
- Long hair must be tied back for practical work.
- You must wear eye protection when heating, using chemicals, pulling or stretching materials and when you are told to do so. Glasses are not sufficient protection.
- Do not touch or use apparatus or chemicals until you are told to do so, and then only do the experiments that your teacher has told you to do.
- Nothing may be removed from a laboratory without permission.
- Any burns must be put under running cold water immediately.
- All accidents, spillages and breakages must be reported to the teacher at once.
- All working areas must be kept tidy; all equipment and material must be returned to the correct place by the end of the lesson.
- When doing experiments, especially if individually heating, you should stand up and make sure stools are pushed under the benches out of the way.
- At the end of the lesson, benches must be left clean and dry, and stools put under the benches or on the benches if it is the last lesson of the day.

BUNSEN BURNERS

- Bunsen burners must be used in the way you have been taught.
- When heating a test tube make sure the mouth is pointing away from you and from others.
- When using a Bunsen burner take particular care to avoid hair and clothing catching fire.

ELECTRICAL

- You must not interfere in any way with mains equipment.
- Make sure your hands are dry before touching switches, sockets or electrical equipment.
- Turn off the mains before connecting or disconnecting a mains plug.

SIXTH FORM

The entry rules are waived for sixth form students provided that they:

- Comply with all the other laboratory rules.
 - Ensure any bags and coats are put safely and out of the way.
 - Are not alone, and do not enter the laboratories before 08.30.
 - Ensure that the technicians have easy access to benches and cupboards, and can push trolleys around between the benches, so they can do their jobs easily.
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