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Lanesend Primary School

Control of Substances Hazardous to Health (CoSHH) Policy School Health and Safety Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: September 2019 (Yearly)

Reviewed By: Site Manager, Health and Safety Consultant
and Headteacher

Lanesend Primary Control of Substances Hazardous to Health (CoSHH) Policy

This safety policy document outlines the safety management systems that Lanesend Primary School have adopted in order to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

The policy document consists of two halves.

- Firstly, a statement of policy and a detailed description of the company systems for CoSHH compliance.
- Secondly, a rolling risk assessment and risk reduction action plan for the school.

This policy is a live document and may be subject to adaptation, modification or improvement at any time by the Site Manager or Health and Safety Advisor. This document was prepared in October 2016 and is reviewed annually.

Introduction

Every substance has the potential to be hazardous to health, regardless of its toxicity and flammability. As part of the schools overall health and safety policy it is imperative that all substances coming on to site are managed in a suitable and sufficient manner.

As part of the schools purchasing policy of any new substance to be used on site a pre-approval should be gained from the site manager, following the obtaining of a suitable Material Safety Data Sheet. (MSDS)

All new (and currently existing) substances will be assessed. In order to do this the school must first obtain a copy of the most recent MSDS from the supplier. A recent MSDS will be classed as a sheet that is up to 2 years old and any MSDS older than this length of time must be replaced and stored in a separate MSDS file for future reference.

Initial Assessment

All new (and currently existing) substances within the school will be subject to an initial hazard risk assessment.

The initial assessment will focus on the hazardous components within the substance, any relating Risk Phrases and the main routes of entry into the body i.e. Inhalation, Ingestion and Absorption, as well as flammability and corrosive etc. properties.

The school's primary objective should be to eliminate or substitute any hazardous substance from within their workplace as soon as is reasonably practicable for a substance that presents a lower level of risk.

Health Surveillance

Health surveillance will be carried out on two levels for employees that work with or are potentially exposed to any substance causing ill health.

Level 1 Pre-Employment

Pre-employment health surveillance will be used to determine any potential new employees that may be in the 'at risk' group with a hazardous substance.

Level 2 Routine Health Surveillance

Employees will participate in routine health surveillance in order to detect any significant changes within their working practises and with the current control measures. Routine health surveillance will highlight any unwanted changes whilst effects are still reversible.

By using health surveillance the school will be able to ensure a proactive approach to health concerns of its employees and subsequently will be able to react much more quickly to any potential health complaint.

Respiratory Protective Equipment Management System

Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) will only be used as a control measure as a last resort should alternative control measures not be appropriate.

The school will design its Respiratory Protective Equipment (RPE) management system around the 'Respiratory Protective Equipment at Work' Guidance Document (HSG53) published by the HSE.

As part of the management system the school will introduce an appropriate storage and maintenance procedure which must be adhered to in the workplace.

Any tight fitting face pieces (all full, half and filtered/disposable) will be correctly fit tested prior to introduction and a record will be kept containing the relevant information, for example the name of person fit tested, the make, model, material and size of the face piece etc.

However, any mask used that is 'Loose' fitting or is being worn for 'Comfort' purposes will not be subject to a fit test.

Information, instruction, training and supervision

The school will provide formal training for any person working with or exposed to any of the Hazardous substances. This training will be organised by The Safety Manager and a formal record kept of the training content and the trainees concerned.

Every employee will be provided with the necessary training prior to commencing work.

The content of both sets of training will include:

- the risks due to exposure to the substance
- the required control measures to reduce those risks
- the consequence of not using the control measures effectively
- the methods for using the PPE and RPE effectively
- the method for handling a spillage

Refresher training frequencies will be subject to an assessment made concerning the turnover rate of the staff and the ability of the staff to follow the procedures.

The relevant First Aiders will also be provided with training and specific First Aid measures for all identified hazardous substances.