



المدرسة الهندية العامة العليا - رأس الخيمة  
**INDIAN PUBLIC HIGH SCHOOL, RAK**

*(Recognized by the Ministry of Education, UAE, affiliated to CBSE, New Delhi)*

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عام  
زايـد



YEAR OF  
**ZAYED**



# **SCIENCE LABORATORY POLICY**

## **2018-2019**



## **VISION**

**To be a pioneer in education to produce students of noble mind.**



## **MISSION**

**To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.**



## **MOTTO**

**Wisdom is better than riches.**



## **CORE VALUES**

**Tolerance  
Honesty  
Respect  
Responsibility  
Generosity  
Innovation**

# 1. POLICY OF SCIENCE LABORATORY

The school Laboratories are equipped with all equipment, apparatus, glassware, chemicals, new kits, comfortable furniture, multimedia devices and assets needed to carry on all demonstrations, classroom illustrations, designed experiments, and science room activities set ahead in the unit plans.

The school administration, in fact, believe that the student should not be taught knowledge alone, but also the skills that can gain him/her access to life-long learning and achievement, and hence the implementation of theoretical studies into detectable, observable experiments with valid, reasonable outcomes.

The school has Secondary Laboratory (chemistry, physics, biology, and sciences for grades 7-12

## **The Lab Supervisor will be in charge of:**

Science laboratory staff works in partnership with science teaching staff in providing effective learning outcomes for students of science. He / she possess qualifications and or/ skills which are relevant to science competency with reading instructions and use of Mathematics (i.e handling technical equipment and chemical preparation).

### **1. TEACHER SUPPORT**

- Liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment setting where necessary.
- Assist science teaching staff with demonstrations
- Clear classroom demonstrations.

### **2. PREPARATION, MAINTENANCE**

He / She is responsible for performing the following preparation and maintenance task in the laboratory:

- Prepare solutions, stains, and media for use in the laboratory.
  - Maintain a safe chemical storage/handling/disposal.
  - Assist with security of science laboratory and equipment.
  - Maintain an inventory of equipment and annual stock taking.
  - Keep a record of the consumables used regularly and maintain adequate supplies of them (including chemicals).
  - Acquire relevant catalogues and price lists.
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- Assist with labeling, storage, stocktaking and ordering of equipment and chemicals.

- Keep appropriate records of purchases, confirming safe arrival of all products.
- Service and clean laboratory apparatus/equipment.
- Create and maintain chemical and equipment data bases.
- Maintain a clean and organized science preparation area.

### **3. CARE**

Care for flora and fauna within the science department

**The activities that we usually and customary carry on in the school laboratories are categorized as follows:**

- 1) Regular Science Laboratory Experiment.
- 2) Scientific demonstration session provided the use of models and charts or any other lab equipment.

Safety in the science classroom is an important part of the scientific process. To ensure safe classroom , a list of rules has been developed for Science laboratories.

#### **Objectives of Laboratory Safety**

- Locate and use of Lab equipment's safely
- Know the basic rules of lab safety in the classroom/lab
- Identify lab symbols

#### **The following precautionary measures will always be followed in the Science Laboratory by the Science Teachers and Laboratory Assistant**

- The Laboratory shall always be locked when not in use
- All sorts of mess shall be cleaned immediately after usage of the Laboratory
- Teacher shall always accompany learners visiting the Laboratory. Under no circumstance shall learners be allowed to be in the Laboratory without the teacher.
- Teacher sending their learners to the science lab must accompany them
- Learners shall perform experiments under strict supervision of the teacher
- Any form of injury should be reported immediately to the School Clinic and the office of the Principal/Vice Principal
- No label (either on the apparatus or cupboards) shall be removed
- The Laboratory Time table shall be observed by all science teachers.
- Touching and/or tasting chemicals is strictly prohibited.

- Some chemicals are flammable when come into contact with oxygen. Opening→ chemical bottles is therefore a hazardous activity which must only be done by the teacher after thorough reading of directions and instructions for use.
- Movement should be minimized in the Laboratory
- Broken articles should not be touched by any learner.
- The teacher in charge of the period shall carry full responsibility of anything→ happening to learners in the Laboratory.
- No students are allowed to do experiments in the absence of teacher.

### **Safety Rules for students in the Science Laboratory**

- Student conduct should be in a responsible manner at all times in the laboratory.
- Follow all written and verbal instructions carefully. If you do not understand or a part of procedure, ASK YOUR TEACHER BEFORE PROCEEDING WITH THE ACTIVITY.
- Never work alone in the laboratory. No student may work in the science lab without the presence of the teacher.
- When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
- Do not eat food, drink beverages or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
- Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
- Dispose off all chemical waste properly. Never mix chemicals in sink drains.
- Sinks are to be used only for water. Check with your teacher for disposal of chemicals and solutions.
- Keep hands away from face, eyes, mouth and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
- A lab coat should be worn during laboratory experiments.
- Learn where the safety equipment is located and how to use it.
- Keep your work area and the science laboratory clean. Bring only your laboratory manual, worksheet and writing instrument to the work area.
- Long hair, dangling jewellery and loose or baggy clothing are a hazard in the laboratory.
- If a chemical splash in your eyes or on your skin, immediately flush with→ running water for at least 10 minutes. Immediately report to the teacher and the lab incharge.

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