



Title	:	Policy for Safe Use of Chemicals
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SAFE USE OF CHEMICAL POLICY

1. Purpose: The purpose of this policy is to ensure the safe handling, usage, storage, and disposal of chemicals within The Royal Academy Private School to safeguard the health of students, staff, and the environment.

2. Scope: This policy applies to all individuals who come into contact with chemicals, including science laboratory staff, teachers, students, and maintenance personnel.

3. General Guidelines

- **Training:** All staff handling chemicals must receive training on safe handling, usage, and emergency procedures.
- **Supervision:** Students are not permitted to handle chemicals without direct supervision from a qualified teacher or lab technician.
- **Safety Data Sheets (SDS):** Each chemical used must have an accessible SDS that details hazards, handling procedures, and emergency measures.

4. Chemical Handling Procedures

- **Personal Protective Equipment (PPE):** All individuals handling chemicals must use appropriate PPE such as gloves, safety goggles, and lab coats.
- **Lab Practices:**
 - No eating or drinking in areas where chemicals are used or stored.
 - Only use chemicals in well-ventilated areas.
 - Always add acids to water when diluting, never the reverse, to avoid violent reactions.
- **Labelling:** All chemical containers must be clearly labelled with the name of the substance, concentration, hazards, and safety precautions.

5. Chemical Storage

- **Segregation:** Chemicals should be stored according to their compatibility, ensuring that reactive chemicals are kept apart.
- **Storage Conditions:** Chemicals should be stored in a secure, well-ventilated area, with proper containment for hazardous substances.
- **Access Control:** Chemical storage areas must be locked, and only authorized personnel are allowed access.

6. Spill and Emergency Procedures

- **Spill Kits:** Spill response kits must be available in all areas where chemicals are used.



- **Reporting:** All spills or incidents must be immediately reported to the designated authority and documented.
- **Evacuation:** In the event of a large spill or chemical emergency, the area must be evacuated and emergency services contacted if necessary.

7. Disposal of Chemicals

- **Disposal Guidelines:** All chemical waste must be disposed of in accordance with Ajman Municipality or local environmental regulations.
- **Waste Containers:** Specific waste containers must be used for different types of chemical waste to avoid hazardous reactions.

8. Health and Safety Awareness

- **Training for Students:** Students will be briefed on safe chemical use and emergency procedures before any lab activities.
- **Signage:** Clear signage indicating hazards, emergency contacts, and safety procedures must be posted in all chemical use areas.

9. Monitoring and Review

- **Regular Inspections:** Regular safety inspections will be conducted to ensure compliance with chemical safety practices.
- **Policy Review:** This policy will be reviewed annually to ensure it remains effective and up to date with relevant health and safety standards.

10. Responsibilities

- **Teachers/Lab Technicians:** Ensure compliance with the policy and supervise students.
- **Students:** Follow all safety instructions and report any incidents immediately.
- **Health & Safety Officer:** Oversee the implementation of this policy and ensure training is conducted.

This policy aims to maintain a safe learning environment for everyone involved and minimize the risks associated with chemical use.

Approved By

Principal

