

TAYLORED SCIENCE Health and Safety Policy

Including Risk Assessments for Substances under COSHH

Reviewed August 2024 – Andrea Taylor

Next Review August 2025

This policy should be read in conjunction with:

- SAFETY DATA SHEET Method Multi Surface Pink Grapefruit
- SAFETY DATA SHEET Ecover Washing Up Liquid (Camomile & Clementine)
- SAFETY DATA SHEET ASDA Multi Surface Cleaner Antibacterial
- TAYLORED SCIENCE Behavioural Expectations Policy
- TAYLORED SCIENCE Covid-19 Risk Assessment
- TAYLORED SCIENCE Emergency Evacuation Procedure
- TAYLORED SCIENCE First Aid and Administering of Medication Policy
- TAYLORED SCIENCE Food and Edible Items Policy
- TAYLORED SCIENCE Risk Assessment Policy (and Risk Assessments)
- TAYLORED SCIENCE Safeguarding Policy
- TAYLORED SCIENCE Supervision of Children Policy
- TAYLORED SCIENCE Adult Behaviour Code

Part 1: Statement of Intent

This is the Health and Safety Policy of Taylored Science (Andrea Taylor, Trading as Taylored Science)

Our health and safety policy is to:

- prevent accidents and cases of ill-health related to our activities
- manage health and safety risks in the places where we provide activities
- provide clear instructions and information, and adequate training to ensure that collaborators, volunteers and other adult attendees are competent to do their work
- provide clear instructions, information, guidance, and appropriate supervision to ensure that children can take part in activities safely
- provide personal protective equipment where required
- consult with collaborators, volunteers and other adult attendees on matters concerning their health and safety
- provide and maintain safe substances, materials, and equipment
- ensure safe handling of substances, materials, and equipment
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other, significant incident
- review this policy regularly

Part 2: Responsibility for Health and Safety

1. Overall and final responsibility for Health and Safety

Andrea Taylor

2. Day-to-day responsibility for ensuring this policy is put into practice

Andrea Taylor

3. To ensure health and safety standards are maintained/improved, the following people have responsibility for the following areas:

Andrea Taylor: safety, risk assessments, consulting collaborators/volunteers/other adult attendees, accidents, first aid, work/activity related ill health, monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, maintaining equipment (owned by Taylored Science), information, instruction, supervision, guidance and training.

4a. All collaborators, volunteers and other adult attendees should:

- co-operate with Andrea Taylor on health and safety matters
- take reasonable care of their own health and safety; and
- report all health and safety concerns to Andrea Taylor

4b. All children taking part in a Taylored Science activity should:

- abide by the Behavioural Expectations Policy
- take part in an initial 'Safety in the Science Room' induction session (see Appendix A)
- follow all health and safety related guidance and direction
- take reasonable care of their own health and safety

Part 3: Arrangements for Health and Safety

Risk Assessment

- Taylored Science will complete all necessary risk assessments (including individual risk assessments for each STEM activity which children take part in) and ensure that risk control measures are implemented
- Taylored Science will review risk assessments when working habits, planned activities, premises or other conditions change, or annually (whichever is sooner)

Training

- Taylored Science will deliver a 'Safety in the Science Room' induction session to all new children or at the beginning of a new term/holiday session
- Taylored Science will give health and safety guidance and direction to all collaborators, volunteers and other adult attendees and child participants where necessary, during activities
- Taylored Science will provide personal protective equipment where required (children may provide their own overall if they prefer)
- Activity leaders have enhanced DBS checks
- Activity leaders have appropriate professional qualifications
- Activity leaders have undergone First Aid Training (either in-person or online) within the last three years
- Activity leaders have undergone training in Safeguarding Children (either in-person or online) within the last three years

Part 3: Arrangements for Health and Safety (Continued)

Substances, Tools and Materials

- Taylored Science will provide non-toxic substances and materials for use during activities
- Tools, substances and materials are age appropriate and regular checks are carried out to ensure that they remain safe for use

Consultation

- Taylored Science will consult collaborators, volunteers and other adult attendees on health and safety matters as they arise and formally where required

Evacuation

- Taylored Science will make sure that all adults are made aware of evacuation routes
- Taylored Science will make sure that evacuation plans are updated if necessary

Recording and Reporting of Accidents and Injuries






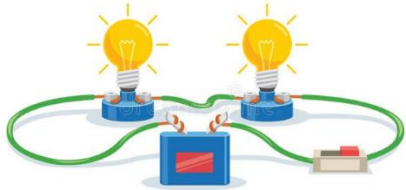




- Where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details of accidents and injuries will be recorded and retained for at least 3 years. Very minor accidents and injuries requiring no (or minimal action/treatment) do not need to be recorded.
- All head injuries will be recorded. All Head Injuries will be reported to parents. Parents will be informed either by school medical staff or by Taylored Science (refer to First Aid Policy for further details).
- Certain accidents and injuries must be reported to the HSE under RIDDOR Regulations. www.riddor.gov.uk

Control of Substances (COSHH)


- Taylored Science will keep copies of COSHH Sheets (where relevant) for substances used in activity sessions.
- All substances which fall under COSHH will be stored and used in accordance with the information and guidance provided on the Safety Data Sheet.
- Taylored Science will Risk Assess the use of any Substances which fall under COSHH (See Appendix B)

Safety at STEM Club

Science-Technology-Engineering-Maths

<p>MOST IMPORTANT Listen to the instructions so that you know how to work safely.</p> 	<p>Do not push or run. You might fall or cause someone to drop something.</p> 
<p>Tell Miss Taylor straight away if you spill or break something. If you try to clear it up yourself, you might hurt your fingers. Miss Taylor will not tell you off if it was an accident.</p> 	
 <p>Store bags and coats out of the way so that no one trips over your things.</p>	 <p>Wear personal protective equipment when asked to do so to help prevent accidents and injuries.</p>
<p>Do not use electrical equipment without permission. You might build a short circuit which will heat up and it could start a fire. Listen to the special instructions for each new activity.</p> 	
 <p>Never eat or drink at STEM Club unless it is part of the activity. You could become sick if you swallowed some of the substances we have used.</p>	 <p>Always tie long hair back so that it doesn't get caught or dipped in anything.</p> 
<p>Tidy up at the end of STEM Club to make the room safe for the next group of children. You are expected to do your best to help. We <u>all</u> made the mess; we <u>all</u> do the tidying up!</p> 	

Appendix B

 Control of Substances Hazardous to Health (COSHH) WASHING UP LIQUID CAMOMILE & CLEMENTINE Product No. 3000716				Consequence Score		Likelihood Scoring	
Risk Assessment carried out by Andrea Taylor Date - August 2023 Review Date - August 2024				1 Negligible		1 Rare	
				2 Minor		2 Unlikely	
				3 Moderate		3 Possible	
				4 Major		4 Likely	
				5 Fatal		5 Almost Certain	
Hazard and Consequence Score	Persons at Risk	Risk Control Measures Read Label Before Use	Risk of Occurrence 1-5	Comments If medical advice is needed, have product container or label at hand			
Serious Eye Irritation 4 Major	All	<ul style="list-style-type: none"> Keep bottle out of reach of young children. Avoid contact with eyes. Children will not handle the undiluted product. Wash thoroughly with clean water if skin comes into contact with neat product so that children do not touch their eyes and transfer product. 	1 Rare	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.			
Skin Irritation 2 Minor	All	<ul style="list-style-type: none"> Keep bottle out of reach of young children. Wash hands after touching undiluted product Children should not wash up for prolonged periods. Where washing up liquid is used as part of a STEM activity, children will be instructed to wash their hands regularly to ensure they do not have prolonged contact with the product. 	2 Unlikely				
Reaction due to Ingestion 2 Minor - 3 Moderate	All	<ul style="list-style-type: none"> Keep bottle out of reach of children. Do not put substance in mouth. 	1 Rare	If neat product is swallowed, rinse mouth out with water (only if person is conscious) and seek medical advice immediately, have product container or label at hand.			

**Control of Substances Hazardous to Health (COSHH)**

ASDA MULTI SURFACE PINK GRAPEFRUIT

Product No. 1128-05008-0841, 1128-05008-0861

Risk Assessment carried out by Andrea Taylor

Date - August 2023

Review Date - August 2024

**Consequence
Score****Likelihood
Scoring**

1 Negligible

1 Rare

2 Minor

2 Unlikely

3 Moderate

3 Possible

4 Major

4 Likely

5 Fatal

5 Almost Certain

Hazard and Consequence Score	Persons at Risk	Risk Control Measures Read Label Before Use No special precautionary health measures should be needed under anticipated conditions of use.	Risk of Occurrence 1-5	Comments If medical advice is needed, have product container or label at hand
Serious Eye Irritation 2 Minor to 4 Major	All	<ul style="list-style-type: none"> Keep container out of reach of young children Adults only to apply product Point nozzle away from eyes when spraying 	2 Unlikely	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
Respiratory Difficulties 2 Minor	All	<ul style="list-style-type: none"> Keep container out of reach of young children Do not breathe in mist. Use outdoors or in a well-ventilated area 	3 Possible	IF INHALED: Remove person to fresh air and keep comfortable for breathing. No protection is ordinarily required under normal conditions of use and with adequate ventilation.
Skin Irritation 2 Minor	All	<ul style="list-style-type: none"> Keep container out of reach of young children Avoid spraying on skin Wash hands thoroughly after handling Use suitable protective gloves if risk of contact with sensitive skin. 	2 Unlikely	IF ON SKIN: Wash with plenty of soap and water. If skin irritation occurs: Get medical advice/attention
Reaction due to Ingestion 2 Minor - 3 Moderate	All	<ul style="list-style-type: none"> Keep container out of reach of young children Do not put substance in mouth 	1 Rare	If swallowed, rinse mouth out with water (only if person is conscious) and seek medical advice immediately, have product container or label at hand.



**Control of Substances Hazardous to Health (COSHH)
ASDA Multi Surface Cleaner Antibacterial 0016133647**

Risk Assessment carried out by Andrea Taylor
Date - August 2023
Review Date - August 2024

Consequence Score	Likelihood Scoring
1 Negligible	1 Rare
2 Minor	2 Unlikely
3 Moderate	3 Possible
4 Major	4 Likely
5 Fatal	5 Almost Certain

Hazard and Consequence Score	Persons at Risk	Risk Control Measures Read Label Before Use No special precautionary health measures should be needed under anticipated conditions of use.	Risk of Occurrence 1-5	Comments If medical advice is needed, have product container or label at hand
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Skin Irritation 2 Minor	All	<ul style="list-style-type: none"> Keep container out of reach of young children Avoid spraying on skin Wash hands thoroughly after handling Use suitable protective gloves if risk of contact with sensitive skin. 	2 Unlikely	IF ON SKIN: Wash with plenty of soap and water. If skin irritation occurs: Get medical advice/attention
Reaction due to Ingestion 2 Minor - 3 Moderate	All	<ul style="list-style-type: none"> Keep container out of reach of young children Do not put substance in mouth 	1 Rare	If swallowed, rinse mouth out with water (only if person is conscious) and seek medical advice immediately, have product container or label at hand.