



OVERSTONE PARK SCHOOL

COSHH Policy



APRIL 2017
OVERSTONE PARK SCHOOL
Overstone Park, Northampton, NN6 0DT

COSHH (Control of Substances Hazardous to Health)

Date	Review Date	Coordinator	Nominated Governance
April 2017	April 2018	Mrs M Brown Mr M Partington Mrs D York Mrs T James Dr R Shah Miss L Demidiuk	Nomination process in progress.

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation

- Health and Safety at Work Act 1974
- Data Protection Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Control of Substances Hazardous to Health (Amendment) Regulations 2004
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- School Premises (England) Regulations

The following documentation is also related to this policy:

- A Step by Step Guide to COSHH Assessment (HSE)
- Working with Substances Hazardous to Health: a Brief Guide to COSHH (HSE)

We understand education is not considered to be a high risk activity in terms of exposure to hazardous substances and, in general, 'the requirements of the Control of Substances Hazardous to Health Regulations 2004 are in line with what is already good working practice in schools as laid down by current LA guidance documents'. DEHS0 2004

We are that substances hazardous to health can be chemicals, products containing chemicals, fumes, dusts, vapours, mists, nanotechnology, gases and asphyxiating gases and biological agents (germs).

We will protect pupils, school personnel and visitors from exposure to hazardous substances by an effective system of risk assessment and preventative control measures.

Although no chemical substance can be regarded as completely safe, we have in place safety measures in order to prevent the exposure of pupils and school personnel to substances that are hazardous to health.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place safety procedures to prevent the exposure of pupils and school personnel to substances that are hazardous to health.
- To control any exposure to substances to within acceptable limits.
- To comply with all COSHH regulations.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governance Body (Proprietors)

The Governance Body (Proprietors) has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Governance to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governance Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governance Body
- nominated a link Governance to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;

- ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governance Body every term;
 - annually report to the Governance Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link Governance and coordinator;
- provide leadership and vision in respect of equality;
- identify and have itemised all substances hazardous to health;
- consider the following before undertaking a COSHH assessment:
 - identify and itemise all substances hazardous to health
 - list everything we do that involves hazardous substances
 - list ways of reducing risk by using alternative products
- undertake COSHH risk assessments to prevent everyone in the school community being exposed to hazardous substances;
- have in place preventative control measures;
- have in place personal protective equipment;
- ensure the safe use, handling, storing and transporting of substances;
- have in place emergency procedures to deal with any accident with hazardous substances;
- make effective use of relevant research and information to improve this policy;
- organise training for the appropriate school personnel;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and Governances;
- annually report to the Governance Body on the success and development of this policy.

Role of the Coordinator

The coordinator will ensure:

- **an inventory** is in place of all substances hazardous to health;
- detailed **information** accompanies each hazardous substance;
- **risk assessments** are in place of the exposure of staff and pupils to hazardous substances;
- there is an **annual review** of all risk assessments;
- **assessment** is undertaken of all school activities and operations which involve or may involve exposure to substances hazardous to health;
- **control measures** are put into place if the substance cannot be eliminated or substituted

- every three years all school activities and operations using hazardous substances are reassessed;
- staff and pupils are provided with **personal safety equipment** when and where required;
- all safety equipment is **reviewed annually** and replaced if need be;
- all staff are provided with **appropriate training** and up to date information on the nature of hazardous substances

Also, the coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the nominated Governance;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governance Body on the success and development of this policy

Site Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Principal and Safety Representative;
- ensure safe systems of work are in place for all cleaning staff;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of cleaning equipment, use of personal protective equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment and any hazardous substances are supplied with the appropriate documentation;
- maintain a record of hazardous substances used for cleaning and similar purposes;
- ensure hazardous substances are securely stored.

Role of the Nominated Governance

The Nominated Governance will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governance Body every term;
- annually report to the Governance Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- receive up to date information on the nature of hazardous substances;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health & Safety
 - Health & Safety - Responsibilities
 - Premises Manager
 - Workplace Environment
 - Risk Assessment
 - Accidents and Emergencies
 - Medical & First Aid
 - The use of Personal Protective Equipment
 - Safe Systems of Work
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated Governance.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governance Body for further discussion and endorsement. (See Policy Evaluation)

Principal:	Mrs M F Brown	Date:	4 th April 2017
Chair of Governance Body:	Nomination Process in Progress.	Date:	