

**COSHH (Control of Substances Hazardous to Health)**

Date	Review Date	Coordinator	Nominated Governor
14/07/2014	14/07/2015	Daniel Duncalf	Derek Vitali

We are in agreement with the Health and Safety Commission that it 'does not consider education 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 2002 are in line with what is already good working practice in schools as laid down by current LEA guidance documents'. DEHS0 2004

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 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 as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy has also been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Our Lady and St Joseph's school we recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

## **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 work with other schools to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

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;
- 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 the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher 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;
- identify and have itemised all substances hazardous to health;
- undertake risk assessments to prevent everyone in the school community being exposed to hazardous substances;
- have in place preventative control measures;
- ensure the safe use, handling, storing and transporting of substances;
- have in place emergency procedures to deal with any accident with hazardous substances;
- organise training for the appropriate school personnel;

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- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- 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 Governing Body on the success and development of this policy

Also, 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

### Role of the Nominated Governor

The Nominated Governor will:

- 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;
- report to the Governing Body every term;
- annually report to the Governing 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;

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- 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

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved 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

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## 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 Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

## Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities	▪ Premises Manager
▪ Risk Assessment	▪ Medical & First Aid	▪ Accidents and Emergencies
▪ Workplace Environment	▪	▪

Headteacher:		Date:	
Chair of Governing Body:		Date:	

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