



# Danes Hill School

## Control of Substances Hazardous to Health (COSHH): Policy Guidance

### 1 Scope

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health.

### 2 Objectives

2.1 To ensure that foreseeable work activities using / generating hazardous substances are identified.

2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

### 3 Guidance

3.1 Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

3.2 Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, eg pesticides

3.3 Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance

- Pesticides in grounds maintenance, pest control

3.4 Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented. An example template is given at appendix 1
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

3.5 Maintenance, examination and testing of control measures will be the responsibility of the Bursar / Maintenance Engineer / Head of Department. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, eg gloves, aprons, eye protection

3.6 External contractors

Contractors are responsible for managing their own chemicals. The following providers such as cleaning and catering will be asked to provide appropriate chemical data sheets and risk assessments for the products they use on site.

3.7 Records will be kept by the Bursar / Maintenance Engineer / Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years

## **Legal Requirements & Education Standards,**

### **References:**

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: COSHH and Radiation home pages ([www.hse.gov.uk](http://www.hse.gov.uk))

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance ([www.gov.uk/dfe](http://www.gov.uk/dfe))

G: CLEAPSS ([www.cleapss.org.uk](http://www.cleapss.org.uk)), including hazards, training and "Managing Ionising Radiations and Radioactive Substances in Schools"

H: Pesticides home page ([www.pesticides.gov.uk](http://www.pesticides.gov.uk))


Recommended review period: Annually

Review by: T Callis/Jane Miles

Date reviewed: 21/02/19

Appendix 1: Model COSHH Assessment Sheet

Substance:	
Manufacturer/Supplier	
Hazardous Ingredient(s)	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	
Emergency Procedures/First Aid	

	
Telephone number of School Nurse:	

To be completed by all staff who use this product:

I have been trained in the safe use of this product. I understand that I can obtain further information from [      ].

NAME	SIGNATURE	DATE

TJC  
**Date of Policy Guidance: 31 January 2018**  
 Date of Policy review: 1 February 2019