



Extend Learning  
Academies Network

# ELAN Control of Substances Hazardous to Health (COSHH) Policy (Health & Safety)

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## Statement of intent

This policy has been produced in line with the Extend Learning Academies Network (ELAN) Health and Safety Policy to ensure that all health and safety issues relating to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 are appropriately managed and controlled.

ELAN is committed to protecting the health, safety, welfare, and well-being of all its employees and others who may be affected by ELAN's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of ELAN adheres to the requirements of the policy.

The objectives of ELAN's Control of Substances Hazardous to Health (COSHH) policy are to ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable
- The risks to health arising from work activities involving hazardous substance is assessed
- The exposure to hazardous substances is prevented or reduced by implementing adequate control measures
- COSHH assessment and controls are monitored, adequately reviewed, and recorded where required
- Employees are provided with appropriate information, instruction, and training
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

This policy is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers, and work placement students, and should be read in conjunction with the policies and documents signposted below:

Signpost	Document Title	Responsibility
Policy	ELAN Health & Safety Statement and Policy	ELAN Estates Manager
	ELAN Risk Assessment Policy	ELAN Estates Manager
	ELAN Health & Safety Training Policy	ELAN Estates Manager
Supporting documents / procedures	ELAN Manual Handling Document	ELAN Estates Manager

## 1.0 Scope

- 1.1 The information, guidance and instruction within the policy cover the use of hazardous substances. The Policy is applicable to all areas of the Trust and its Schools.
- 1.2 The application of this Policy along with its supporting guidance will ensure that, so far as is reasonably practicable, Schools meet all relevant and appropriate statutory requirements regarding the general provision of COSHH Regulations 2002.
- 1.3 The Policy provides a standardised approach for all persons who are responsible for work involving hazardous substances, ensuring consistency across the Trust.

1.4 The appendices to this policy contain further information and tools to assist schools in its implementation. These are:

- Appendix 1: Safety Data Sheets
- Appendix 2: ELAN COSHH Risk Assessment Flowchart
- Appendix 3: ELAN COSHH Risk Assessment Form (SCHOOL TEMPLATE)
- Appendix 4: COSHH Inventory (SCHOOL TEMPLATE)
- Appendix 5: COSHH Risk Assessment Log (SCHOOL TEMPLATE)

## **2.0 Definitions**

### **2.1 Hazardous Substances**

A substance with the potential to cause harm if inhaled, ingested, injected, or absorbed through the skin or released into the environment. Common substances such as cleaning materials, chemicals used in a process are examples.

Hazardous substances occur in the following forms from packaged items, work processes or waste:

- substances, or a mixture of substances, classified as dangerous which carry warnings such as Toxic, Harmful, Corrosive, Irritant, Sensitising or Carcinogenic
- substances with Workplace Exposure Limits (WEL)
- biological agents (Bacteria, Viruses, and other Micro-Organisms)
- any kind of dust in a specific concentration
- any other substances which may potentially create a risk to health, e.g., Dusts, Liquids
- Vapours, Gases, Mists, Fibres, Solids or Smoke

These substances usually indicate their basic hazard group by having a warning symbol on the label.

Some substances are excluded from the COSHH Regulations 2002 but are covered by their own specific regulations. These include Radioactive Materials, Asbestos, Lead and Lead Products.

### **2.2 Safety Data Sheets**

A Safety Data Sheet (SDS) contains Health and Safety information written in a format covering standard information e.g., handling and storage, disposal considerations, etc., and provided by the supplier or manufacturer of a substance. The SDS will tell you if the substance is classified as a hazardous substance.

***See Appendix 1 for further information on SDS***

### **2.3 COSHH Risk Assessment**

A COSHH Risk Assessment is a careful examination of hazardous substances within the workplace and evaluation of their potential to cause harm, taking into account the control measures/precautions that have been taken for their use.

This level of assessment is only required for those substances that are classified as hazardous.

- Hazard is anything that has the potential to cause harm
- Risk is the likelihood that harm will occur
- Likelihood is the chance of a person being exposed to a hazard
- Severity is the extent of personal harm that could result.

#### **2.4 Workplace Exposure Limits (WEL)**

The maximum concentration of the substance that a person may be exposed to in the workplace, for example the maximum concentration in workplace air, averaged over an 8-hour day.

#### **2.5 COSHH Risk Assessment Register**

This is the ELAN/School register of COSHH Assessments. A full School register will be located within the School's Building Manager's office/Site Technician/Caretaker office appropriate sub lists at the front of all COSHH folders pertaining to the chemicals in that folder. Both electronic and hard copy are acceptable.

#### **2.6 Competent Nominated Person**

For the purpose of this policy, this is the individual who is familiar with the tasks and the substances being used within a particular School. The Building Manager/Site Technician/Caretaker will on most occasions be the nominated person.

#### **2.7 Personal Protective Equipment (PPE)**

Personal Protective Equipment is the equipment which must be worn when handling chemicals and may include safety eyewear, safety gloves, aprons etc.

Schools will provide appropriate PPE.

#### **2.8 Health Surveillance**

Health Surveillance is and should be used, where through the use of a chemical substance there may be potential detrimental effects on an individual in the workplace. Health Surveillance would be undertaken by the Occupational Health Service provider to the Trust as advised by Human Resources.

#### **3.0 Roles and Responsibilities**

The following specific roles and responsibilities apply to this policy and are in addition to the general roles and responsibilities placed on School Headteachers, all line managers and employees within the ELAN Health and Safety Policy.

#### **3.1 The Board and Chief Executive Officer (CEO)**

Within the scope of this policy, the Board and CEO have overall responsibility for:

- ensuring that all substances in use across the Trust are effectively and safely managed
- evaluation of risk; authorising the most appropriate means of risk control

- the provision of a safe and healthy workplace for employees and visitors to all Schools within the Trust irrespective of their role
- the provision of adequate welfare facilities enabling health monitoring if appropriate
- proactively encouraging safe behaviours in both staff and pupils, and

### 3.2 **Headteachers**

In accordance with the ELAN Health and Safety Policy, the Trust Chair and CEO will delegate to Headteachers the running of their own schools. They will put in place local policies, organisation, and arrangements for dealing with health, safety, and wellbeing. Within the scope of this policy, the Headteacher has overall responsibility and accountability for:

- implementation of this policy and ensures that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake
- allocating sufficient resources to ensure that the school meets all legislative requirements for COSHH
- ensuring that members of staff receive effective COSHH training
- ensuring that, where possible, the use of hazardous substances is avoided
- ensuring that risk assessments are completed, where the use of hazardous substances cannot be avoided, and effective control measures are in place
- ensuring that an up-to-date record is maintained of all hazardous substances which are used, and they are clearly labelled
- ensuring the correct disposal of hazardous substances
- ensuring that staff have access to health monitoring services
- following Trust procedures for any member of staff who persistently fails to follow agreed procedure and legislative requirements.

### 3.3 **Responsibilities of all members of staff**

Within the scope of this policy, all members of staff are responsible for:

- familiarising themselves with this policy, the hazardous substances within their area they work, the COSHH register and safe working practices
- using hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer's instructions, including the required control measures
- using PPE when necessary and report any damage to the school Office immediately
- attending COSHH training sessions when required or directed by the Headteacher
- ensuring they are available for health surveillance and report any health and safety concerns to the Headteacher immediately
- communicating the COSHH procedures and control measures to pupils if appropriate.

### 3.4 **Nominated Competent Person**

Within the scope of this policy, the nominated competent person is responsible for:

- obtaining SDS, reviewing the information, compiling the COSHH Risk Assessments and providing these to appropriate School staff

- providing Trust/Headteacher with an electronic version of all COSHH Risk Assessments
- maintaining the Central COSHH Register of their School for inspection by the relevant authorities in conjunction with school leads/departmental heads
- arranging appropriate storage facilities for substances if required
- ensuring correct disposal of all substances; this will include daily waste as well as 'specialist' items
- ensuring that all members of the Trust and contractors visiting their School comply with COSHH regulations 2002
- implementing such technical and physical control measures as directed by the Head teacher
- acting as liaison and focal point for annual LEV inspections; implementing remedial works as highlighted
- highlighting disposal issues for articles which may contain hazardous substances such as refrigerators
- seeking assistance for problems that arise with substances NOT part of the COSHH Regulations 2002 e.g., Asbestos and Lead
- seeking assistance from specialist authorities when it is suspected that workplace exposure limits (WEL's) may be exceeded.

#### **4.0 Organisation and Arrangements**

##### **4.1 Identification and Use of Hazardous Substances**

The School's Headteacher and senior leadership must identify whether a hazardous substance is being used/generated as part of the process/or produced as waste. The Safety Data Sheet (SDS) will inform whether it is a hazardous substance.

Before work commences, the person with overall control for the activity must first avoid use of hazardous substances. If this is not reasonably practicable, then they must agree to the use of any hazardous substance involved in the task and ensure a COSHH assessment is completed.

***See Appendix 2: ELAN COSHH Risk Assessment Flowchart***

##### **4.2 COSHH Risk Assessment**

For every substance Academies within the Trust use, there must be a SDS in place.

If the substance is 'hazardous' then a COSHH risk assessment is required.

The SDS informs managers about whether or not the substance is hazardous and, therefore, whether it requires a COSHH assessment. The SDS will give information about substance hazards; it is not a replacement for the Risk Assessment.

The COSHH assessment combines the assessor's own knowledge and methods of use of the substance in their areas of work and responsibility including hazardous products, by-products or waste.

If Human Resources is advised that a member of staff is pregnant or has a medical condition whereby, they may be affected by hazardous substances, advice on using



substances must be sought and included in the risk assessment as the mother or unborn child, or member of staff with a medical condition, may be at risk.

***See Appendix 3 - COSHH Risk Assessment Template***

**4.3 Control Measures**

An important part of the process of COSHH risk assessment is the identification of effective control measures. All control measures must perform as intended and continue to prevent or control the exposure to substances hazardous to health. If controls are found to be inadequate, and therefore could result in reduced efficiency, effectiveness, or levels of protection for staff, they must be improved. When identifying control measures, you must follow the hierarchy of control as stated below:

- elimination – eliminate the use of a harmful substance
- substitution – use of a safer alternate form of the product, e.g., paste rather than powder
- reduction – reduce the amount used or the time spent using the substance
- isolation/enclosure
- Local Exhaust Ventilation (LEV)/General Ventilation i.e., doors/windows
- safe systems of work
- information, instruction, and training
- supervision
- Personal Protective Equipment (PPE)

Control measures must take into account the action required in the event of an emergency.

**4.4 Competence**

The COSHH risk assessment must be undertaken by a Line Manager or competent nominated person, together with someone who is familiar with the work being assessed.

**4.5 Communication, Information, Instruction and Training**

COSHH assessments must be made available and brought to the attention of all relevant employees. Copies of the assessment must be displayed next to or held with the products so that in the event of an incident, the correct emergency action or first aid measures can be taken.

The school, on behalf of the Trust must inform employees about the hazards/risks associated with the use of that substance. In addition to this, employees must be made aware of the control measures that have been identified via the risk assessment and that they must be complied with.

The school, on behalf of the Trust must give employees the necessary instruction and training to enable them to follow/implement the required controls, and that staff are aware of:

- The names of the substances they work with and could be exposed to, as well as the associated risks and the use of SDS.

- The appropriate precautions and control measures that they are expected to take to protect themselves, pupils, and others at the Trust.
- The importance of PPE and how it should be used.
- The results of any exposure and health surveillance, whilst maintaining confidentiality and not revealing any identities.
- The correct measures to take when supervising pupils who are handling substances.
- The emergency procedures.

Training is conducted in response to any changes required to the provision of COSHH, e.g., additional information required on risk assessments, new PPE equipment, etc.

#### 4.6 **COSHH Assessment Record and Review**

All COSHH assessments must be recorded. For this you must use the COSHH Assessment Form. (See Appendix 3).

COSHH Risk Assessments must be reviewed:

- at least annually to ensure they remain valid and up to date
- when there has been a change in work procedures
- if the substance has changed, e.g., new SDS received
- upon HSE direction
- following any adverse incident involving the substance or task.

COSHH Risk Assessments must be kept for 5 years and must be available for inspection as part of annual inspections and audits. SDS data sheets are to be renewed on a 5 yearly basis.

If the COSHH Risk Assessments are used as material evidence in a personal injury adverse event, then a copy of the risk assessment should be placed with the employee's personnel file for future reference.

The COSHH risk assessment must be undertaken by a Line Manager or competent nominated person, together with someone who is familiar with the work being assessed.

#### 4.7 **Health surveillance**

In accordance with COSHH regulations, the Trust HR Lead conducts health surveillance in the following instances:

- where an individual is exposed to a substance which is associated with a disease or adverse health effect
- where an individual is exposed to a substance which is likely to result in a disease or adverse health effect
- where an individual displays signs of a disease or adverse health effect

If a COSHH assessment identifies that health surveillance is required, then it will be undertaken by the Trusts' Occupational Health provider. The health records are to be kept for 40 years (the individual is able to access their health records at any time they should request it).

All individuals at the Trust have a responsibility to provide honest and true health information and declare any changes to their health that should occur due to the exposure of a hazardous substance.

## **5.0 Planning for accidents, incidents, and emergencies**

All ELAN schools should aim to effectively manage every identified risk that is involved with the use of a hazardous substance; however, there may be instances when accidents, such as spillages, could occur and may be damaging to an individual's health.

A detailed emergency plan should be established prior to the use of any substance as part of the risk assessment.

The risk assessment undertaken for each hazardous substance is kept with each substance, so that members of staff are aware of the emergency procedures and first aid.

Incidents are responded to promptly, and the harmful effects are minimised where possible.

Emergency services are contacted immediately where the incident cannot be resolved by a trained member of staff.

Only members of staff trained in COSHH and first aid attempt to provide treatment to an individual.

Any accidents are reported to the Headteacher or a nominated member of staff immediately.

The emergency procedures are regularly practiced as part of a 'safety drill' method, to ensure that all individuals at the Trust are aware of the steps to follow.

## **6.0 Monitoring and Review**

To ensure the effective application of this policy, schools are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The Policy review needs to promote a cycle of continuous improvement; therefore, any actions identified to ensure this, should be considered, and implemented where reasonably practicable.

The content of this Policy and its effectiveness will be reviewed on a 3 yearly review. In addition, this Policy will be subject of review and amendment within this period should significant changes occur.

At least annually, an audit will be carried out by the Trust's Facilities & Compliance Manager, this audit will check the following:

- All hazardous substances being used, stored, or transported in school are included on the COSHH register and assessed.
- The COSHH register does not contain substances no longer in use.
- All hazardous substances are in use by trained staff only.

- The storage of the substances is safe and secure, and the room locked and labelled.
- The quantity held is minimal for use.
- Staff are using the hazardous substances properly so that risks are minimised.
- Spillage kits are in place and available.
- Staff health and records of exposure are kept up to date.

## **7.0 Further Reference**

- ELAN Health and Safety Policy
- CLP Regulation, labelling of chemicals: [www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm](http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm)
- HSE: [www.hse.gov.uk/coshh/basics.htm](http://www.hse.gov.uk/coshh/basics.htm)
- HSE. [www.hse.gov.uk/coshh/detail/coshh-clp-reach.htm](http://www.hse.gov.uk/coshh/detail/coshh-clp-reach.htm)
- HSE. Control of Substances Hazardous to Health 2002 (as amended), Approved Code of Practice, L5
- HSE. Working with Substances Hazardous to Health; 'What you need to know about COSHH' (INDG 136. Rev 4).

## Appendix 1 –Safety Data Sheets

Safety Data Sheets (SDS) are required by the UK REACH Regulation.

SDS are important documents in the safe supply, handling, and use of chemicals. They help ensure that those who use chemicals in the workplace use them safely without risk of harm to users or the environment.

The SDS will contain the information necessary to allow employers to do a risk assessment as required by the Control of Substances Hazardous to Health Regulations (COSHH). The SDS itself is not an assessment. However, it will describe the hazards helping employers assess the probability of those hazards arising in the workplace.

SDS are a must if a chemical is hazardous and is being supplied for use at work, whether in packages or not. SDS are also needed if your chemical is not classified as hazardous but contains small amounts of a hazardous substance.

Questions about the compilation of safety data sheets should be made to the UK REACH Helpdesk [ukreach.clp@hse.gov.uk](mailto:ukreach.clp@hse.gov.uk)

Defra has the lead responsibility for UK REACH and the SDS requirements.

### What is in an SDS

The Safety Data Sheet is a document that is used to provide information on potential hazards on the substance it is for. In the UK, SDS are regulated by REACH (Registration, Evaluation, Authorisation & Restriction of Chemicals). For an SDS to be valid in the UK it must have 16 sections. These sections are:

1. Identification of the substance / mixture and of the company/undertaking
2. Hazards identification
3. Composition/information on ingredients
4. First Aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls / personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal information
14. Transport information
15. Regulatory information
16. Other information

### Where do you find an SDS

Every manufacture or supplier must make the SDS available to the user of any chemical classified as hazardous. This can be done either by transporting the chemical with a hard copy or providing a link to the document on-line

### What information is in an SDS

The SDS lists the known hazards associated with a chemical with the generic control measures. The risks described are based on the chemical being used at room temperature,

sea level pressure and in accordance with any manufacturer's instructions, including the amount being used, and contact with other substances including water or air.

### **The difference between SDS and MSDS**

In many cases, a Safety Data Sheet and a Material Safety Data Sheet are the same documents. However, the correct title in the UK is SDS and it has 16 sections. Other countries use MSDS more commonly and these documents may have different sections. When checking SDS on-line ensure that you use the UK version with all 16 sections.

### **What do you do with an SDS**

When using any hazardous chemicals, you must consult the SDS when completing your risk assessment, agree that you are only using it in accordance with the manufacturer's instruction, including all engineering control measures and PPE, or to carry out a further risk assessment that will look at how you will be using the chemical.

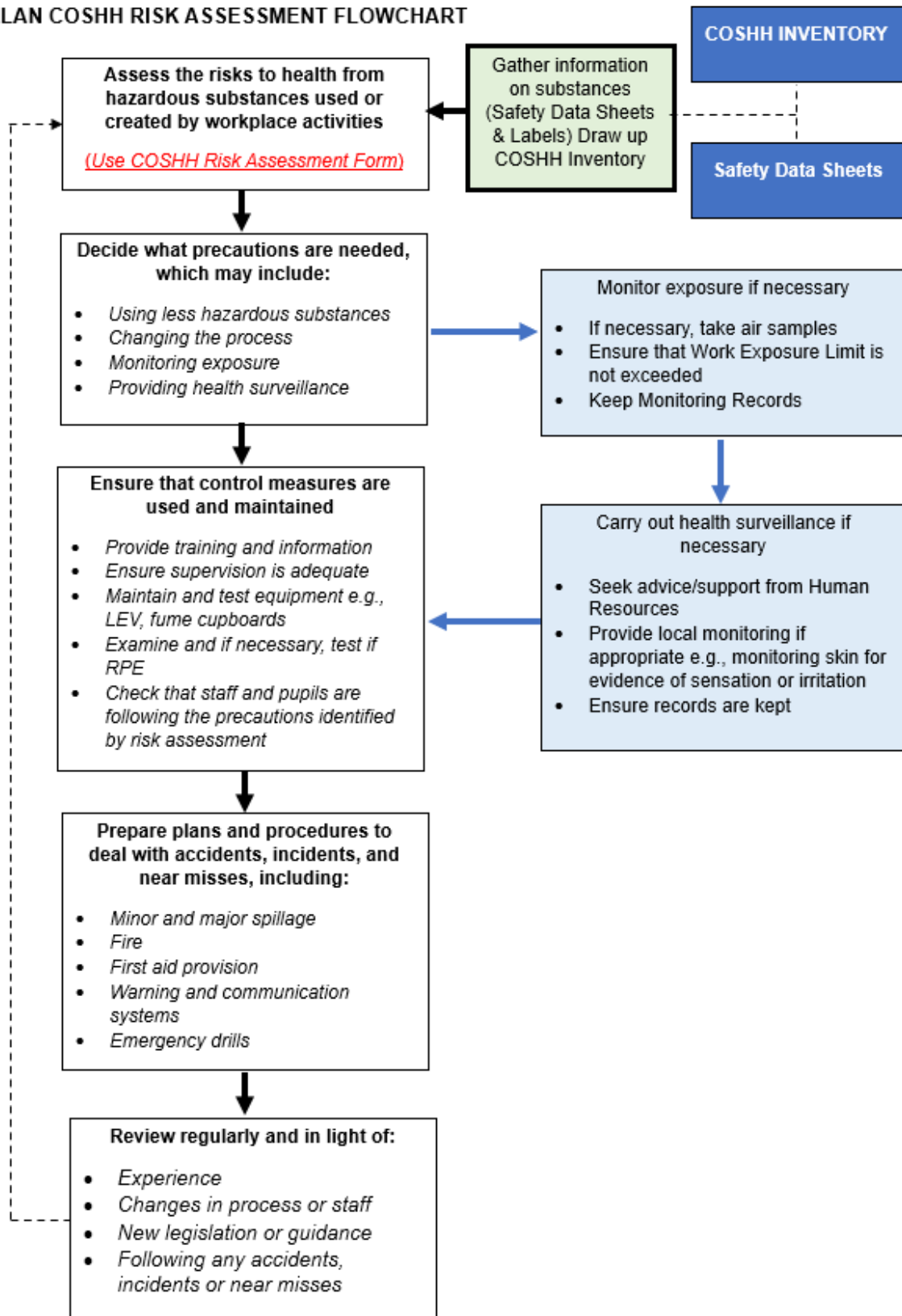
You must consult all parts of the SDS and refer to your risk assessment to all relevant information, not just the immediate health hazards and precautions.

You must ensure the SDS is up to date. There is no statutory review period, but an SDS must be updated as soon as: new hazard information or information that may affect the risk management measures becomes available; when a chemical or mixture is classified according to the CLP Regulation; once an authorisation under REACH is granted or refused; or once a restriction under REACH has been imposed.

When a risk assessment is reviewed, always check that the review is based on the current SDS.










## Appendix 2 – ELAN COSHH RA Flowchart

### ELAN COSHH RISK ASSESSMENT FLOWCHART



## Appendix 3 – COSHH Risk Assessment Template

### Section A: Substance Information

School:	Click here to enter text.				Ref No.:			
Substance:	Click here to enter text.							
Chemical Constituents:	Click here to enter text.							
Description:	Solid <input type="checkbox"/>	Liquid <input type="checkbox"/>	Gas/Vapour <input type="checkbox"/>	Dust <input type="checkbox"/>	Other <input type="checkbox"/>			
Storage Location:	Click here to enter text.							
Description of Use:	Click here to enter text.							
Health & Safety Hazard indicated on Label/Safety Data Sheet (state the category of danger):								
 Corrosive <input type="checkbox"/>	 Serious Health Hazard <input type="checkbox"/>	 Explosive <input type="checkbox"/>	 Flammable <input type="checkbox"/>	 Environmental <input type="checkbox"/>				
 Gas under Pressure <input type="checkbox"/>	 Oxidising <input type="checkbox"/>	 Health Hazard <input type="checkbox"/>	 Acute Toxicity <input type="checkbox"/>					
Risk & Safety phrases indicated on Safety Data Sheet:								
Click here to enter text.								
Routes of exposure (Hazard Type):								
Inhalation	<input type="checkbox"/>	Ingestion	<input type="checkbox"/>	Absorption	<input type="checkbox"/>	Direct Entry	<input type="checkbox"/>	
Workplace exposure limit:					No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
How often is substance used?								
< 15mins per day	<input type="checkbox"/>	< 1 hour per day	<input type="checkbox"/>	> 1 hour per day	<input type="checkbox"/>			
Disposal Procedure:								
How is substance disposed of?								
Click here to enter text.								
How is container disposed of?								
Click here to enter text.								
Do disposal procedures involve risks to others?					No	<input type="checkbox"/>	Yes	<input type="checkbox"/>



## Section B: Control Procedures

Which of the following controls are in place/required?					Action Required	
1: Can the substance be eliminated or an alternative less hazardous substance used?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
2: Can exposure be reduced? (Listed in priority order):						
Local exhaust ventilation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
General ventilation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
Safe systems of work	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
Immunisation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
Staff rotation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
Personal Protective Equipment (PPE)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
PPE Required (identify):	Click here to enter text.					
3: Emergency spillage procedure required?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
4: Air monitoring required?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
5: Health surveillance required? (Discussed with Personnel\HR)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Click here to enter text.	
6: Is local ventilation maintained annually?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not applicable	<input type="checkbox"/>
7: Persons at risk:	Are they Trained?			Informed of risk?		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Pupils	✓	<input type="checkbox"/>			<input type="checkbox"/>	
Contractors	<input type="checkbox"/>	✓			<input type="checkbox"/>	
Visitors	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Public	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Are current control measures adequate?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		

## Section C: Risk Assessment

Risks to Health are:							
Green (Very Low)	<input type="checkbox"/>	Yellow (Low)	<input type="checkbox"/>	Amber (Medium)	<input type="checkbox"/>	Red (High)	<input type="checkbox"/>
Have managers been informed of risk?				No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Is a management plan required?				No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Name (Assessed by):	Click here to enter text.		Signed			Date	Click here to enter a date.
Assessment Review Date:						Click here to enter a date.	

*The assessment should be viewed as an essential decision-making process on the control measures required to be implemented to ensure minimum exposure to hazardous chemicals is achieved. The decisions made should be based on the chemical information supplied and obtained and the reaction conditions to be applied to the hazardous chemical.*





