

Control of Substances Hazardous to Health Policy

Policy Statement

Step by Step School acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure all exposure of employees, visitors and children to substances hazardous to health is prevented or at least controlled to within statutory limits.

The school will risk assess materials and control exposure by the best means that are workable. In addition, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees when required.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

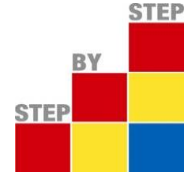
Background

Under the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) (COSHH), employers are required to make arrangements to control the exposure of their employees to all substances which may affect their health. Exposure must be prevented or where this is not reasonably practicable, adequately controlled.

The main requirements of COSHH are as follows:

1. Identify the hazards.
2. Assess the health risk at work.
3. Decide what precautions are needed, in view of the hazards and risk.
4. Prevent or control the risks.
5. Ensure that control measures are used and maintained properly and safety procedures are followed.
6. Monitor workers' exposure and undertake appropriate health surveillance, where necessary.
7. Inform, instruct and train employees about the risks and precautions needed.

Hazardous substances may be liquids, vapours, fumes, dusts, gases and biological agents such as bacteria or carcinogens. This includes Clinical Waste, soiled laundry, drugs and latex gloves.



Procedures

- Whenever possible, hazardous substances are replaced with less hazardous substances.
- All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health, including flammable liquids.
- Training in COSHH will be given on induction
- A COSHH file will be readily accessible for listing the materials that department uses.
- Suitable personal protective equipment will be provided where necessary.
- A COSHH assessment will be carried out on all new substances prior to use and will be reviewed every two years.

Assessing the Risk

Assessment procedures fall into five phases:

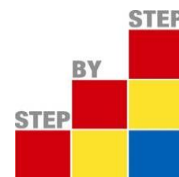
- Identification of substance used.
- Evaluation of risk.
- Implementation of protective measures.
- Sharing the information.
- Updating of information.

The Health and Safety consultant will assist, where necessary, the school in completing the COSHH risk assessment form. This will involve obtaining the Material Safety Data Sheet (MSDS) from the manufacture/supplier and any user instructions. COSHH assessments will be reviewed every 2 years, unless there is reason to believe an immediate review is necessary.

Risk Control Measures

The measures used to control risk are varied and can include:

- Removal of the substance entirely by changing the process.
- Replacement of the substance by a safer substance or by using the substance in a safer form e.g. paste rather than a liquid.
- Total enclosure of the process so that users cannot come into contact with the substance.
- The use of partial enclosure or controlling equipment.



- Improved ventilation.
- The implementation of a safer system of work and/or improved handling techniques.
- The use of Personal Protective Equipment (PPE) if all other methods cannot adequately control the exposure level.

Exposure Monitoring and Health Surveillance

Exposure Monitoring

All exposure to hazardous substances is to be adequately monitored where risk assessment requires this. Whilst this may be quantitative, qualitative or subjective monitoring (such as irritation to skin, headaches, sneezing etc.) can also provide warning regarding an exposure to a substance

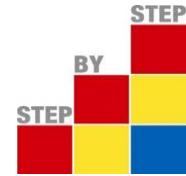
Health Surveillance

Health surveillance will be required when a substance that is being used has been identified as being possibly hazardous in the long term.

Guidelines for all staff

- **Only materials that are listed on the COSHH Inventory can be purchased/used. Should a substitute material be required it should be authorised by the Health and Safety Officer.**
- Check the product is the one you intend to use by referring to the label.
- Ensure you have read the Step by Step COSHH Assessment for the product you intend to use and are following those instructions.
- Never exceed recommended concentrations.
- Observe ALL safety warnings.
- Never mix cleaning chemicals. The gas produced by such a mixture can be lethal.
- Never use a hazardous product if there is a less hazardous one capable of doing a similar job.
- Always wear the correct PPE such as goggles, gloves or aprons.
- Check storage containers for leakage or corrosion before and regularly during use. Ensure labels remain intact and that the storage is appropriate for the product. Only limited stocks of any hazardous substance should be held.

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- Chemicals must be kept in original containers. Do not store substances in containers which were previously used to store another product.
- If any substance is splashed into eyes or onto the face it must be washed off immediately with lots of fresh water. Seek medical advice as soon as possible.
- Do not eat, drink or smoke when handling hazardous substances.
- Do not smoke or use a naked flame near flammable substances as ignition can take place over many metres.
- Lock away in a suitable container ALL hazardous substances when not in use.
- Handle all chemicals with care.
- Check with your line management if you have any concerns about this procedure.
- If you are, or become, allergic to any substance, please inform your line manager immediately who will complete a risk assessment with you.
- If you need medical assistance, call 999 and ensure the container used for storing the chemical is available for the ambulance crew.

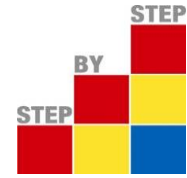
The Office Environment

Photocopiers and Laser Printers normally use low toxicity toners. However, staff should avoid prolonged or frequent skin contact. Care should be taken to see that toner does not come into contact with the eyes and that dust and fumes emitted by the machine are not inhaled when replenishing the reservoir. It is most important that the manufacturer's instructions are closely followed in the event of a toner spillage.

Gardens-Grounds

- Store pesticides and chemicals safely in the identified storage container.
- Pesticides and Chemical storage areas should be soundly constructed of non-combustible material and kept locked when not being accessed.
- All areas containing pesticides must be marked POISON.

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Policy	COSHH
Statutory requirement?	Yes
Approved	March 2019
Responsible Officer	GA/CE
Responsible Governor/s	JM
Date of previous version	March 2017
Frequency of Review	Every two years