

Date	Review Date	Drawn up by	Committee Approving
Autumn 2020	Summer 2023	NC	Resources



St Thomas Becket Catholic Primary School

COSHH POLICY

Statement of intent

At St Thomas Becket Catholic Primary School we understand the importance of protecting the health and safety of all our employees and pupils.

The Control of Substances Hazardous to Health Regulations 2002, state that every employer should prevent the exposure of substances hazardous to health, to their employees. Where exposure cannot be prevented, employers should ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

In accordance with these regulations, the school has created this policy to ensure that all staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at our school.

The main aims of this policy are:

- To assess the risk of hazardous substances used in our school and the impact they may have on health.
- To implement appropriate control measures in order to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.
- This policy is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers and work placement students.

COSHH Co-ordinator

The COSHH Co-ordinator for St Thomas Becket Catholic Primary School is Barry Prince. He is also our Site Manager.

1. Legal framework

This policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002

This policy will also have due regard to the following guidance:

- HSE 'COSHH: A brief guide to the regulations' 2005

The school will implement this policy in conjunction with our Health and Safety Policy.

2. Hazardous substances:

For the purpose of this policy, a hazardous substance is a substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment.

- There are many examples of hazardous substances which can cause ill health, including:
 - Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
 - Substances generated from activities, e.g. fumes.
 - Naturally occurring substances, e.g. grain dust.
 - Biological agents such as bacteria and other micro-organisms.

3. Roles and responsibilities

The headteacher is responsible for:

- The day-to-day implementation of this policy and ensuring that all staff are aware of their roles and responsibilities, as well as the necessary control measures they need to undertake.
- Ensuring that members of staff receive effective COSHH training where appropriate.
- Ensuring that, where possible, the use of hazardous substances is avoided.
- Conducting risk assessments where the use of hazardous substances cannot be avoided and ensuring effective control measures are in place.
- Providing less harmful alternatives, where possible, for hazardous substances which must be used.
- Ensuring that an up-to-date record is kept of all hazardous substances which are used in the school, and that these are clearly labelled.
- Providing safe storage and disposal arrangements for hazardous substances.

- Purchasing personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with the Health and Safety Policy.
- Ensuring that health surveillance is undertaken where necessary.

The COSHH coordinator is responsible for:

- Preventing and controlling the exposure of hazardous substances.
- Ensuring the proper use of controls, such as PPE, are adopted.
- Ensuring that the controls used are necessary, safe and regularly reviewed.
- Providing instruction, information and training on the use of hazardous substances.

Other staff members are responsible for:

- Familiarising themselves with this policy and the procedures they must follow.
- Using all hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer's instructions, including the required control measures.
- Using PPE when necessary and reporting any damage to the COSHH coordinator immediately.
- Attending COSHH training sessions.
- Communicating the procedures and control measures to pupils.

Pupils are responsible for:

- Following the procedures as stated by their class teacher.
- Wearing the required PPE and adhering to the control measures.

4. COSHH procedures

In order for the school to be compliant with the COSHH regulations, we recognise the important procedures which need to be followed to ensure effective provision of COSHH at our school.

- Assessing the risks to staff and pupils:
 - Prior to use, the class teacher will conduct a risk assessment, taking into account the possible hazards that may occur as a result of using the substance.
 - In all instances, the potential risks must be considered and whether the use of the hazardous substance is important to the learning experience, e.g. pupils come into contact with hazardous substances in science / art lessons, as in line with the national curriculum.
 - The risk assessment will detail the appropriate control measures that must be taken when using the substance, such as using appropriate PPE.
 - The procedures and hazards identified in the risk assessment will be communicated to the required staff, who must then communicate this to all those involved and ensure it is adhered to.
 - Copies of the risk assessment will be given to the relevant members of staff. Copies will also be kept in the COSHH file for re-use, training and staff induction purposes.

- Control measures:

- The school will eliminate the use of any hazardous substances unless absolutely necessary.
- All pupils will be fully aware of safety procedures and extra caution shall be taken when using any hazardous substances involved in teaching, for instance in science / art lessons.
- Where the substance cannot be eliminated or substituted, the amount of time for exposure will be minimised. The amount of the substance used will also be reduced as much as possible.
- Appropriate ventilation will be used, such as opening windows and external doors.
- Appropriate PPE will be worn by all those exposed to the substance such as gloves, safety goggles, dust masks, etc.
- Only staff trained in COSHH will have access to the substances. At no time will pupils be able to access the substances.
- All substances shall be locked away, out of sight and reach of pupils, with only appropriate members of staff having approved access.
- All concerns regarding COSHH will be handled with the upmost importance and priority.

5. Accidents & Emergencies

Any accidents that occur should be reported to the headteacher immediately, using an Accident Reporting Form, which are available from the office.

6. Monitoring and review

This policy will be reviewed on an annual basis by the headteacher in conjunction with the COSHH coordinator, who will make any necessary changes and communicate this to all staff.

The COSHH coordinator will review the following:

- All hazardous substances being used, stored, or transported have been assessed and are recorded on the COSHH register.
- The COSHH register does not contain any substances which are no longer used, or are out-of-date.
- The storage of hazardous substances is safe and secure, and all are clearly labelled.
- The appropriate control measures are employed as required.
- The emergency procedures in place are followed and are functional.