

CLEAPSS

Supporting practical science & technology - in schools and colleges

What can CLEAPSS do for you?

HELP WHENEVER YOU NEED IT

We give priority to your letters, 'phone calls to our **Helpline**, fax messages and e-mails. Our aim is to help you with any query in connection with practical work in science and, to a limited extent, design & technology. This may relate to purchasing apparatus, health and safety matters, keeping living organisms, preparing solutions, monitoring fume cupboards, disposal of chemicals, risk assessments, servicing equipment, laboratory design etc, etc. If you have a problem, we can help!

PUBLICATIONS

Some of the materials we have produced are concerned with laboratory safety and can be used by employers in fulfilling their obligations under the *Health & Safety at Work Act* to inform employees of hazards and precautions. Others are intended to help schools and colleges obtain good value for money through wise purchase or effective use of apparatus and materials or to provide support for a wide range of practical activities. We list here our major publications; others available on request are listed on our web-site www.cleapss.org.uk and are described in *L0i A Guide to CLEAPSS Services*.

Guides Normally several new or revised titles are produced every year. These are concerned with specific topics, such as eye protection, electrical safety, balances etc.

A selection of the 65+ guides available for purchase in 2008

Safety

Fume cupboards
Household & other chemicals for primary schools
Ionising radiations and radioactive substances
Managing risk assessment for science
Model health & safety policy
Pupils with Special Educational Needs
Safer Chemicals, Safer Reactions

Repair and maintenance

Balances
Electrical and electronic equipment
Microscopes

Purchase and maintenance

Carnivorous plants
Designing & planning laboratories
Developing & using environmental areas in school grounds
Equipment for steam sterilisation
Giant African land snails
Measurement of radioactivity
Microscale organic chemistry
Microscopes and magnifiers
pH meters
Small mammals
Teaching Forces (Primary)
Tadpoles

Technicians

Technicians & their jobs Induction & training of technicians Running A Prep Room

Some sample guide material is available on request. The cost of new guides is covered by the subscription to our services; there is no additional charge. Relevant new guides are sent automatically only to establishments that subscribe *directly*. Those that subscribe through a Local Authority can request copies. There is a small charge for copies of secondary guides and position statements that are already on the *Science Publications CD-ROM*. All guides for primary schools are currently free of charge. Some primary materials can be down loaded from our members-only web site.

Position Statements A series of leaflets, often giving more up-to-date guidance than in other, older publications which have not yet been revised.

Hazcards A set of A5 index cards, covering chemical hazards in science up to A-level, for secondary schools and colleges. Where appropriate, disposal, methods of dealing with spills and other accidents and first aid are covered. The fully revised 2007 new edition will help science departments meet the requirements of the *Control of Substances Hazardous to Health Regulations* by providing model risk assessments and suggesting maximum quantities for substances and limitations on their use. One free set of new cards will be provided for each subscriber. Additional sets are available for purchase. **PTO**

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CLEAPSS Laboratory Handbook Written for science teachers and technicians in secondary schools and colleges, this comprehensive reference book on all aspects of practical work in science presents, in one publication, information to answer the majority of day-to-day queries about carrying out practical work in science. It is loose-leaf in format and is updated as necessary. Margin notes and different typefaces have been used to separate essentials from background information and aid quick reference. There is careful cross-referencing and a detailed index. Subscribers are issued one free copy of the *Handbook*. Additional copies are available for purchase.

Recipe cards A set of A5 cards, intended to help laboratory technicians, giving the compositions of standard laboratory solutions and methods of making them up. Attention is also drawn to any hazards in the substances used. One free set of new cards will be provided for each subscriber. Additional sets are available for purchase.

Model Risk Assessments for Design & Technology in Secondary Schools With some pages revised in 2001, 2002, 2003, 2005 and 2006 this fulfils a similar role to *Hazcards* for D & T activities. Part 1 covers chemicals, fumes, dusts, tools and machines in school workshops. Parts 2 and 3 issued in 2002 cover textiles & food technology. A CD-ROM containing this and other D & T materials is also available. Subscribers are issued one free copy of the Model Risk Assessments and the CD-ROM.

Student Safety Sheets In order to support teaching about health and safety required by the National Curriculum for Science, we are developing these materials, initially intended for use by pupils at Key Stage 4. These have been updated and revised in 2007. Subscribers are issued with photocopiable originals, together with guidance on how to use them. If needed, further copies can be purchased.

CLEAPSS Science Publications CD-ROM This CD-ROM, issued annually, was released as a free privilege of membership. This will operate on both PC and Mac machines. The CD-ROM provides electronic versions of *all* currently in-print CLEAPSS publications including the *Laboratory Handbook*, *Hazcards*, *Recipe Cards*, *Student Safety Sheets*, all *Guides*, *Position Statement* leaflets and *Bulletins* from Spring 1990. These are provided as PDF files that are accessed and fully searchable using the Adobe Acrobat Reader application (provided on the CD-ROM).

The CD-ROM also provides several other publications, only available in electronic format: *Teaching about electrical circuits*, *Electric dominoes*, *Illustrations of basic laboratory equipment*, *Common safety signs and hazard symbols*, *Make your own ray board*, a *Chemicals stocklist*, a mail-merge file for printing labels, food chain mobiles for garden and freshwater organisms and the CLEAPSS font for inserting hazard symbols into text, by typing in various characters. In addition, there is a link from the CD-ROM to the secure part of the CLEAPSS web site, where recently-revised publications will be available to download.

NEWSLETTERS EACH TERM

Our newsletter, the **CLEAPSS Bulletin**, is intended for secondary schools and colleges and is issued at the beginning of each term. This is our means of keeping you up-to-date with details of our new guides and those still in print. It also has news of equipment and suppliers, changes in health & safety legislation and feature articles on selected topics. The **Primary Science and Technology** newsletter is intended for primary schools and has a similar content to the **Bulletin**. It is issued each term about a month after the start of term. Sample copies of both newsletters are available. One or more copies of either or both newsletters are automatically sent to all subscribers.

INSET COURSES FOR TEACHERS & TECHNICIANS

Each year we run many courses. These include sessions for teachers on managing health & safety and teaching about radioactivity. For technicians, there is a wide range of courses from microbiology and electrical safety to chemical handling and servicing microscopes. If the Local Authority in your area arranges one of our courses or we do so ourselves, then you may be invited to attend, although a charge will normally be made. See our web site for details of future courses.

We also offer some of our courses directly to groups of associate members, although there will be a charge. Once a host school in an area has been identified, we then advertise the course to neighbouring establishments. If, as an associate member, you would like to host a course, please contact us to obtain details of the INSET sessions we can offer and the facilities we need you to provide. We are also able to offer a course to train technicians to monitor fume cupboard performance at our base at the Brunel Science Park. Please ask for details of the next session, or see our web site.

EXTRA SERVICES

Subscribers to CLEAPSS are *not* entitled to free consultancy visits from our staff, for example, for the monitoring of mercury levels or the performance of fume cupboards. If these are provided, there will be an extra charge.

We are also able to offer subscribers the opportunity of purchasing copies of the CD-ROM *3 Hazardous Chemicals* (published by SSERC, our sister organisation in Scotland) at £40. This publication is likely to be of interest to schools teaching chemistry to Advanced level.

Teacher-training establishments sometimes want to issue copies of one or two of our publications to their students. We are prepared to waive copyright to allow you to do this, but please let us know.

What and where is CLEAPSS?

CLEAPSS provides information and advice on laboratory and workshop safety and science and design & technology resources and is funded by a consortium of Local Authorities. We currently rent accommodation from the Science Park at Brunel University in West London and there are about a dozen staff, of whom half are advisory. We are guided by committees whose members include science advisers and science teachers. Most of our services are also available to Associate Members, ie, independent schools, colleges, teacher-training establishments, curriculum developers, overseas schools, museums, field centres etc.

As well as carrying out investigations into equipment and safety in our own laboratory, we maintain close contact with the Department for Education & Skills, the Health & Safety Executive, the British Standards Institution and the Association for Science Education and so the information we provide has been well considered. We also work closely with manufacturers and suppliers of equipment but we are an independent body, so you can trust the advice we give!

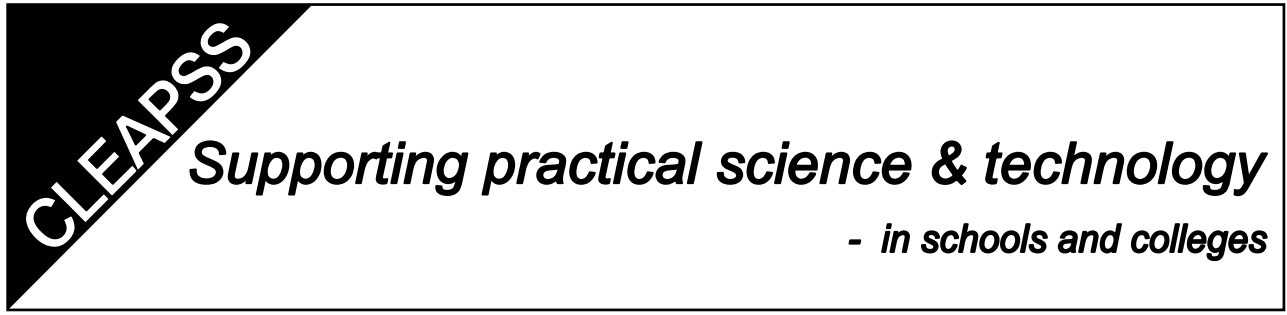
How do establishments join?

Either complete the accompanying form and return it to us at Uxbridge or, if you are a school or college, contact a neighbouring Local Authority to enquire about obtaining our services via its headquarters; CLEAPSS membership is often included as part of a package of services offered to schools and may be less expensive via this route. If you are not sure what category of membership you would be eligible for, please phone and ask to talk to Pauline Mead.

**CLEAPSS, The Gardiner Building, Brunel Science Park,
Kingston Lane, Uxbridge UB8 3PQ**

Tel: 01895 251496 Fax/Ans: 01895 814372

E-mail: membership@cleapss.org.uk Web site: www.cleapss.org.uk



ANNUAL SUBSCRIPTION FOR ASSOCIATE MEMBERS

October 2008 to September 2009

To: The Director, CLEAPSS, The Gardiner Building, Brunel Science Park,
Kingston Lane, Uxbridge UB8 3PQ

I wish my establishment to become an Associate Member of CLEAPSS and *agree to respect the confidentiality of any materials sent to me.*

Signed

Name of establishment

Address

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Postcode

Contact name

Title

E-mail

Location UK/Overseas

Type of establishment School / College (FE, VI, Tertiary) / Teacher Training /
If UK based Field Studies Centre, Museum, Curriculum Developer etc /
Overseas establishment

If you are a UK school please answer the following.

Are you Independent? / Academy? / Foundation? / Voluntary Aided? / Special?

Age range of pupils Secondary / Prep or middle / Primary

Pupil numbers Secondary (11-18)

Primary (4-11)

If prep / middle or special Pupils aged 11-13

If you are a college please answer the following.

Number of full time equivalent science students

If you wish to receive additional material for split sites, please give details of the additional contact names and the addresses on a separate sheet.

Any queries please contact Pauline Mead. Tel: 01895 251496 or e-mail membership@cleapss.org.uk

