



Control of Substances Hazardous to Health (COSHH) Policy

Named personnel with designated responsibility for COSHH:

Academic year	Designated Person	Nominated Health and Safety Representatives:	Chair of Trustees
2007 – 2008	Mrs. Beverley Caddington	Mrs. Nicky Michelmore	Mr. David Adams
		Mr. Tim Higgs	
		Mr. Andy McKeown	

Policy Review dates:

Review Date	Changes made	By whom	Date Shared with Staff
12/07			

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Rationale

Many substances can hurt you if they get into your body. Exposure can have an immediate effect and repeated exposure can damage your lungs, liver or other organs. Some substances may cause asthma and many can damage the skin.

Nearly all organisations including the Priors School will have some type of hazardous substance on their premises, whether it is toilet cleaner, Tippex or asbestos. Therefore, we consider it important to identify the risks and introduce safe systems of work to manage them. Documentation is an important part of this process.

Hazardous substances may take the form of a solid, liquid, gas, fibre, dust or vapour. Harm may arise if these substances are inhaled, ingested or absorbed through the skin.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires organisations to conduct assessments to decide if any changes need to be made to the control, usage and storage of substances. The Priors school will undertake necessary assessments as outlined in this policy.

Responsibilities

The whole school community has a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of students staff and visitors. More specifically:

The **Trustees** will:

- Decide policy in agreement with Head Teacher and Staff.
- Monitor and review COSHH issues in consultation with Head Teacher and nominated Health and Safety Representatives.
- Ensure that the COSHH Policy is reviewed annually.
- Ensure adequate resources for COSHH are available.
- Ensure that all staff receive training in the basics of COSHH safety, and in the substances associated with fire prevention and fire precautions.

The **Head Teacher** (Mrs. Beverley Caddington) will:

- Be responsible for the day-to-day implementation of COSHH organisation.
- Liaise with the Caretaker to control the purchasing and receiving of all hazardous substances required by the Priors School. Maintain an approved supply list and any authorisation documents required (to be kept in COSHH file – located in office).
- Report to Trustees/Nominated Representatives on pertinent issues.

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- Ensure that all staff fulfill their duties to co-operate with the policy, and induct new members of staff/volunteers (through the school's induction programme, see Induction Programme Policy) or delegate as appropriate.
- Co-ordinate COSHH procedures.
- Review COSHH procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Trustees.
- Ensure relevant staff have access to appropriate training.

All **staff** will:

- Ensure that they have read the COSHH Policy.
- Fully support all COSHH arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.

The **Caretaker** will:

- Review the Material Safety Data Sheets (MSDS) that arrive with each substance from the supplier. A consideration of the safe usage and storage of each substance will be made to prevent risks to health. If there is any doubt about the safe control of any substance the Caretaker will report concerns to the Head Teacher.
- Complete a log of all hazardous substances stored on the premises on the Hazardous Substances Log Form (see **Appendix 1a**).
- Ensure that a copy of the MSDS and Hazardous Substances Log Form is kept in the COSHH file (located in office).

COSHH Assessment

- The Health and Safety Representatives will undertake a termly COSHH assessment to ensure the effectiveness of control measures. This assessment will be recorded on the COSHH Assessment Form (see **Appendix 2a**) along with a review of the Hazardous Substances Log Form (see **Appendix 1a**). The COSHH Assessment Form will be kept in the COSHH file (located in office).
- If there is any doubt about the safe control of any substance the Health and Safety Representatives in consultation with the Head Teacher will make immediate enquiries with relevant external sources and/or arrange for the safe removal of the substance from the premises.

Control of Hazardous Substances

- Substances in classrooms should be hazard free.
- Marker pens should be kept in drawers or in safe areas.
- Caretaker /staff should ensure all cleaning products are kept in a locked caretaker store. Children should not enter this area without permission. This door must be locked at all times.
- Children are not allowed entry to the kitchen and should be supervised (even if carrying out milk responsibility).

Appendix 2a

COSHH Assessment Form

Chemical name:

Assessment questions	Answers
<ul style="list-style-type: none"> • Which area/process are these hazardous substances used in? 	
<ul style="list-style-type: none"> • What is the hazardous substance that's used? <i>Try to group items, e.g. many bleaches have the same active ingredient regardless of the trade name.</i> 	
<ul style="list-style-type: none"> • Are any hazardous substances a by-product of a process, e.g. welding fume? 	
<ul style="list-style-type: none"> • What is the actual hazard? <i>This could be corrosive, irritant etc. Look at the chemical labelling etc.</i> 	
<ul style="list-style-type: none"> • Are there other hazards that don't come under COSHH? <i>These could be flammable or explosive hazards.</i> 	
<ul style="list-style-type: none"> • How could exposure occur? <i>This could be via skin contact, inhalation etc.</i> 	
<ul style="list-style-type: none"> • What controls are in place? <i>E.g. extract ventilation, personal protective equipment etc.</i> 	
<ul style="list-style-type: none"> • How well are these controls working? <i>There may be dust or strong chemical smells even though extract ventilation has been installed.</i> 	
<ul style="list-style-type: none"> • Can we eliminate/reduce the substance quantity? <i>Look at using less hazardous substances.</i> 	
<ul style="list-style-type: none"> • Is there sufficient information relating to the hazardous substances in our workplace? 	