



# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

for schools within the  
Excalibur Academies Trust:

Revision	Status	Date	Title of Reviewer	Purpose/Outcome
1	Approved	26.11.2018	Wendy Manning (West Berks)	
2	Reviewed	30.07.2019	Davina Nicholls	
3		21.02.2022	Davina Nicholls	Review & logo update

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## 1. INTRODUCTION

Academies within the Excalibur Trust use a variety of substances with harmful or hazardous properties that may create a risk to human health or harm to the environment. This policy details the management arrangements and responsibilities for control of hazardous substances as directed by the Control of substances hazardous to health regulations 2002 (amended 2004).

## 2. DEFINITION

The term 'substance hazardous to health' can take many forms and include: chemicals, products containing chemicals, dusts, vapours, fumes, mists, nanotechnology, gases and asphyxiating gases, biological agents (germs). *COSHH does not cover; lead, asbestos or radioactive substances.*

## 3. OBJECTIVES

The objectives of this document are to prevent, or to adequately control, exposure to substances hazardous to health, so as to prevent ill health. To:

- reduce the impact on the environment of hazardous substances used at or by the school, by using the best practicable environmental option.
- ensure compliance with relevant legislation for the use, storage, transport and disposal of hazardous substances.
- mitigate and limit the effect of exposure to hazardous substances in emergency situations to staff, students, contractors, members of emergency services and members of the public.

## 4. POLICY STATEMENT

This policy applies to all Excalibur Academy staff, students and contractors employed by the Trust who use hazardous substances.

This policy applies to use 'on' or 'off' school premises and in particular to staff and managers who have a duty of care placed upon them to actively monitor the implementation of this policy.

**Each Academy will assess and adequately control the risks created by the use, storage, transport, and disposal of hazardous substances.**

In accordance with the above, each academy will:

- Prevent exposure to hazardous substances but where this is not reasonably practicable, exposure will be adequately controlled by:
  - Substituting a less hazardous substance;
  - Reducing the amount of substance used or stored;
  - The use of engineering controls;
  - Managerial means; e.g. safe systems of work;
  - The use of Personal Protective Equipment;
- Ensure that buildings, plant, and equipment provided for the purpose of controlling hazardous substances are adequately maintained and that adequate records of such maintenance are kept;
- Provide appropriate health surveillance;
- Where practicable monitor exposure;
- Provide adequate training;
- Provide suitable and sufficient information and instruction;

- Provide competent supervision;
- Provide competent advice;
- Ensure that there are appropriate emergency plans, equipment, personnel and procedures in place to deal with foreseeable incidents;
- Ensure that hazardous substances are disposed of in the appropriate manner;
- Ensure that appropriate records of procurement, use and disposal are completed and maintained;
- Ensure that hazardous substances are packaged, stored and transported appropriately in accordance with MSDS & COSHH Risk Assessments.

Staff to be made aware where the above information can be located.

## 5. RESPONSIBILITIES

**5.1 The Trust** as the employer is legally responsible to ensure the health and safety of all staff and pupils. The trust delegates this responsibility to the Principals and Heads of School.

**5.1 The Principals** are responsible for

- carrying out COSHH risk assessment, or to ensure they are undertaken
- the day-to-day maintenance and development of workplace precautions, safe systems of work and conditions for all staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end

**5.2 Subject Leaders are responsible for ensuring that:**

- hazardous substances used by their Department are registered and assessed prior to use, using material safety data sheets (MSDS) and risk assessments, and that exposure to any substance is prevented or where this is not reasonably practicable adequately controlled;
- control measures for which they are responsible are maintained;
- staff and students have sufficient instruction and information and are adequately trained and supervised;
- where practicable adequate arrangements are made to monitor exposure to hazardous substances;
- staff and students meet the criteria for health surveillance and that appropriate records are kept;
- any recommendations made by the School Occupational Health Service are actioned and that records are kept;
- adequate emergency plans and procedures are in place to deal with foreseeable incidents;
- all hazardous substances are stored, transported, packaged and disposed of appropriately;
- adequate resources are made available to enable compliance with this policy.

**5.3 Managers and Supervisors of staff and students must:**

- undertake a written risk assessment where hazardous substances are to be used;
- risk assessments to be reviewed every 3 years or sooner if required;
- implement any control measures identified by the assessment including any advised by Occupational Health;
- ensure that work is only undertaken where a risk assessment has been undertaken;
- provide adequate information, instruction, training and supervision;
- inform the Principal of any activity where the risk assessment has indicated that a hazardous substance requires control measures and provide a copy of the risk assessment to the trust Lead in H&S if requested to do so.

**5.4 Staff who work with hazardous substances must:**

- comply with the appropriate risk assessment and any supplementary guidance, and advise students accordingly;
- use any protective equipment provided in the appropriate manner;

- report any defects in the procedure, protective equipment or plant;
- undertake any training deemed necessary;
- undertake necessary health surveillance

**5.5 Managers and Supervisors of contractors must:**

- make contractors aware of this policy and any other factors that may affect the contractors' assessment;
- ensure that a written risk assessment has been undertaken and provided to the school where hazardous substances are to be used;
- monitor that any control measures identified by the assessment have been implemented;
- advise contractors of any risks to them from school activities in the areas they are working, where the risk assessment has indicated a hazard;

**5.6 Contractors must comply with the requirements of this policy by:**

- undertaking a written risk assessment where hazardous substances are to be used;
- implementing any control measures, including emergency procedures, identified by the assessment;
- provide adequate information, instruction, training and supervision to their staff;
- ensure the department and site managers are informed of these measures in advance.

Head of School  
Lucy Crump



Academy Ogbourne CofE Primary School

Date 28.4.23

Ogbourne Primary COSHH Register

Product Code	Substance Name	Supplier/Manufacturer	Main Hazard	Date MSDS Issued	Date COSHH Assessment Completed	Date Reviewed	Date Reviewed	Date Reviewed
HW240AR	Bioguard Alcohol Hand Surface Wipes	Bioguard Hygiene Solutions Ltd		11.02.2016				
B4407	Blue Ocean Alcohol hand Sanitiser	BlueOcean		15.08.2013				
800-216-4004	Cleanline Food Safe Sanitiser	Prime Source		02.11.2018				
800-116-4001	Cleanline Truck Bleach	Prime Source		22.02.2019	16.12.2022			
820433	Cleanol Blue Label Rinseaid	Cleanol Group Ltd		28.09.2017				
032374	The Consortium Toilet Cleaner	The Consortium		01.11.2017				
	Euro Shopper Washing Up Liquid	Euro Shopper						
03635-01022	Finish Classic Tablets Regular	Reckitt Benckiser		01.02.2015	27.03.2019	16.12.2022		
03635-01030	Finish Dishwasher Cleaner original	RB UK Commercial Ltd		01.09.2017				
03635-01025	Finish Salt	Reckitt Benckiser		22.01.2014				
CO32	Hygenic anti-bac unperfumed hand soap	Seiden Research Limited		14.06.2021				
	Neutradol Carpet Deoderizer	M S George Ltd		13.06.2006				
	Ocean Free 70% alc. hand sanitising gel	Whines Cosmetics Ltd		09.04.2020				
	Pleomax Zinc Chloride Batteries	Samsung		05.11.2012				
4002/PJO	PVA Kids Glue	Creative Art Products Ltd		01.04.2014				
336	Staedler lumocolor whiteboard compact	Staedler mars GmbH & CO		?				
	Tesco Cream Cleaner Lemon	Tesco Stores Ltd						
	Waterproof Drawing Inks	Brian Clegg Ltd		01.05.2015				
	Wizard Correction Pen	Haineko Limited		14.02.2015				

AD 12/17/18



**COSHH Risk Assessment No:**  
**Product Name:**

Company name:

Dept. (if applicable):

Describe the activity or work process.  
*(Inc. how long/how often this is carried out and quantity substance used)*

Location of process being carried out?

Identify the persons at risk:










Employees

Sub-contractors

Public

Name the substance involved in the process and its manufacturer.  
*(A copy of a current safety data sheet is attached to this assessment)*

**Classification (state the category of danger)**

	<input type="checkbox"/> Toxic		<input type="checkbox"/> Oxidising		<input type="checkbox"/> Gas Under Pressure
	<input type="checkbox"/> Harmful/ Irritant		<input type="checkbox"/> Flammable		<input type="checkbox"/> Carcinogen
	<input type="checkbox"/> Corrosive		<input type="checkbox"/> Explosives		<input type="checkbox"/> Dangerous for the environment

**Hazard Type**

Gas   
  Vapour   
  Mist   
  Fume   
  Dust   
  Liquid   
  Solid   
  Other (State) .....

**Route of Exposure**

Inhalation   
  Skin   
  Eyes   
  Ingestion   
  Other (State) .....









**Workplace Exposure Limits (WELs) please indicate n/a where not applicable**

**State the Risks to Health from Identified Hazards**

**Control Measures:**

Is health surveillance or monitoring required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Personal Protective Equipment</b> <i>(state type and standard)</i>
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 <input type="checkbox"/>		 <input type="checkbox"/>	Suitable for chemical splashes
Dust mask		Visor	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Respirator		Goggles	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Gloves		Overalls	
 <input type="checkbox"/>		 <input type="checkbox"/>	
Footwear		Other	

<b>First Aid Measures</b>
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<b>Storage</b>
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<b>Disposal of Substances &amp; Contaminated Containers</b>
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<b>Hazardous Waste</b> <input type="checkbox"/> Skip	<input type="checkbox"/> Return to Depot	<input type="checkbox"/> Return to Supplier	<input type="checkbox"/> Other	<input type="checkbox"/>
(If Other Please State):				

Is exposure adequately controlled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Risk Rating Following Control Measures</b>
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High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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Assessed By:	
Date:	
Review Date:	