

# Avon House School

## Health & Safety Policy



**CELEBRATING & SUPPORTING  
EVERY CHILD**

**Prepared: Summer 2025**

**To be reviewed: Summer 2026**

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<i><b>Reviewed by:</b></i>	<i>ZM</i>	<i>ZM</i>	<i>ZM</i>	<i>NB</i>	<i>NB</i>

## Health and Safety Policy and Procedure (12)

### (Whole School including EYFS)

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### *The Governing Body's Statement of Intent with regard to Health and Safety*

The Governing Body at Avon House School intends to provide a safe and healthy working and learning environment for all employees, students and visitors.

In consultation with the Head Teacher and the Bursar, the Governing Body Health & Safety Representative will continue to assess risks and review matters of health and safety annually or as necessary to ensure the continued effectiveness, implementation and updating of this policy.

The arrangements outlined and other safety provisions are made in order to prevent accidents and ensure safe and healthy working conditions. The Governing Body Health & Safety Representative believes that only the adoption of safe methods of work and good practice by every individual can achieve these objectives.

All employees, contractors and visitors must recognise their responsibility for their own safety, and that of pupils and others who may be affected by their work. They must also appreciate that safety depends on their individual conduct and vigilance while on Avon House School premises or while taking part in activities sponsored by the school.

The Governing Body Health & Safety Representative will take all reasonable steps to identify and keep hazards to a minimum and will ensure the provision of sufficient information and adequate training for all employees.

It is a requirement that all employees sign annually to acknowledge that they have received and understood their Health and Safety responsibilities and read a current copy of Avon House School's Health and Safety Policy.

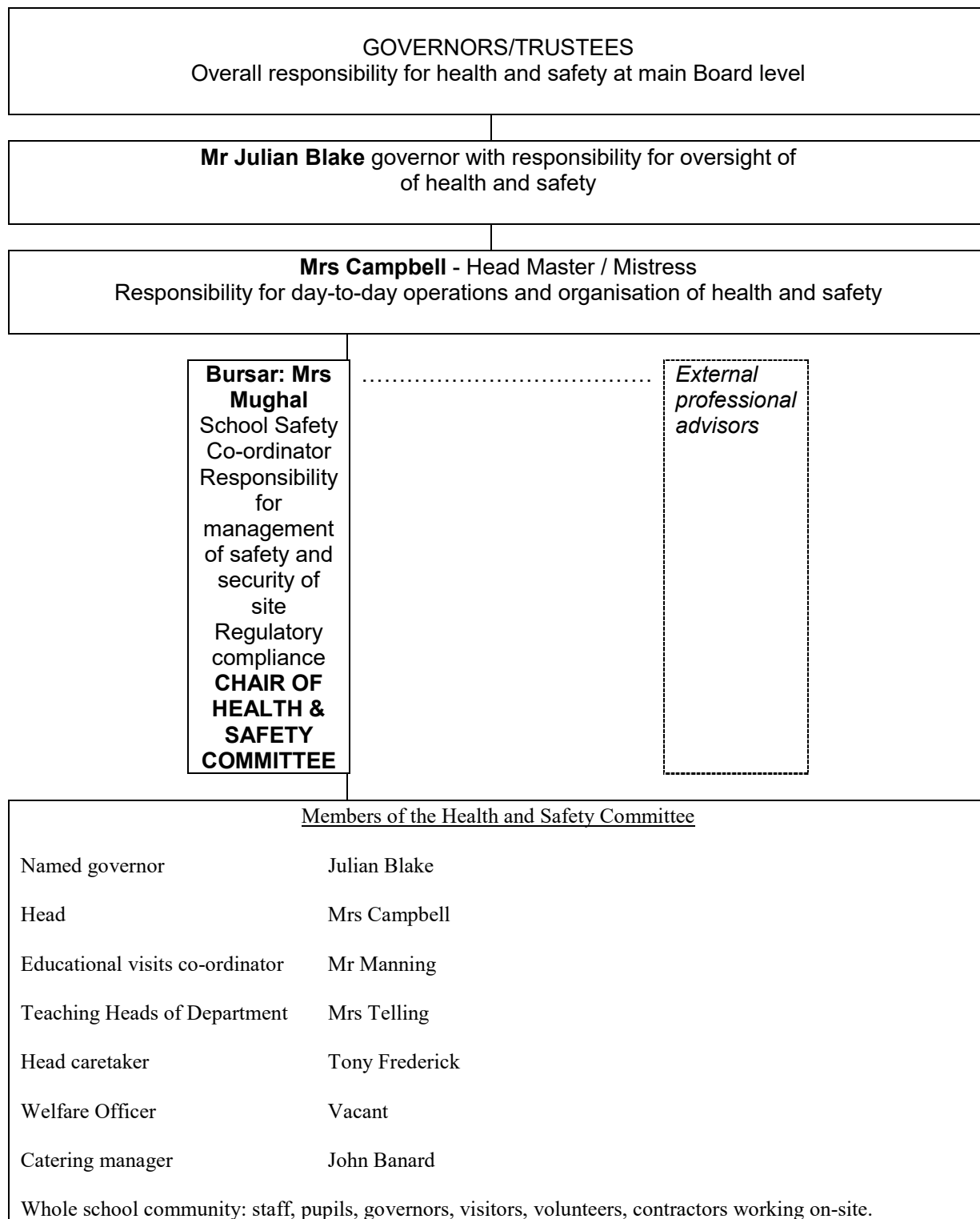
Signed.....

Date.....

For and on behalf of the Governing Body Representative

## 1.1 Avon House Preparatory School Organisational Chart

### DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



Avon House Preparatory School Limited understands that communication between responsible persons is vital for delivering a safe work place with robust Health & Safety arrangements.

Whilst targets and responsibilities can be assigned and delegated from the Board of Governors Health & Safety Representative to the Head Teacher, Bursar and members of staff, Avon House Preparatory School Limited Board of Governors acknowledge the need to review the Health and Safety arrangements onsite by consulting with responsible persons and staff in relation to maintaining safe practices of work and delivering onsite improvements where needed and will commit to providing adequate resources to maintain a safe working environment.

## **2. Means of Organising**

### *2.1 Introduction*

This policy is aligned with the **Health and Safety at Work Act 1974** and associated regulations. It is subject to regular review and updates, with all versions made available to staff. The purpose of this section is to:

- Outline how the Governors will implement health and safety legislation.
  - Clarify responsibilities of staff.
  - Identify key personnel and information sources.
- Success depends on the **active cooperation of all employees**.

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## **2.2 Key Personnel and Responsibilities**

### *2.2.1 Governors*

- Oversee policy implementation through the Governing Body Health & Safety Representative.
- Monitor compliance with health and safety regulations, approved codes, and professional advice.
- Ensure the premises and equipment are safe and secure.
- Maintain, monitor, and review the Health and Safety Policy.
- Receive and review reports on health and safety matters.

### *2.2.2 Head Teacher*

- Implements and monitors policies and procedures.
- Ensures a safe working environment for staff, pupils, visitors, and contractors.
- Requires contractors to take responsibility for their health and safety on-site.
- Supports appointment of staff safety representatives as required.

### 2.2.2.1 General Responsibilities

- Coordinates with the Governing Body and Bursar.
- Liaises on all matters of site health and safety.
- Ensures appropriate staff are managing their responsibilities effectively.
- Requires all employees to take reasonable care for themselves and others.
- Any disregard for health and safety rules is a disciplinary matter.

### 2.2.3 Teachers and All Staff

- Must comply with the **Health and Safety at Work Act 1974** and **Management of Health and Safety at Work Regulations 1999**.
- Duties include:
  - Taking reasonable care for personal and others' safety.
  - Following all health and safety procedures and instructions.
  - Reporting hazards to the Head Teacher or the Health & Safety Representative.
  - Using PPE and maintaining high standards of cleanliness and supervision.
  - Participating in emergency procedures (e.g. fire, first aid).

### 2.2.3.1 Special Obligations of Teaching Staff

- Responsible for the safety of pupils in their care.
- Must:
  - Supervise effectively and be familiar with emergency procedures.
  - Apply safety measures in their teaching areas.
  - Issue clear safety instructions and use PPE as needed.
  - Report faulty or dangerous equipment.
  - Follow the school's Safeguarding Policy.

### 2.2.4 Pupils

- Staff should instil in pupils the ability to:
  - Take personal responsibility for safety.
  - Follow school rules and teacher instructions in emergencies.
  - Dress appropriately for safety and hygiene.
  - Use safety equipment responsibly.

### 2.2.5 Supervision of Pupils

#### *General Supervision*

The **Senior Management Team** and **teaching staff** must ensure appropriate supervision of pupils throughout the school day, as outlined in the *Supervision of Pupils Policy*. This includes coverage during:

- Breakfast Club

- Morning Arrival
  - Morning & Afternoon Breaks
  - Lesson Times
  - Lunchtimes & Wet Play
  - After-school Clubs
  - Tea Timers
  - Dismissal/Collection Time
- 

#### *Uncollected Child Procedure*

- Staff must **ensure the child remains supervised** if not collected.
  - Contact parents/emergency contacts immediately.
  - **Children are not released** to anyone not authorised in writing or by phone.
  - If no arrangements are made **within one hour**, contact **Redbridge Safeguarding Children Partnership**.
  - **Staff must never take a child home.**
- 

#### *Missing Child Procedure*

- Parents must report absences **before 9:30 am**.
  - If not, the school will call home to confirm.
  - **No child may leave** school without Head Teacher's permission.
  - Missing children must be reported to the Head Teacher immediately and procedures in the *Supervision Policy* followed.
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#### *Animals on Site*

- Animals may only be brought to school with **written assurance** of health and handler competence.
  - **Risk assessments** are required for animal-related activities.
  - On farm visits, handwashing must be enforced **before food** and after touching animals.
  - **Dogs are not allowed** on school grounds by parents/carers.
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#### *2.2.6 Bursar / Risk Assessor / Educational Visits Coordinator*

Responsible for:

- Creating and updating **risk assessments**
- Issuing **safety instructions and bulletins**



- Ensuring staff understand their **health and safety obligations**
- Assisting with **fire drills and emergency evacuations**
- Supporting the Head Teacher in developing and implementing Health and Safety policies

### 2.2.7 Employees

All employees must:

- Take reasonable care for their own health and safety and that of others.
  - Cooperate with the Governors and Head Teacher to maintain a safe workplace.
  - Fulfil health and safety responsibilities outlined in their job descriptions.
  - Be evaluated on their safety practices during appraisals.
  - *Note: Student teachers are also regarded as employees.*
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### 2.2.8 First Aiders

- A list of qualified First Aiders is displayed near all First Aid boxes and on Health & Safety noticeboards.
  - Most staff hold up-to-date Emergency First Aid certificates.
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### 2.2.9 Welfare Administrator

Responsible for:

- Managing school medical records.
  - Ordering replacement items for First Aid boxes.
  - Maintaining contact with parents when necessary.
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### 2.2.10 Fire Marshal

Duties include overseeing:

- Fire equipment
  - Fire alarm systems
  - Fire safety signage
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### *2.2.11 Site Manager and Site Team*

Responsible for:

- Cleanliness of the school
- Furniture maintenance
- Clear emergency exits
- Minor repairs and basic maintenance
- Health & safety checks:

**Weekly:**

- Fire alarms
- Security alarms
- Ladders

**Termly:**

- Emergency lighting
- COSHH compliance
- Storage areas
- Safety signage

**Annually:**

- Full emergency lighting test
- Smoke alarm checks
- Security alarm tests

*All checks are reported to the Bursar.*

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### *2.2.12 Kitchens*

The Kitchen Manager oversees:

- Catering staff
- Kitchen equipment and electrical appliances
- Ventilation systems (e.g., hoods)

Also responsible for liaising with the Bursar regarding health and safety matters.

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### *2.2.13 Visitors and Volunteers*

- All visitors must sign in at the school office and wear a visitor badge.
  - Regular visitors (e.g., delivery personnel) must follow school safety procedures.
  - Parent volunteers must be informed of relevant health and safety rules by supervising staff.
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### *2.2.14 Sources of Information*

- Health and Safety topics are discussed in regular staff meetings.
  - Information is distributed via the Bursar.
  - Staff should consult the Bursar with any uncertainties.
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### *2.2.15 Competent Advice*

Avon House Preparatory School meets the requirement under **Regulation 7 of the Management of Health and Safety at Work Regulations 1999** by appointing **BBi Risk Solutions** to provide expert health and safety advice.

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## **3.0 Arrangements for carrying out procedures of this policy**

### *3.0 (a) Emergency Procedure*

Teachers must read and familiarise themselves with the emergency procedures. They must ensure that members of staff in their areas understand the procedures and that the instructions are followed correctly.

Any health and safety matters discussed at departmental meetings are to be minuted and copies are to be given to the Head Teacher and Bursar.

### *3.0 (b) Escape Routes, Staircases*

All members of staff must ensure that escape routes and staircases are kept clear and unobstructed at all times. Fire doors must never be propped open; fire exits must not be locked during school hours or while people are on school premises.

### *3.0(c) Fire Drill or Emergency Evacuation of Buildings*

#### **(i) Fire Safety**

Teachers should ensure that all members of staff are aware of the school procedure for fire drill and emergency evacuation. Fire drills are held at least once a term to check that the current procedure is effective. When the fire alarm sounds, act immediately, evacuation of the premises needs to be completed within **5 MINUTES**. Only members of staff who are appropriately trained in their use should use fire extinguishers.

#### (ii) Gas Leaks

Should anyone discover a gas leak they must follow the evacuation procedures with the exception of sounding the fire alarm as this could ignite the gas. Teachers must verbally inform colleagues of the need to evacuate. The Bursar must be informed as soon as reasonably practical.

#### (iii) Whole site Electrical power failure

In the event of complete electrical power failure teachers should await instruction from the Bursar or Head Teacher.

#### (iv) Lockdown Procedures

As part of the School's Crisis Management Policy a Lockdown Procedure is being evolved and drills will take place regularly. Both of these documents can be found on the T drive and all staff should read and understand their responsibilities and the actions that they should take once an alarm has been sounded. The main points of the procedure are detailed below.

- A unique lockdown alarm is sounded.
- Office staff inform emergency services as required.
- Office staff contact staff who are off site and inform them that they are not to return to school until notified that the lockdown is over.
- In the event of a building lockdown, it is mandatory that all children and adults remain in the room they are in or, if not securable, the designated place of refuge. Children and adults who are outside are to return to their classrooms or, if not practicable to do so, go to the nearest secure location.

Once inside a securable room:

- Lock doors and windows and close blinds.
- Do a head count immediately and notify the office of missing pupils and personnel as soon as it is practical to do so.
- During Invacuation whilst in the classroom continue to teach as normal unless otherwise instructed.
- Remain in invacuation until the "**all clear**" is given verbally using the current password. Blinds to be lifted before unlocking the door to confirm the identity of the password bearer.
- The password will be changed at least every term and all staff notified of this.
- After the all clear is sounded the Head Teacher can authorize the contacting of parents.

### 3.1 First Aid and Medical Procedures

#### 3.1a First Aid

- **First Aid Boxes:** Locations and contents of first aid boxes are listed on the Health and Safety notice boards.
- **Minor Injuries:** Students with minor injuries should visit the nearest first aider. All incidents are to be recorded on a green incident form.

- **First Aid Training:** All staff receive regular first aid and Epipen training. Some staff are trained in paediatric first aid.
- **Certification:** The Welfare Administrator ensures that staff certifications remain valid.

### *3.1b Serious Accidents*

- In the case of a serious accident, procedures outlined in the First Aid Policy will be followed.

### *3.1c Asthma*

- **Inhalers:** Inhalers are stored in the class green bag and carried with the class. Medical condition information is provided through the school admission forms and shared with teachers and the Welfare Administrator.

### *3.1d Medical Conditions and Medication*

- **Diabetes & Epilepsy:** Lists of affected pupils are maintained by the Welfare Administrator, who provides guidance to relevant staff. Immediate parent contact is required in case of any incidents related to these conditions.
- **Asthma:** Inhalers are labelled and kept in the classroom. A list of pupils with asthma, epilepsy, and diabetes is kept and health care plans are filed in the Quiet Room.
- **Severe Allergies:** Teachers are informed of pupils with severe allergies. Epipens are kept in the class green bag and are carried with the class.

### *3.1e Communicable Diseases*

- If a pupil displays symptoms, they will be isolated and the Welfare Administrator and parents notified. The pupil should return to school only after the incubation period is over and with permission from the Welfare Administrator and Head Teacher.
- **Reoccurring Symptoms:** If symptoms persist, staff should inform the Head Teacher immediately.

## **3.2 Accident Reporting**

### *3.2a Accidents to Students and/or Members of Staff*

At Avon House School, we aim to minimize accidents through proactive measures:

- **Training:** Staff are trained on the use of any new equipment.
- **Health and Safety Awareness:** Regular assemblies and lessons remind students of the school's health and safety rules, emphasizing self-discipline to prevent harm.

In case of accidents, the following procedure is followed:

- **Logging Accidents:** All accidents are logged immediately by the supervising teacher using an incident log form, which is kept in each classroom. The log includes:
  - Date
  - Name

- Time
- Reason for the accident
- Signature of the person attending the accident
- Signature of the parent

For more serious accidents, the procedure follows RIDDOR guidelines ([www.hse.gov.uk](http://www.hse.gov.uk)), with the necessary forms sent to the HSE.

- **Ambulance Protocol:** If an ambulance is required, the time it is called and its arrival time are logged. A member of the admin team or Head Teacher will meet the ambulance crew at the main entrance to guide them to the injured person.
- **Reporting:** The first staff member at the scene provides a full report (date, time, location, and account). This information is passed on to the Welfare Administrator promptly. The Governors, Head Teacher, and Bursar must be informed to fulfill their legal responsibilities and notify relevant authorities.

### *3.2b Accident Book*

- **Recording Accidents:** All accidents involving students, staff, and visitors must be recorded in the accident book for staff/visitors and an incident form for students.
- **Review of Safety Procedures:** Near misses or incidents involving machinery or substances should also be recorded to allow for a review of safety procedures.

## **3.3 Site Procedures**

### *3.3.1 Playground Safety*

All staff must familiarise themselves with and adhere to the Supervision of Pupils Policy to ensure playground safety.

### *3.3.2 Leaving the Site*

Staff leaving the premises during the school day must sign out at the school office and sign in upon return.

### *3.3.3 School Visits and Off-Site Activities*

Staff must comply with the Educational Visits Policy and consult the Educational Visits Coordinator and venue for appropriate guidance. All procedures detailed in the Educational Visits Folder must be followed.

### *3.3.4 Visitors to the School*

All visitors must report to reception, sign in, and wear a visible visitor's badge at all times. Staff must follow current school security and visitor protocols.

### *3.3.5 Contractors*

Contractors must sign in/out at reception and liaise with the Bursar before commencing work. All works must be pre-assessed for safety and, where applicable, comply with CDM

Regulations 2015 with clearly defined health and safety responsibilities. Only approved contractors may be used.

### *3.3.6 Violence Towards Staff*

All staff must be aware of and follow the school's current procedures for managing and reporting incidents involving violence towards staff.

### *3.3.7 Safety Inspections*

Regular site inspections will be conducted by the Bursar. Annual health and safety and fire risk assessments will be carried out by BBi Risk Solutions, with reports provided to the Head Teacher and Governors.

### *3.3.8 Weekly Checks*

The Fire Marshal will perform weekly checks to ensure all fire equipment is accessible and functional. Inspections must be recorded, and any required actions should be promptly addressed. Fire equipment usage must be logged, and faulty equipment reported to the Head Teacher immediately.

*Additional Health & Safety Checks Include:*

- **Legionella:** Bi-annual survey and ongoing logbook checks by the caretaker.
- **Asbestos:** Last survey by Salvum (April 2023); register is available in the report.

### *3.3.9 Cleaning*

Daily cleaning of all school areas is performed by a contracted company, overseen by the caretaker. Any issues must be reported to the Head Teacher.

Staff involved in cleaning bodily fluids, clinical waste, or hazardous materials must wear appropriate PPE and follow disposal protocols. Cleaning staff must be trained in safe working methods.

### *3.3.10 Security*

All staff must be familiar with and adhere to the school's current security procedures.

### *3.3.11 Identification*

All staff and visitors are required to wear colour-coded lanyards with ID tags. A key to the colour codes is displayed throughout the school for reference.

## **3.4 Equipment**

### *3.4.1 New Equipment*

All new equipment must be recorded in the equipment register, Civica. A risk assessment must be completed before use, and relevant records retained.

### *3.4.2 Electricity at Work Regulations*

All electrical equipment must be checked and tagged before use. Staff are not permitted to bring personal electrical equipment into school unless it has been tested and tagged.

Damaged electrical equipment must be removed from use immediately and reported in line with school procedures.

The school will carry out regular Portable Appliance Testing (PAT) in accordance with current IEE Guidelines. PAT testing is required for new equipment once its warranty expires.

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

Where hazards cannot be eliminated by other means, appropriate PPE must be provided to staff and pupils as identified through risk assessments. PPE must be inspected regularly, and damaged items replaced immediately.

#### *3.4.4 Control of Substances Hazardous to Health (COSHH) Regulations*

Hazardous substances—including liquids, powders, fumes, gases, vapours, and dust—must be handled in compliance with COSHH Regulations.

Staff involved in the use, storage, or disposal of such substances should consult the Bursar. The caretaker/School Risk Assessor is responsible for the control and risk assessment of cleaning substances subject to COSHH.

### **3.5 Occupational Health**

#### *3.5.1 Health Hazards*

Occupational health risks fall into the following categories:

- **Chemical** – e.g. harmful dusts and liquids
- **Biological** – e.g. communicable diseases
- **Physical** – e.g. excessive noise
- **Ergonomic** – e.g. poorly designed tasks, areas, or equipment

#### *3.5.2 Chemical Hazards*

Chemicals may be hazardous due to flammability, explosiveness, toxicity, corrosiveness, or irritant properties. All chemical use must follow school procedures for hazard identification and risk assessment.

#### *3.5.3 Biological Hazards*

If a staff member or pupil is suspected of having a communicable disease, a risk assessment will be undertaken. Parents will be advised to seek medical advice and report the diagnosis. Staff must also inform the school of any relevant medical outcomes.

#### *3.5.4 Physical Hazards*

Excessive noise from equipment or activity can cause stress or discomfort. Risk assessments should be conducted and appropriate mitigation applied as per school procedure.

#### *3.5.5 Ergonomics*

Ergonomic considerations must be included when designing new workspaces or selecting/installing new equipment to reduce risk of strain or injury.

#### *3.5.6 Display Screen Equipment (DSE)*

To prevent ill effects from DSE use, staff must receive relevant training, instruction, and



information. Usage should be regularly reviewed and any hazards reported in line with school protocols. Records of training must be maintained.

#### *3.5.7 Manual Handling*

Manual handling includes lifting, lowering, pushing, pulling, and carrying objects. Staff must be trained in manual handling awareness. Training records must be kept up to date.

### **3.6 Designated Staff and Information**

#### *3.6.1 Risk Assessments*

Staff are responsible for completing risk assessments as needed. Completed assessments must be saved on the school intranet. Common templates are stored on the T drive. Training and support are available from the School Risk Assessor.

#### *3.6.2 Pupils and Staff at Special Risk*

Emergency procedures for pupils or staff with special needs or heightened risk factors must be documented and kept on file. Staff must be informed and aware of any individuals requiring special considerations.

#### *3.6.3 Health and Safety Information*

To access or disseminate health and safety information, staff should contact the Bursar. Information will be posted on notice boards and shared with relevant departments as appropriate.

#### *3.6.4 Distribution of the Safety Policy*

The Bursar is responsible for ensuring that all employees receive, read, and sign to confirm understanding of the Health & Safety Policy and their responsibilities under it.

#### *3.6.5 Staff Health and Safety Training*

- All new staff receive Health & Safety induction training and must sign a personal commitment to the policy.
- Staff receive training on how to complete risk assessments, which are stored on the intranet in the Health & Safety folder.
- Annual Health & Safety refresher training is delivered during the September INSET session.

#### *3.6.6 Ongoing Staff Communication*

Health & Safety issues may be discussed at weekly staff meetings. The Bursar will provide updates on relevant policies, regulations, or incidents as necessary.

#### 4. Monitoring and Evaluation of the Health & Safety Policy

- **Routine Checks:** Competent individuals will conduct regular inspections of the premises to ensure policy compliance and effectiveness.
- **Policy Oversight:** The Head Teacher and Bursar are responsible for monitoring the implementation of the Health & Safety Policy and ensuring standards are met.
- **Annual Inspection:** A full-site safety inspection will be carried out annually. The Bursar will report findings and recommended remedial actions to the Head Teacher. This report will inform any necessary amendments to the policy.
- **Hazard Reporting:** Staff must report any identified hazards immediately and in writing to the Bursar or Head Teacher.
- **Ongoing Monitoring:** Monitoring helps improve current practices, plan risk control measures, and support policy review.
- **Incident Response:** Lessons must be learned from accidents or incidents, and staff informed as appropriate. Serious issues must be addressed promptly and not deferred until the next policy review.
- **Performance Management:** Good health and safety performance should be acknowledged, while poor performance will be reviewed by the Head Teacher and Bursar, with improvement plans developed.

#### Summary

Health and Safety must be a part of the school's management system and with the full and active cooperation of all members of staff we can aim to make Avon House School a safer and healthier workplace for everyone.

## **COSHH Policy**

### **1. Introduction**

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

This appendix to the Health & Safety Policy provides a framework to be adopted to ensure compliance with the COSHH regulations.

### **2. Summary of Actions**

Insofar as is practicable, the School endeavours to:

- only use substances free of bleach or other hazardous substances
- complete an inventory identifying any hazardous substances found on site and obtain material safety data sheets from the supplier
- ensure that controls are in place and are adequately monitored for effectiveness
- ensure that any equipment required for controlling risk is being adequately maintained
- ensure all staff have received information, instruction and training where required
- ensure records of assessments are being kept on the premises.

### **3. Legal Framework**

The main aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is necessary, that the situation is assessed and appropriate control measures are taken.

Specifically, employers are required to:

- a) assess the health risks which arise from hazardous substances in their work activities and;
- b) ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled;
- c) ensure that any equipment provided to control the risk, such as personal protective equipment (PPE) is adequately maintained;
- d) provide information, instruction and training to staff and others who may be affected on the level of risk and how it is to be controlled;
- e) in the case of contracted workers, ensure that their employers are made aware of COSHH substances and any training necessary;
- f) provide adequate and appropriate health surveillance when required.

#### 4. Substances Hazardous to Health

4.1 Substances hazardous to health as defined by the COSHH regulations are:

- a) Substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

##### HAZARD

##### SYMBOL

###### Corrosive

- Don't breathe vapors
- Don't touch
- Keep away from eyes



###### Toxic

- Don't touch
- Don't breathe
- Don't eat or consume the chemical



###### Irritant

- Don't breathe the dust
- Don't touch
- Don't eat or consume the chemical



###### Combustible & Flammable

- Keep away from flames and other combustible materials



- b) Biological agents directly connected with work including micro-organisms.
- c) Dust of any kind when present as a substantial concentration in the air.
- d) Any other substance not specified above which may create a comparable hazard to a person's health.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos.

4.2 Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact.

4.3 In schools these substances will generally be found in caretakers/cleaners stores.

- 4.4 It should be remembered that substances hazardous to health can also be created by practical work (e.g. wood dust and products of chemical experiments). In such situations, prevention or effective controls may be required to minimise the risks to health.
- 4.5 The School will maintain an inventory of hazardous substances used/generated on site; this inventory should then be used to identify those substances which present a significant hazard and thus require an individual risk assessment.

## **5. Risk Assessments**

- 5.1 The primary requirement for the control of hazardous substances is to conduct a COSHH Risk Assessment before the use or generation of any such substances.
- 5.2 Any process which is liable to expose staff, children or visitors to substances hazardous to health should not be carried out.

## **6. COSHH Information**

- 6.1 Safety Data sheets should be obtained where necessary from the supplier or the manufacturing company.
- 6.2 Science  
Relevant COSHH information is available from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and the Association for Science Education's (ASE) "Topics in Safety" and "Be Safe".
- 6.3 Art/Design & Technology
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments
  - National Society for Education in Art & Design (NSEAD)  
<https://www.nsead.org>

Relevant Risk Assessments should be incorporated into lesson plans.

## **7. Controls**

- 7.1 Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.
- 7.2 In all cases PPE should only be used where it is not reasonably practicable to adequately control exposure by other means.
- 7.3 If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

- 7.4 Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.
- 7.5 Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

## **8. Maintenance, Examination and Testing**

- 8.1 Where controls are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use.
- 8.2 Advice in respect of the implementation of these safety measures can be obtained from the Bursar.
- 8.3 All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

## **9. Information, Instruction and Training**

- 9.1 Information, instruction and training must be given to those who may be exposed, about the risks to health and precautions. Furthermore, information must be provided about the results of monitoring and collective results of any health surveillance that may be necessary.
- 9.2 It should be noted that the requirements relating to assessments, monitoring records and health surveillance records apply to all hazardous substances.

Further information and guidance can be obtained from the Bursar.

<b>Review date:</b>	Sum 25	July 2024	Sept 2023	August 2022	August 2021
<b>Reviewed by:</b>	ZM	ZM	ZM	NB	NB