**Safety code: Biology department**

It is very important to keep the laboratory a safe place to work, therefore you must always abide by the following:

**Before the lesson starts you must:**

1. Never go into a laboratory without permission
2. Always walk in the laboratory and never run or push anyone
3. Always remove/secure your coat, hat, watch, jewellery etc. as appropriate
4. Always fasten loose clothing etc.
5. Always tie back long hair and scarves
6. Place your bag under the bench or in the storage cubes
7. Never eat or drink in the lab

**During the lesson you must:**

1. Always follow the instructions as provided by the teacher
2. Work sensibly and quietly to minimise hazards and to ensure that you can hear any instructions
3. Always wear safety goggles / glasses when heating anything, working with chemicals or when told to do so
4. Always wear a lab coat when completing practical activities
5. Always put your stool under the bench if you leave your seat
6. Always report an accident or breakage immediately. If you spill anything on yourself, immediately wash with water and call for your teacher’s help
7. Never put anything in your mouth
8. Never interfere with apparatus
9. Never put glass or solids down the sink
10. Never sit on the benches unless instructed to do so
11. Never remove safety screens or notices
12. Always wash and dry your hands thoroughly as appropriate

**At the end of the lesson:**

1. Clean any equipment used and return it as instructed by your teacher
2. Wipe the benches, tables and sink areas if they are wet
3. Wash and dry your hands
4. Leave the laboratory clean and tidy
5. Return your lab coat

