



Sussex Road School COSHH Policy

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 (CoSHH).

This policy applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students.

The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a prescribed procedure to safeguard the health, safety and welfare of all staff, learners and visitors.

This policy applies to all hazardous substances (including biological hazards). The school recognises the need to provide a safe and secure working environment. Caring for all personnel and minimizing risk is inseparable from all other school objectives. To achieve this, the school accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a management commitment, professional competence and adequate resources.

RESPONSIBILITIES

Governing Board

The Governing Body recognises its responsibilities to implement, in full, its duties in respect of the Control of Substances Hazardous to Health Regulations 1999 (CoSHH).

Head Teacher

The Governing Board delegates to the Head teacher, responsibility for the implementation of this policy and procedures. The Head Teacher is responsible for ensuring that there are sufficient numbers of trained competent staff, and so far, as is reasonably practicable, that staff follow safe systems of work.

The day-to-day implementation and monitoring of this policy and procedures is delegated to the Caretaker and School Business Manager who have both been CoSHH trained and are the schools CoSHH Coordinators.

A range of duties towards employees exist under the CoSHH Regulations 1999. These duties also apply to other persons, so far as it is reasonably practicable, who may be affected by the work. The main duties are listed below.

- To carry out (and review) a formal assessment of health risks to employees.
- To prevent/control exposure (and monitor any exposure) of employees to health risks.
- To institute proper use of controls and Personal Protective Equipment (PPE).
- To ensure that controls are appropriate and tested and keep records as necessary.
- To ensure that appropriate health surveillance for employees is provided, where necessary.
- To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

CONTRACTORS ON SITE

The school requires all external providers including Nourish, Steadfast, Polkadots and any Ad Hoc contractors to:-

- Maintain their own COSHH Registers of hazardous substances
- Ensure their staff receive sufficient training and as PPE as required
- Provide the school with details of all chemicals to be stored on site, To be appended to the Schools main COSHH Register
- Follow strict protocols to ensure substances are kept secure at all times to prevent accidental access.
- To dispose of all hazardous substances in accordance with COSHH regulations

Written	Delegation	Review
November 2022	SBM	3 Year

PROCEDURE

The CoSHH Regulations require employers to undertake a number of evaluation and control measures. These evaluations are undertaken in school, recorded, together with the precautions taken to control or prevent exposure of employees and others to the substance(s). This procedure is carried out by our CoSHH coordinators.

There are seven key elements of CoSHH:-

- Assessment
- Control Measures
- Maintenance of Control Measures
- Monitoring of Exposure
- Health Surveillance
- Provision of Information
- Record Keeping
- A significant undertaking is required to determine and record the following:
 - What substances are present?
 - What activities use, store or transport such substances?
 - What hazards are associated with these substances?

THE ASSESSMENT

The school will :-

- Ensure that no work is carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.
- Compile an initial inventory of substances kept in school and will identify the level of hazard. This initial inventory will be kept
 - updated as new substances are brought onto the premises.
 - obtain Safety Data Sheets for all substances classified as hazardous and then complete a full CoSHH risk assessment. The full risk assessment will be stored in the school CoSHH file. Copies will be made available to all staff on Staff Public 365
- All persons affected by the work, including learners, visitors and staff, should be considered.

Anything that is done to eliminate or reduce exposure is known as a control measure. Where possible the school will seek eliminate the hazardous substance. If this cannot be done, then substitution with a less hazardous alternative or the substance in a less hazardous form may reduce the risk potential. So far as is reasonably practicable, control should be provided by measures other than the provision of personal protective equipment. The Use of personal protective equipment be considered as a last resort or where the risk from the substance is minimal.

The school will complete assessment on each potential hazard on site , which will be reviewed if there is reason to suspect that it is no longer valid, or there has been a significant change in the matters to which the assessment relates, and in any case at least every five years. Where a review indicates changes in the assessment are required, these changes must be made.

CONTROL OF ALL NEW SUBSTANCES

Before any substance is brought into the workplace, the COSHH Coordinators will check whether it is classified as hazardous. Where the substance is recognised as hazardous, Safety Data Sheet/s(SDS) will be obtained from the supplier in order to gain information on how to manage the substance. The SDS give details of the health effects of exposure. An assessment will then be undertaken as above.

PREVENTION OR CONTROL OF EXPOSURE TO SUBSTANCES HAZARDOUS TO HEALTH

The School will ensure that:

- Exposure of employees to substances hazardous to health is prevented or where it is not reasonably practicable to do so, then it is adequately controlled.
- Checks are made to see whether, by varying the work routine, the substance used, or by using the substance in a less hazardous form, the risk level can be reduced.
- So far as is reasonably practicable control is provided by measures other than the provision of personal protective equipment.
- Where measures taken to prevent or control exposure, do not prevent, or provide adequate control, employees will be provided with suitable personal protective equipment.

Written	Delegation	Review
November 2022	SBM	3 Year

- Employees are aware that they have a duty to make full and proper use of any control measures provided/in place, and that they must report any defects, or necessary changes, immediately to a senior member of staff.
- There is a system for removing hazardous substances deemed to be out of date or no longer required, from the site in a safe and legal manner.
- Emergency procedures including procedures for dealing with spillages are in place.
- All Staff are reminded never to bring in chemicals from home.

MONITORING OF EMPLOYEES' HEALTH

The School will ensure that the exposure of employees to hazardous substances will be suitably monitored as required under the CoSHH Regulations.










The school strives to limit the number of hazardous substances used on site. No school staff members are subject to routine, regular, long term use substances deemed hazardous. It is noted however that some substances may aggravate existing conditions such as asthma, eczema etc., and staff are required to report any concerns immediately following use of any potentially hazardous substance on site. The school will then:-

- Seek Medical Advice
- Review the product Data Safety Sheets and where appropriate source an alternative.
- Recommend the used of PPE or RPE.

AUDIT

The School annually check:-

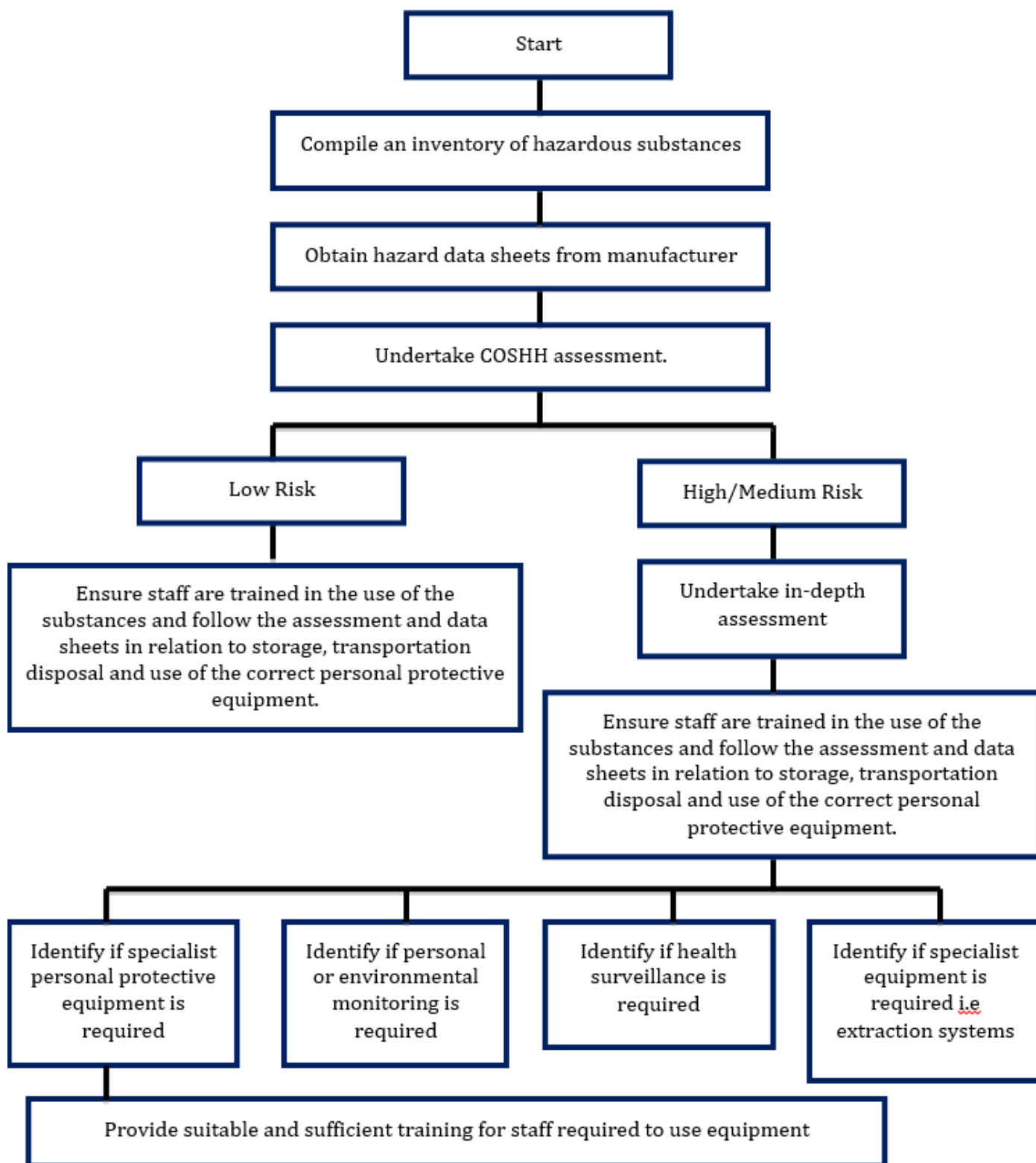
- All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed.
- The CoSHH register does not contain substances that are no longer (or unlikely to again) used, stored or transported in school.
- All hazardous substances are under the day-to-day supervision of suitably trained staff.
- The storage of the hazardous substance is safe and meets any legal requirements.
- The quantity of hazardous substances held is minimized.
- That relevant COSHH training is up to date.
- Emergency procedures are available e.g. spillage kits, PPE etc.
- Whether any Health surveillance checks are required.
- Ensure most up to date pictograms for Hazardous substances are recorded on each CoSHH sheet to enable rapid identification of risk in the event of an emergency

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

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Appendix A

Process for assessing Risk level of substances held or used on the school's site and the appropriate management levels required.



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