

Date of Event	
Name of School	
Lead Teacher	
Trip Mobile No:	<i>Please give a number on which we can contact you on the day of the event:</i>

### Visiting the Chemistry Teaching Laboratory: Information on Health and Safety

#### General Safety

Sensible, acceptable behaviour is expected at all times and is the responsibility of the teacher in charge of the visit. Visiting students who fail to follow basic safety rules may be asked to leave the laboratory.

#### Acceptable Clothing for Laboratory Work

Sensible clothing is expected and the Department reserves the right to refuse entry to anyone who does not conform. Clothing should be thick enough that it protects the skin against spilled substances. School uniform is only considered acceptable if it adheres to these rules:

- No bare flesh should be visible once a lab coat is worn, other than hands and face.
- No sandals, open top shoes (e.g. ballerina pumps) or high heels.
- Wear long trousers or jeans (no shorts, short skirts, tights, leggings, cropped trousers, ripped jeans).
- Ensure ankles are covered (no trainer socks).
- Long hair must be tied up

Safety glasses and laboratory coats **will be provided** by Oxford University Chemistry Department.

#### Additional Lab Rules

- No food or drink is to be consumed (including gum and medication) in the labs.
- No cosmetics or skin preparations may be applied.
- Hands must be washed after leaving the laboratory.

#### Special Requirements

To prepare our demonstrators effectively for the visit please inform us of any specific needs of students in your group. This includes specific physical requirements or special educational needs.

We regret that crutches are not permitted in the laboratory as they cause a trip hazard.

We have accessible spaces for wheelchair users, which can be prepared with advance warning.

*I confirm that I have:*

- *Read and understood the information on Health and Safety.*
- *Communicated any special requirements to the University, in advance of our visit.*
- *Communicated the Health and Safety information to the students attending this event.*
- *Read and approved the risk assessment provided for the practical workshop.*

Signature of Lead Teacher		Date	
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### Photographic Consent

*I give permission to the University of Oxford for photographs from this outreach event to be used on the University website and other promotional material for which it may be suitable. Images may be held and used in publicity for up to 5 years.*

*In signing this form, I confirm that parental permission has been gained for all students attending, or that any students for whom permission is not in place will be clearly identified to the organiser of the event.*

Signature of Lead Teacher		Date	
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