



Primary Science Safety Audit 2024

Please note that the completion of this form is **compulsory** for **maintained schools**. A small number of randomly selected schools will receive a monitoring visit in the Autumn term and failure to submit could result in a formal Health & Safety monitoring visit.

This is not compulsory for non-maintained schools but filling it in and returning will help build a bigger picture of the issues surrounding safe and effective practical work in Science across Hampshire, and we would appreciate your support with this.

The responses are automatically collated and sent back to HIAS once you have submitted the form. Your responses will also be emailed to you on completion. You should print and save a copy of your responses. A copy should be kept by the science coordinator and another copy lodged with the school's Health & Safety Officer.

You should check CLEAPSS regularly for updates: <http://science.cleapss.org.uk>

Any questions please email emma.cooper3@hants.gov.uk

DEADLINE FOR COMPLETION: FRIDAY 27TH SEPTEMBER 2024

Safety Audit Guidance

*Please use these as prompts to complete the safety audit. The online form **must** be completed; this document is to support you to prepare to answer the questions in the audit. Most of the questions require a Yes/No response.*



Hampshire
County Council

Improvement and
Advisory Service

School Name:

School DfE Number:

Person(s) involved in completing this form:

Role of Person(s) completing this form:

What is your email address?

Health and Safety References:

Q: Is your school science or health and safety policy in line with HIAS guidance Safety in science at Key Stages 1 and 2 (published in Autumn Term 2020, 4th edition)?

Q: Are the safety points and/or references to the hazard cards included in the science plans? (Electronic version on HIAS Science Moodle)

Q: Will the hazard cards from the HIAS safety document Safety in science at Key Stages 1 and 2 be accessible to staff and linked to the relevant units of work?

Q: Is the termly edition of CLEAPSS Explore received in school? And are relevant points from this circulated to staff?

Q: Have you reviewed the latest advice on the CLEAPSS website? <http://primary.cleapss.org.uk> (The current user name and password can be found in the CLEAPSS newsletter or contact Emma Cooper)

Q: Issues, actions and recommendations from Health and Safety References section?

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Hazard cards not yet consistently referred to on science planning. Action/ recommendations: To ensure all MTP are reviewed regularly, and hazard cards are present. Staff PDM to include the reason for and importance of this as a school to ensure working safely within science is planned for and risks are reduced where possible.

Leadership and Management:

Q: Has training in the risk assessment process for science included teachers (including staff who arrive during the school year) and teaching assistants?

Q: Is risk assessment training reviewed annually?

Q: Issues, actions and recommendations from Leadership and Management: section?

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: No protocol for new staff to be 'inducted' in this area apart from through their new year group team. Speak to HT/SLT about adding H&S training in science to new staff induction.

Hazardous resources:

Q: Does your school have mercury thermometers? (These should NOT be in school)

Q: Does your School have Rechargeable batteries? These should not be used for circuits. See CLEAPSS P017- Batteries for Practical work

Q: Does your School have loose iron filings?

Q: Does your school have any chemicals for science practical work?

Q: If yes to question 17, what chemicals do you have and what amounts?

Q: Does your school have spirit burners/oil lamps etc?

Q: Does your school have animals in any classrooms?

Q: If Yes to question 20 what animals do you current have in school?

Q: Issues, actions and recommendations from Hazardous resources section-Refer to the Hazard Guidance Cards in 'safety in Science Key Stage 1 and 2'

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Rechargeable batteries in school. Check these are NOT being used for circuits. Add safety note to planning for Year 4 and Year 6 electricity units of work to make this clear.



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Monitoring safety in practice:

Q: Do you regularly review safety practice in your school (at least annually)?

Q: Is the advice on the hazard cards being followed?

Q: Are the children, and other adults, being informed of the risks and what to do in the case of an emergency?

Q: Is risk assessment and safe practice review an agenda item at some staff meetings each year?

Q: Issues, actions and recommendations from Monitoring safety in practice section?

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Science PDM cancelled this year. Ensure the importance of delivering science PDMs is made clear to SLT and a protected slot is allocated. Regular MTP reviews to ensure planning reflects guidance on hazard cards. Create a step by step guide for effective risk assessing in science as an aide memoir for staff.'

Outdoor activities:

Q: Do you have a checklist or risk assessment to carry out before undertaking any activities outdoors (including any long term studies)?

Q: Issues, actions and recommendations from Outdoor activities section:

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Not sure all staff know where the checklist is. To ensure it is circulated to staff as part of the new academic year and added as a reference in the school staff handbook.'



Ponds:

Q: Do you have a pond?

Q: Has the school carried out a risk assessment of the pond and have the hazards and control measures been recorded?

Q: Is access to the pond appropriately restricted? E.g. Locked gates; 1.1 m fence

Q: Is the water depth between 600mm and 900mm?

Q: Are edges, walkways and platforms checked and maintained?

Q: Issues, actions and recommendations from Ponds section?

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Access is restricted, but key is lost so no access currently. Speak to site manager about replacing lock to enable classes to begin to visit the pond again. Recirculate all safety guidance ahead of first classes using the pond or hold staff PDM for use of the pond.'

Outdoor (off site):

Q: Do you have planned in off site visits/trips each year?

Q: Do you use the HCC document: Off-site activities and educational visits: regulations and guidance?

For this question, please summarise any issues you have along with your action points and recommendations.

For example, you might write- 'Issue: Not sure all staff know the contents of the HCC document. Liaise to Outdoor Learning lead/ EVOLVE leader to ensure all staff have access to this.'

Please add here any other comments or questions you have regarding all aspects of safety in Primary science

For this question, please indicate if you have any other queries regarding safety in science. If this is an urgent issue, contact Emma Cooper or CLEAPSS in the first instance.