GREENE'S COLLEGE OXFORD

Science Laboratory Code of Conduct and Health and Safety Guidelines for Biology, Chemistry and Physics Science Practicals

This document was adopted in August 2026.

This document is due to be reviewed in August 2027.

The person responsible for the implementation of this policy is the Head of Science.

It is the responsibility of the College's Governing Body to ensure that this policy is reviewed and updated annually.

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Biology, Chemistry and Physics science practicals include hands-on, inquiry-based laboratory investigations. Some laboratory activities involve the use of chemicals or equipment that may pose a health or safety danger to both students and tutors if not handled properly. This Code of Conduct and Health and Safety Guidelines have been produced to ensure a safe and healthy environment in the laboratory. You will receive two copies of this document and you must return a signed copy to Greene's before you participate in any laboratory work or handle chemicals. You must also keep the second copy in a safe place as a reminder of appropriate behaviour.

GENERAL GUIDELINES

1. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behaviour is especially prohibited.

2. Students must perform only those experiments authorised by the tutor, following all verbal and written instructions carefully. If you are unsure of the procedure, ask your tutor for help before proceeding. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment.

3. Students should not touch any equipment or chemicals unless specifically instructed to do so. You must agree to wear protection at all times in the laboratory (laboratory coat, safety spectacles etc.).
    a. Long hair should be tied back using a hair band.
    b. No open-toe shoes may be worn in the laboratory.
    c. Students must stand while carrying out practicals.

4. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Mobile phones should be switched off or be on silent mode. Please wash hands thoroughly before and after participating in any laboratory activities.

5. Students must report any incident (including all spills, breakages, or other releases of hazardous materials) to the tutor immediately, no matter how insignificant it may appear. This should include **all injuries** such as cuts, burns or other signs of physical harm.

6. Students must never remove chemicals, equipment or supplies from the laboratory area.

7. Students must carefully examine all equipment before each use and report any broken or defective equipment to the tutor immediately.

8. Students must carry out a risk assessment before starting any practical work. This means that students must be aware of hazards associated with any chemicals that they may be using, this can be done by consulting hazard cards (hazcards) available for each chemical.

HEATING SUBSTANCES

9. Students must never reach over an exposed flame or hot plate or leave a flame or hot plate unattended.

10. Students must never point a test tube or reaction vessel of any type toward themselves or another person.

STUDENT AGREEMENT

I, _____ (student's name), have read and understand the Science Laboratory Code of Conduct and Health and Safety Guidelines for Biology, Chemistry and Physics Science Practicals as detailed above. I realize that I must obey these rules to ensure my own safety and that of my fellow students and tutors. I will cooperate to the fullest extent with my tutors and fellow students to maintain a safe and healthy working environment in the laboratory.

_____ Signed _____ Date