



St Martin's School COSHH Policy



Introduction

The school prioritises the need to provide a safe and secure working environment for staff, pupils and visitors.

This policy ensures safe use of all substances that are potentially hazardous to health and applies to all hazardous substances (including biological hazards).

Training

Staff that may be exposed to hazardous substances will be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimize the risks.

Staff training will involve the safe handling of hazardous substances, procedures, and the use of control measures and emergency procedures. Staff will also be informed on procedures for reporting an accident.

Objectives

The aim of this policy is to ensure that adequate training, instruction and information is in place to prevent staff, students and others coming into contact with hazardous substances. This will be achieved by having a prescribed procedure to safeguard health, safety and welfare with respect to potential exposure to hazardous substances in the School

COSHH is designed to ensure that the resources applied to control hazards are suitable, adequate and no more elaborate or expensive than is necessary for control.

Procedures

The purchase of any hazardous substance must be carried out through the school ordering system and not brought in by staff. All substance must be kept in a lockable cupboard or room

All substances deemed harmful should only be handled by appropriate staff with full training
Any concerns should be raised with the Health and Safety coordinator

A system shall be established for removing hazardous substances deemed to be out of date or no longer required, from the site in a safe and legal manner. In addition, emergency procedures including procedures for dealing with spillages are in place.

The Head Teach and Health and Safety coordinator will ensure that the exposure of staff to hazardous substances will be suitably monitored as required under the COSHH Regulations.

Definition

COSHH (Control of Substances Hazardous to Health) -This cover all uses of substances hazardous to health. The definitions cover virtually all substances including preparations capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial and in a solid, liquid, gaseous or vapour form. Micro-organisms are also included.

Hazard Symbols

'CHIP' (Chemical Hazard Information Profile) requires hazard symbols to appear in a specific style on some chemical labels: These symbols aid identification of chemicals in use that might be explosive, oxidising, highly or extremely flammable, (very) toxic, harmful, irritant, corrosive, or dangerous for the environment. Although rarely found in the setting staff handling chemicals need to be aware. Please see classification chart below.

CLP

Classification, Labelling
and Packaging of
substances and mixtures

New Classification and Labelling of Chemicals

Physical Hazards



Explosive



Flammable



Gases under
Pressure



Oxidising



Corrosive

Health Hazards



Corrosive



Harmful/Irritant



Toxic



Serious Health
Hazard

Environmental Hazards



Dangerous to the Environment

For more information
visit:

www.hse.gov.uk/chemical-classification/

Symbols that are no longer in use:



Written by: Mrs Shannon (Operations Manager)

Ratified by: Governors

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