

# Health & Safety - Practical Rooms

## Rules for Labs

1. Students may not carry or consume any food or beverages in the laboratory.
2. Students must enter and exit the labs in an orderly manner.
3. Students may not bring their bags into the labs.
4. Students must follow all instructions whilst in the labs.
5. All work benches and work areas are to be kept clear of clutter.
6. Students are to refrain from using the gas taps, water taps, sinks or electricity outlets unless instructed to do so.
7. Any accidents or broken equipment is to be reported immediately.
8. All safety rules must be adhered to for each individual experiment.
9. Lab coats must be worn when required, and hair tied back if necessary.

10. Students may not enter the store room without permission.

11. All materials must be tidied up before leaving.

## Health & Safety - Practical Rooms

### Rules for I.T. Room

1. Students must enter and exit the room in an orderly manner.
2. Bags are to be stored tidily in the centre of the room.
3. Students may use equipment only when permission is given.
4. Students may not carry or consume any food or beverages in the I.T room.
5. Students must report any accidents or faults immediately.
6. Students must not download to the hard drive.
7. Students must follow all instructions whilst in the I.T. room.
8. Students must shut down computers at the end of the day.

9. All materials are to be tidied up and students must log out properly at the end of class.

## Health & Safety - Practical Rooms

### Rules for Construction Room(s)

1. Students must enter and exit in an orderly manner.
2. Students may not carry or consume any food or beverages in the room.
3. Students may not bring bags or jackets into the room.
4. Students may not use any equipment unless instructed to do so.
5. Students must follow all instructions whilst in the Construction Room.
6. Students must report any accidents or faults immediately.

7. All materials are to be tidied up before leaving.
8. Students whose behaviour is a danger to themselves or to others will receive one warning. If such behaviour persists students will be excluded permanently from the class.

## Health & Safety - Practical Rooms

### Rules for Art Room

1. No food or beverages must be carried into or consumed in the Art Room.
2. Bags are to be stored neatly under the desks.
3. Equipment is only to be used when permission is given.
4. All instructions for the use of equipment are to be followed.

5. Students must enter and exit in an orderly manner.
6. Students must not enter the store room without permission.
7. Students must wear protective coats when required.
8. All accidents are to be reported immediately to the teacher.
9. Students are to behave in an orderly manner particularly when viewing any experiment.

## **Health & Safety - General Purpose Classrooms**

1. Students must enter and exit the room in an orderly manner.
2. Students must not consume food or beverages (unless permission is given in certain circumstances).
3. Students must store bags neatly under desks.
4. Walkways are to be kept free of clutter and readily accessible.

5. Students must follow all instructions given.
6. Students may not operate any appliances or use any fixtures unless requested to do so.
7. Students are expected to show due respect to their fellow students, their equipment and belongings as well as those of any teacher / supervisor.
8. Any accident or damage is to be reported to the teacher / supervisor immediately.
9. Students are to leave the room in the state in which they found it.

## Health & Safety - Corridors and Public Areas

1. Students are to move in an orderly manner. Students are to walk on the right hand side in corridors and stairways.

2. Students are to refrain from any behaviour which may result in accident or injury.
3. Students must not litter any public area.
4. All corridors, walkways, stairs are to remain uncluttered. Where bags are stored in corridors they are to be placed against the wall.
5. Due care and respect is to be shown to all fixtures and fittings and any accident or damage is to be reported immediately.