



# Holyhead

Teach What Matters

## COSHH POLICY

**Review Date:** Spring 2021  
**To Be Reviewed:** Spring 2024  
**Approved:** Governors' Finance & General Purposes, Spring 2021  
**Ratified:** Full Governors, Spring 2021  
**Reviewer:** S Laundon

## **Introduction**

This policy is to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 (COSHH)

The policy applies to all staff working on the premises, and to all agency, supply staff, volunteers, contractors and work placement students.

The aim of this policy is to ensure that we provide adequate training, instruction and information to prevent staff and others coming into contact with hazardous substances. This will be achieved by providing safety equipment and by having a procedure to safeguard the health, safety and welfare of all staff, students and visitors.

This policy applies to all hazardous substances (including biological hazards)

The school recognises the need to provide a safe and secure working environment. To achieve this, the school accepts the policy for the Control of Substances Hazardous to Health (COSHH) requires a high level of management commitment, professional competence and adequate resources.

## **Responsibilities**

### **1. Board of Governors**

The Governing Body recognises its responsibilities to implement, in full, its duties in respect of the Control of Substances Hazardous to Health Regulations 1999 (COSHH)

### **2. Principal**

The Governing Body delegates to the Principal, responsibility for the implementation of this policy and procedures. The Principal is responsible for ensuring that there are sufficient numbers of trained competent staff and so far as is reasonably practical, that the staff follow safe systems of work. The day to day implementation and monitoring of this policy and procedures are delegated to the Business Manager and the Facilities Manager.

### **3. The Business Manager and the Facilities Manager**

A range of duties towards employees exist under the COSHH Regulations 1999. These duties also apply to other persons, so far as it is reasonably practical, who may be affected by the work. The main duties are listed below

- To carry out and review a formal assessment of health risks to employees
- To prevent/control exposure and monitor any exposure of employee's health risks
- To institute proper use of controls and Personal Protective Equipment (PPE)
- To ensure that controls are appropriate and tested and keep records as necessary
- To provide information, instruction and training as necessary regarding all hazardous substances.

## **Training Requirements**

Staff who may be exposed to hazardous substances will:

- Provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposed and precautions which should be taken to minimise the risks
- Receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures. Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance

## **Procedure**

The COSHH Regulations require employers to undertake a number of evaluation and control measures. These evaluations must be recorded, together with the precautions taken to control or prevent exposure of employees and others to the substance. This procedure is carried out by the Facility Manager.

There are seven key elements of COSHH

1. Assessment
2. Control Measures
3. Maintenance of Control Measures
4. Monitoring of exposure
5. Health surveillance
6. Provision of information
7. Record keeping

A significant undertaking is required to determine and record the following:

1. What substances are present
2. What activities use, store or transport such substances
3. What hazards are associated with these substances

## **The Assessment**

The Facilities Manager will ensure that no work will be carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.

- Before carrying out any full risk assessments the Site Supervisors will compile a full list of substances kept in school and will identify the level of hazard. The initial list will be kept updated as new substances are brought onto the premises

- When it has been identified that a substance is classified as hazardous, the Facility Manager will obtain a data sheet and then complete a full COSHH risk assessment. The full risk assessment will be stored together with any relevant data sheets in the school COSHH file
- All persons in the area to be assessed should be included, all persons affected by the work, including staff, students and visitors should be considered.
- The Facility Manager will ensure that the risk assessments are made available to all members of staff likely to be affected by the substance. This will be done by placing a file in the area of work and notifying staff of the COSHH file.
- COSHH risk assessments will be carried out for exposure to biological agents i.e. blood, vomit and human faeces.
- Anything that is done to eliminate or reduce exposure is known as a control measure, When the Facility Manager is considering the preliminary assessment, their first consideration in control is to eliminate the hazardous substance if reasonably practical, and control should be provided by measures other than the provision of personal protective equipment. Only where measures taken to prevent, or control exposure, do not prevent, or provide adequate control, should personal protective equipment be considered. Once it is established by the Facility Manager that the substance in question is the best alternative (as far as is reasonably practicable) they will complete the necessary COSHH risk assessment.
- The assessment must be reviewed if there is reason to suspect that it is no longer valid or there has been a change in the matter to which the assessment relates and in any case at least every 5 years. Where a review indicates changes in the assessment are required, these changes must be made.

### **Control of new substances**

Before any new substance is brought into the workplace. The Facility Manager will check whether it is classified as hazardous. In each case, where it is recognised as hazardous a safety data sheet will be obtained from the supplier in order to gain information on how to manage the substance. The data sheet gives information on health risks. The Facility Manager will then complete a full COSHH risk assessment and store this, together with the data a sheet in the COSHH file.

### **Prevention or Control of Exposure to Substances Hazardous to Health**

The Principal and the Facility Manager will ensure that:

- Exposure of employees to substances hazardous to health is prevented or where it is not reasonably practicable to do so, then it will be adequately controlled
- Checks are made to see whether, by varying the work routine, the substance used, or by using the substance in a less hazardous form, the risk level can be reduced.
- So far as is reasonably practical control is provided by measures other than the provision of personal protective equipment (PPE)
- Where measures taken to prevent or control exposure, do not prevent, or provide adequate control, employees will be provided with suitable PPE
- Employees are aware that they have a duty to make full and proper use of control measures provided and that they must report any defects.
- There is a system for removing hazardous substances deemed to be out of date or no longer valid or required from the site.
- Procedures for dealing with spillages is in place

## **Monitoring of employees health**

The Principal, Business Manager and the Facility Manager will ensure that exposure of employees to hazardous substances will be suitably monitored as required under COSHH Regulations

## **Employer and Employee Responsibilities for COSHH as a result of COVID 19**

- Under COSHH regulations, Holyhead School must prevent their employees from being exposed to substances hazardous to health. Where this is not reasonably practicable, the substances and exposure need to be adequately controlled. As a result of the COVID-19 pandemic, it's important that the School enforce effective infection prevention and control procedures, such as more frequent and thorough cleaning. However, it's also important to effectively manage exposure to hazardous substances, including those used for cleaning.
- Holyhead School is responsible for informing their employees of the risks they may encounter when using hazardous substances and offer further training
- All employees must comply with COSHH by following the instructions given to them by their employer for their own Health and Safety and the safety of others

## **Audit**

At least once a year an audit will be carried out by the Facilities Manager, this audit will check the following

- All hazardous substances being used, stored or transported in school are included on the COSHH register and assessed
- The COSHH register does not contain substances no longer in use
- All hazardous substances are in use by trained staff only
- The storage of the substances is safe and secure and the room locked and labelled
- The quantity held is minimal for use
- Staff are using the hazardous substances properly so that risks are minimised
- Spillage kits are in place and available
- Staff health and records of exposure are kept up to date.