



## COSHH Policy

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Status	Current
Published	March 2026
Review Cycle	Annually
Next Review	March 2027
Lead Staff	Mary Barber
Chair of Governing Body	Alex Krutnik
Headteacher	Jane Hatwell

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## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

*“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

## 1. Policy

At Stone Bay School, we understand the importance of protecting the health and safety of all our pupils, employees, volunteers and guests.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002, states that every employer should prevent the exposure of substances hazardous to health, to their employees. Where exposure cannot be prevented, employers should ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

In accordance with these regulations, the school has created this policy to ensure that all staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at our school.

The main aims of this policy are:

- To assess the risk of hazardous substances used in our school and the impact they may have on health.
- To implement appropriate control measures in order to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.

This policy applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students.

## 2. COSHH Co-Ordinator

The CoSHH Co-Ordinator at Stone Bay School is the Premises Manager.

## 3. Legal Framework

This Policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002.

This Policy will also have due regard to the following guidance:

- HSE COSHH: A brief guide to the Regulations  
<https://www.hse.gov.uk/pubns/indg136.pdf>

The school will implement this policy in conjunction with our Health and Safety Policy.

## 4. Definitions

### **Hazardous Substances:**

- For the purpose of this policy, a hazardous substance is a substance which may cause ill-health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment.
- There are many examples of hazardous substances which can cause ill health including:
  - Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
  - Substances generated from activities e.g. fumes.
  - Naturally occurring substances e.g. grain dust.
  - Biological agents such as bacteria and other microorganisms.

### **Health Surveillance:**

- For the purpose of this policy, health surveillance is a system of ongoing health checks for employees, in order to provide data to help employers evaluate health risks and highlight concerns in workplace control measures
- Health checks are for employees who are regularly exposed to noise, vibrations, solvents, fumes, biological agents and hazardous substances.

### **Material Safety Data Sheet (MSDS):**

- For the purpose of this policy, an MSDS is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer, and indicates whether a substance is classified as hazardous.

## 5. Roles and Responsibilities

### **Headteacher:**

- The day-to-day implementation of this policy and ensuring that all staff are aware of their roles and responsibilities, as well as the necessary control measures they need to undertake.
- Ensuring that members of staff receive effective COSHH training.
- Ensuring that, where possible, the use of hazardous substances is avoided.
- Ensuring that health surveillance is undertaken where necessary.

### **COSHH Coordinator:**

- Conducting risk assessments where the use of hazardous substances cannot be avoided and ensuring effective control measures are in place.
- Providing less harmful alternatives, where possible, for hazardous substances which must be used.

- Ensuring that an up-to-date record is kept of all hazardous substances which are used in the school, and that these are clearly labelled.
- Providing safe storage and disposal arrangements for hazardous substances.
- Purchasing personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with the Health and Safety Policy.
- Conducting a formal assessment of the health risks to all those at our school.
- Preventing and controlling the exposure of hazardous substances.
- Ensuring the proper use of controls, such as PPE, are adopted
- Ensuring that the controls used are necessary, safe and regularly reviewed
- Conducting health surveillance for staff where necessary.
- Providing instruction, information and training on the use of hazardous substances.

**Staff:**

- Familiarising themselves with this policy and the procedures they must follow.
- Using all hazardous substances in accordance with the risk assessment conducted prior to use and the manufacturer's instructions, including the required control measures.
- Using PPE when necessary and reporting any damage to the COSHH Coordinator immediately.
- Attending COSHH training.
- Making themselves available for any health surveillance and reporting any health and safety concerns to the COSHH Coordinator immediately or reporting on the on-line Maintenance, Health & Safety Reporting form.

## 6. COSHH Procedures

In order for the school to be compliant with the COSHH regulations, we recognise the important procedures which need to be followed to ensure effective provision of COSHH at our school.

The school will dedicate itself to adhering to the following procedures for every hazardous substance used:

- **Assessing the risks to staff and pupils**
  - Prior to use, the COSHH coordinator will conduct a risk assessment, taking into account the possible hazards that may occur as a result of using the substances.
  - The risk assessment will detail the appropriate control measures that must be taken when using the substance, such as using appropriate PPE.
  - Risk assessments will be produced in conjunction with the MSDS and will take into account any individuals, including visitors, staff, pupils and contractors, who may be affected by its use.
  - The procedures and hazards identified in the risk assessment will be communicated to the required staff, who must then communicate this to all those involved and ensure it is adhered to.

- o Copies of the risk assessment will be shared on the Google Drive
- **Control measures**
  - o The school will eliminate the use of any hazardous substances unless absolutely necessary.
  - o Where substances must be used, COSHH coordinator will aim to substitute this for a less harmful substance in order to minimise risks.
  - o Where the substance cannot be eliminated or substituted, the amount of time for exposure will be minimised. The amount of the substance used will also be reduced as much as possible.
  - o Where possible, the use of the substance will be in isolation from other areas of the school to prevent exposure to others.
  - o Appropriate ventilation will be used, such as opening windows and external doors.
  - o Appropriate PPE will be worn by all those exposed to the substance such as gloves, safety goggles, dust masks etc.
  - o Hazardous substances will be stored safely and securely.
  - o All substances will be safely disposed of after use by staff that are trained in COSHH.
  - o Only staff trained in COSHH will have access to the substances. At no time will students be able to access the substances.
  - o All substances shall be locked away, out of sight and reach of students with only appropriate members of staff having approved access. Substances will be stored in designated locations which are locked at all times.
  - o The COSHH coordinator will ensure that these control measures are adequately monitored and maintained.
  - o Staff will be aware that they must report any defect in control measures to the COSHH coordinator or Premises Manager immediately so that replacements can be provided.
  - o All concerns regarding COSHH will be handled with the utmost importance and priority.
- **Health Surveillance**
  - o In accordance with COSHH regulations, the school will conduct 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.
  - o Health surveillance will be conducted by the COSHH coordinator, who will obtain all information of the individual's health and keep a written record of this. Records must be kept for a minimum of 40 years from the last entry.

- o The individual will be able to access their health records at any time they should request it.
- o All individuals at the school 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.

## 7. Planning for accidents, incidents and emergencies

- The school will aim to effectively manage every identified risk that is involved with the use of a hazardous substance: however, we recognise that there may be instances when accidents, such as spillages, could occur and may be damaging to an individual's health.
- The COSHH risk assessment and the MSDS for each hazardous substance will be kept on Google Drive so that all are aware of the emergency procedures and first aid.
- Incidents will be responded to promptly, and the harmful effects will be minimised where possible.
- Emergency Services will be contacted immediately where the incident cannot be resolved by a trained member of staff.
- Only members of staff trained in first aid should attempt to provide appropriate treatment for the individual.
- Any incidents that occur should be reported to the Headteacher and COSHH Coordinator immediately. Any concerns should be reported on the Maintenance Health and Safety Reporting form.

## 8. Training of staff

Training for staff will be undertaken on an annual basis and will ensure that all staff are aware of:

- The appropriate precautions and control measures that they are expected to take to protect themselves, pupils and others at the school.
- The importance of PPE and how this should be used.
- Where risk assessments and MSDS are stored and how staff can access these.
- Training will also be conducted in response to any changes required to the provision of COSHH e.g. additional information required on risk assessments, new PPE equipment etc.
- Staff are reminded not to bring in chemicals from home.

## 9. Monitoring and Review

This policy will be reviewed on an annual basis by the COSHH coordinator in conjunction with the Headteacher, who will make any necessary changes and communicate this to all staff.

The COSHH coordinator will conduct an annual audit to review the provision of COSHH in our school and will review the following:

- All hazardous substances being used, stored, or transported have been assessed in relation to their MSDS and are recorded on the COSHH register.

- The COSHH register does not contain any substances which are no longer used, or are out-of-date.
- The storage of hazardous substances is safe and secure, and all are clearly labelled and meets any legal requirements.
- The appropriate control measures are employed as required.
- That staff 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.

## 10. What do the COSHH symbols mean?



## 11. COSHH Assessment Process

