
OVERSTONE PARK SCHOOL

COSHH Policy



SEPTEMBER 2023
OVERSTONE PARK SCHOOL
Overstone Park, Northampton, NN6 0DT

COSHH (Control of Substances Hazardous to Health)

| Date | Review Date | Coordinator |
|----------------|----------------|--|
| September 2023 | September 2024 | Mrs M Brown Miss K. Varty Mrs D York |

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 Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the 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 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;
- 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 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 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

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;

- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

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.

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| Principal: | Mrs M F Brown | Date: | September 2023 |
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