



# CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

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<i>Type of Policy</i>	<i>Tick</i>
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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## Introduction

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

## School Vision

We aim for the highest standards and our vision for each child is for them to...  
'Enjoy and achieve in life in all its fullness, following in the footsteps of Jesus'  
'For nothing will be impossible with God' Luke 1:37

## School Values

The Christian values that encapsulate the aims and vision of the academy are:

**Wisdom** to make good choices based on truth.

*'For Wisdom will enter your heart, and knowledge will fill you with Joy.'* Proverbs 2:10 – 12

**Endurance** is recognition that life is sometimes difficult and to persevere through tough times.

*'I can do all things through Christ who strengthens me.'* Philippians 4:13

**Friendship** is the foundation of relationships within our academy and wider community. Our friends can be the greatest source of love, healing, joy and encouragement,

*'Clothe yourselves with compassion, kindness, humility, gentleness and patience.'* Colossians 3:12 – 13

Our Academy ethos is the Christian belief that all people are uniquely created by God and loved by God. Children's education should be personalised and inclusive, ensuring excellence for all.

## I. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and local governors will be instrumental in its implementation.

## 2. Policy Aims

This policy has been produced in accordance with St Blasius C of E Primary Academy Health and Safety Policy to ensure that all health and safety issues relating to Control of Substances Hazardous to Health (COSHH) are adequately managed and controlled.

The School is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected by the school's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the school adheres to the requirements of this Policy.

It is the School's Control of Substances Hazardous to Health (COSHH) Policy to ensure that:

- a. The use of hazardous substances is avoided as far as is reasonably practicable.
- b. The risk to health arising from work activities involving hazardous substances is assessed.
- c. The exposure to hazardous substances is prevented or reduced by implementing adequate control measures.

- d. COSHH assessment and controls are monitored and adequately reviewed.
- e. Employees are provided with appropriate information, instruction and training.
- f. All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

### 3. Scope

The information, guidance and instruction within this Policy covers the use of hazardous substances. The Policy is applicable to all areas of the school; it is essential therefore that everyone involved in managing and controlling the use of substances Hazardous to Health adheres to its requirements.

The application of this Policy along with its supporting guidance will ensure that, so far as is reasonably practicable, the school meets all relevant statutory requirements regarding the general provision of the COSHH regulations.

### 4. Definitions

Hazardous substance – A substance with the potential to cause harm if inhaled, ingested, injected or absorbed through the skin or released into the environment., Common substances such as cleaning materials can be hazardous to a person's health or harmful to the environment. These substances usually indicate their basic hazard group by having a warning symbol on the label.

### 5. Safety Data Sheets (SDS)

This is Health and Safety information written in a standardised format and provided by the supplier or manufacturer of a substance. The SDS will tell you if the substance is classified as a hazardous substance. The Manufacturers Safety Data Sheets information will be updated as and when checked during the COSHH risk assessment reviews and overseen by the Hub Site Manager.

### 6. COSHH Risk Assessment

Is a careful examination of hazardous substances within the workplace and an evaluation of their potential to cause harm; taking into account the control measures/precautions that have been taken for their use.

### 7. Roles and Responsibilities:

**The Principal and Site Manager** must ensure that:

- The use of hazardous substances is avoided. If this is not reasonably practicable then a COSHH assessment must be undertaken. Any Hazardous substances used in practical lessons and any document source relevant regulations.
- Safer alternative products are used, where reasonably practicable.
- A copy of the Safety Data Sheet (SDS) is obtained for all products that are used.
- COSHH risk assessments for hazardous substances are undertaken and recorded.
- Safe systems of work exist before starting work with hazardous substances. These safe systems of work must comply with all COSHH related legislation and this Policy.
- Safe and adequate storage arrangements are produced for all products.

- Substances are stored and labelled correctly in accordance with manufacturer instructions. Appropriate hazard signs should be provided on all storage areas/cupboards where a risk has been identified.
- Correct disposal of substances e.g. hazardous waste, clinical waste, recycling of containers, using approved/licensed waste carriers.
- Appropriate personal protective equipment (PPE) is purchased, issued, with training for relevant staff in its safe use and maintained where necessary.
- All staff receive adequate and appropriate documented COSHH training, instruction and information, specific to their tasks and to substances used.
- A COSHH risk assessment register exists and is reviewed and updated.
- Suitable arrangements are in place to deal with accidents and emergencies involving hazardous substances (e.g. spills).
- The COSHH assessment is circulated to all appropriate employees who are undertaking the activity so they are aware of the hazards and risks, controls and safe systems of work that must be followed.
- COSHH assessments are reviewed annually and retained for 5 years.

### **Employees must:**

Familiarise themselves with the relevant COSHH risk assessments, procedures and safe systems of work.

- Use hazardous substances in accordance with the manufacturer's instructions and COSHH risk assessments and safety data sheets.
- Immediately report any health related symptoms arising from their work to their line manager, e.g. skin irritation, breathing problems.
- Use all control measures (i.e. ventilation, PPE) in accordance with the COSHH assessment, system of work, instruction and training that has been provided.
- Use/wear/store/ maintain and clean PPE if provided, as required.
- Report any defects in PPE to the Site Manager immediately.
- Assist in the compilation of risk assessments (where required).
- Ensure good standards of hygiene.
- Report any other health and safety concern to the Principal or Site Manager immediately.

## **8. Control Measures**

An important part of the process of COSHH risk assessment is the identification of effective control measures. All control measures must perform as intended and continue to prevent or adequately control the exposure to substances hazardous to health. When identifying control measures the following hierarchy of control must be followed:

- Elimination – Eliminate the use of a harmful substance.
- Substitution – Use a safer form of the product (i.e. paste rather than powder)
- Reduction – Reduce the amount used or the time spent using the substance.
- Isolation/Enclosure.
- Local Exhaust Ventilation (LEV)/General Ventilation i.e. doors/windows.
- Safe systems of work.
- Information, Instruction and training.
- Supervision.
- Personal protective equipment (PPE)

Control measures must take into account the action required in the event of an emergency.

## **9. Competence**

The COSHH risk assessment must be undertaken by the Principal or competent nominated person (Site Manager) together with someone who is familiar with the systems of work within the area being assessed. COSHH assessment must be made readily available and brought to the attention of all relevant employees. Copies of the assessment must be displayed to or be held with the products so that in the event of an incident, the correct emergency action or first aid measures can be taken.

## **10. COSHH Assessment - record and review**

All COSHH assessments must be recorded. COSHH risk assessments must be reviewed:

- At least annually to ensure that they are still valid and up-to-date;
- When there has been a change in work procedure;
- If the substance is used for a different task
- If a substance has changed, e.g. new SDS received
- Upon HSE direction; and following any adverse incident involving the substance or task.

## **11. Links to other policies**

- Health & Safety Policy