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# OVERSTONE PARK SCHOOL

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## COSHH Policy

## COSHH (Control of Substances Hazardous to Health)

Date	Review Date	Coordinator	Nominated Governance
<b>April 2018</b>	<b>April 2019</b>	<b>Mrs M Brown</b> <b>Mr M Partington</b> <b>Mrs D York</b> <b>Mrs T James</b> <b>Dr R Shah</b> <b>Miss L Demidiuk</b>	<b>Nomination process in progress.</b>

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
- **Environmental Protection Act 1990**
- Workplace (Health, Safety and Welfare) Regulations 1992
- 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 2012
- **Equality Act 2010**

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)
- **Equality Act 2010: Advice for Schools (DfE)**
- **Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)**
- **Safe storage and disposal of hazardous materials and chemicals - Departmental non-statutory guidance for school leaders, governing bodies, academy trusts and local authorities (DfE)**

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 purchase all chemicals and other hazardous materials from reputable companies who provide material safety data sheets with any chemicals purchased. These outline 'potential hazards, how to work safely with the chemical, and advice about use, storage and disposal.'

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 all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

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 Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;

- delegated powers and responsibilities to the Headteacher 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 governor 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 Governing 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 Governing Body
- nominated a link governor 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 Governing Body every term;
  - annually report to the Governing 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 governor and coordinator;
- provide leadership and vision in respect of equality;
- **ensure all hazardous chemicals are purchased, stored, used and disposed of in a safe and secure manner;**
- **ensure good stock management is in place;**
- **ensure an inventory is kept of all hazardous chemicals and materials and is up to date;**
- **ensure that in the case of a fire the inventory is available to the fire service outlining the risks**
- **the hazardous chemicals and materials pose;**
- **only order the correct amount when ordering and purchasing chemicals;**
- **check existing stock before ordering;**
- **ensure stock is rotated in line with shelf-life dates;**
- **ensure annual stock take takes place;**
- 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, **secure** storing and transporting of substances;
- **ensure all hazardous waste is collected by a registered waste carrier;**
- have in place emergency procedures to deal with any accident with hazardous substances;
- **organise training for the appropriate school personnel that gives clear guidance on protection and safety arrangements and risk assessments;**
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;

annually report to the Governing 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)

## Linked Policies

- |                   |                                      |
|-------------------|--------------------------------------|
| ▪ Health & Safety | ▪ Health & Safety - Responsibilities |
|-------------------|--------------------------------------|

▪ Premises Manager	▪ Risk Assessment
▪ Workplace Environment	▪ Medical & First Aid
▪ Accidents and Emergencies	

<b>Principal:</b>	Mrs M F Brown	<b>Date:</b>	26 <sup>th</sup> November 2018
<b>Chair of Governance Body:</b>	Nomination Process in Progress.	<b>Date:</b>	



## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (! )	New/Proposed Policy (! )	Updated Policy (! )
			!	

This policy affects or is likely to affect the following members of the school community (! )	Pupils	School Personnel	Parents/carers	Governance s	School Volunteers	School Visitors	Wider School Community
	*	*	*	*	*	*	*

Question	Equality Groups															Conclusion					
<b>Does or could this policy have a negative impact on any of the following?</b>	Age	Gender						Gender identity	Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'yes' or 'not sure'			
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N			Y	N
	!		!		!			!		!			!			!		!			!
<b>Does or could this policy help promote equality for any of the following?</b>	Age	Gender						Gender identity	Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N			Y	N
	!		!		!			!		!			!			!		!			!
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age	Gender						Gender identity	Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'			
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N			Y	N
	!		!		!			!		!			!			!		!			!

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

## Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
! Policy annually reviewed	*			
! Policy in line with current legislation	*			
! Coordinator in place	*			
! Nominated Governance in place	*			
! Coordinator carries out role effectively	*			
! Principal, coordinator and nominated Governance work closely	*			
! Policy endorsed by Governance body	*			
! Policy regularly discussed at meetings of the Governance body	*			
! School personnel aware of this policy	*			
! School personnel comply with this policy	*			
! Pupils aware of this policy	*			
! Parents aware of this policy	*			
! Visitors aware of this policy	*			
! Local community aware of this policy	*			
! Funding in place	*			
! Policy complies with the Equality Act	*			
! Equality Impact Assessment undertaken	*			
! Policy referred to the School Handbook	*			
! Policy available from the school office	*			
! Policy available from the school website	*			
! School Council involved with policy development	*			
! All stakeholders take part in questionnaires and surveys	*			
! All associated training in place	*			
! All outlined procedures complied with	*			
! Linked policies in place and up to date	*			
! Associated policies in place and up to date	*			
<b>A statement outlining the overall effectiveness of this policy</b>				

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<b>Policy Approval Form</b>
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<b>Policy Title:</b>						<b>Date when written:</b>			
<b>Policy written by:</b>					<b>New Policy</b> (for x)	<b>Revised Policy</b> (for x)			
<b>Stakeholders consulted in policy production:</b> (for x)	<b>Governances</b>	<b>Senior Leadership Team</b>	<b>Teaching Personnel</b>	<b>Support Personnel</b>	<b>Administrative Personnel</b>	<b>Parents</b>	<b>Pupils</b>	<b>Local Community</b>	
<b>Date when approved by Governance s:</b>			<b>Date when presented to stakeholders:</b>	<b>Date when implemented:</b>					
<b>Published on:</b> (for x)	<b>School Website</b>			<b>School Prospectus</b>			<b>Staff Handbook</b>		