

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

COSHH Policy



Background:

This policy is designed to comply with the Health and Safety at Work Act 1974 and the Control of substances Hazardous to Health Regulations 1999 and 2002 (CoSHH).

Policy:

This policy applies to all staff working on the premises, learners and visitors of any description.

The aim of this policy is to ensure that we provide adequate training, instructions 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 prescribed procedure to safeguard the Health, Safety and Welfare of all staff, learners and visitors.

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

Build-a-Future recognises the need to provide a safe and secure working environment. Caring for all personnel and minimising is inseparable from all other Centre objectives. To achieve this Build-a-Future accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a high level of management commitment, professional competence and adequate resources.

Responsibilities

Directors and Headteacher

The Directors and Headteacher recognise their responsibilities to comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999 and 2002 (CoSHH) It is also the responsibility of the Directors, Headteacher and those staff members that are trained to ensure the following are met:

- To carry out (and review) COSHH safety data sheets.
- To carry out (and review) COSHH risk assessments.
- To continually update the COSHH and associated registers where required.
- 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 ensure that appropriate health surveillance of staff is provided where necessary.
- To provide information, instruction and training as appropriate or necessary regarding all hazardous substances.

COSHH Checking

The COSHH locker, paint store and cleaning cupboard are to be checked fortnightly and reported back into the whole site Health and Safety Audit. The whole site Health and Safety

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audit feeds back into the Vocational and Health and Safety Focus group, which meets regularly throughout the year.

Procedure

The COSHH locker, paint store and cleaning cupboard are all to be kept locked at all times. The key for these are kept in the main office and only senior staff have access to these. If access is required by any other staff member they must ask a senior staff member for the key. In the COSHH locker, paint store and cleaning cupboard there are registers for substances and signing in and signing out sheet. These registers must be completed whenever access is required.

Health & Safety Officer, Chris Jones is the staff member with responsibility of checking these registers on a fortnightly basis and feeding back into the whole site Health and Safety Audit and vocational and Health and Safety Focus group.

Assessment

The Directors in liaison with the Headteacher will ensure that no work is carried out that is liable to expose employees or others to substances hazardous to their health unless a suitable and sufficient assessment, in writing of those risks has been carried out.

- Before carrying out any full risk assessments the CoSHH coordinators will compile an initial inventory of substances and will identify the level of hazard. This initial inventory 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 Directors and/ or Headteacher will obtain a Safety Data Sheets and then complete a full CoSHH risk assessment. The full risk assessment will be stored together with any relevant/ available Safety Data Sheets in Build-a-Future CoSHH file.
- All persons in the area to be assessed should be included. All persons affected by the work including learners, visitors and staff should be considered.
- Build-a-Future Lead will ensure that the risk assessments are made available to all members of staff likely to be affected by the substance. This is normally done by giving a copy to the relevant member of staff and by notifying all staff that a copy is in the main CoSHH file.
- Anything that is done to eliminate or reduce exposure is known as a control measure. When the Directors and/ or Lead are considering their preliminary assessment their first consideration in control is to eliminate the hazardous substance if reasonably practicable. If this cannot be done then substitution with a less hazardous alternative or the substance in a less hazardous form may lower the risk of potential harm.

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So far as is reasonably practicable 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:

- Once it is established that the substance in question is the best alternative (so far as reasonably practicable) they will complete the necessary CoSHH risk assessment.

Control of all New Substances

Before any substance is brought into Build-a-Future the Directors/ Headteacher will check whether it is classified as hazardous. If it is then the above assessment procedure will be followed before the substance can be brought onto Build-a-Future or used.

Audit

Every fortnight an audit will be carried out of the full contents of the COSHH locker, paint store and cleaning cabinet. At least once per year a full audit will be carried out by the Directors/ Centre Manager. Their remit will be to check the following:

- All hazardous substances being used, stored or transported in Build-a-Future are included on the CoSHH register and have been assessed.
- The CoSHH register does not contain substances that are no longer to be used, stored or transported.
- All hazardous substances are under the day to day supervision of suitably trained staff.
- The storage of the hazardous substance is safe and meets any legal requirements.
- The quantity of hazardous substances held is minimised in order that proper procedural duties can be effected.
- That staff training and training records are being updated and that so far as can be ascertained staff are using the hazardous substances properly so that the risks are minimised.
- Emergency procedures are in place and functional e.g. spillage kits, PPE etc.
- Health surveillance is being carried out where necessary and records of exposure to hazardous substances are kept up to date where applicable.

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Education is the Foundation to Build-a-Future

Company Reg N°: 4521396



Appendix 1

A '*substance hazardous to health*' means a substance (including a preparation) -

- (a) Which is listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is very toxic, toxic, harmful, corrosive or irritant.
- (b) For which the Health and Safety Commission has approved a workplace exposure limit.
- (c) Which is a biological agent.
- (d) Which is dust of any kind, except dust which is a substance within paragraph (a) or (b) above, when present at a concentration in air equivalent to or greater than -
 - (i) 10 mg/m³, as a time-weighted average over an 8-hour period, of inhalable dust, or
 - (ii) 4 mg/m³, as a time-weighted average over an 8-hour period, of respirable dust;
- (e) Which, not being a substance falling within sub-paragraphs (a) to (d), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

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