

IRIS School COSHH Policy

Effective Date: October 2024

Review Date: October 2025

1. Policy Statement

IRIS School is committed to ensuring the health and safety of all staff, students, and visitors. This COSHH Policy outlines the management of hazardous substances under the Control of Substances Hazardous to Health Regulations 2002. The purpose of this policy is to prevent harm to individuals and the environment from hazardous substances used or encountered within the school.

2. Scope

This policy applies to all staff, students, visitors, and contractors who may be exposed to hazardous substances in the course of school activities, including but not limited to education, maintenance, and cleaning operations.

3. Definitions

- **Hazardous Substances:** Any chemical, as defined by the COSHH, that has the potential to cause harm to health, including but not limited to chemicals, biological agents, and substances used in cleaning, maintenance, and educational activities.

4. Responsibilities

- **Headteacher:** Overall responsibility for ensuring compliance with the COSHH policy, including the provision of resources for training and equipment.
- **COSHH Coordinator:** Appointed by the Headteacher to manage compliance with this policy, conduct risk assessments, and ensure that Safety Data Sheets (SDS) are available and accessible.
- **Staff:** All staff members are responsible for following the guidelines set forth in this policy and attending any mandatory COSHH training. They must report any hazards or incidents involving hazardous substances.

5. Risk Assessment

Risk assessments must be conducted for all hazardous substances used or encountered within the school. These assessments must include the following steps:

- Identify the hazardous substances used or present.
- Evaluate the risks associated with those substances.
- Implement control measures to mitigate risks.
- Review and update assessments regularly or when changes occur.

6. Control Measures

Control measures shall include but are not limited to:

- Use of personal protective equipment (PPE) where necessary.

- Implementing safe storage and disposal practices.
- Providing adequate ventilation in areas where hazardous substances are used.
- Training staff on safe handling and emergency procedures.

7. Training

All staff who may come into contact with hazardous substances will receive comprehensive training on the following:

- Understanding COSHH regulations and terminology.
- Recognizing hazardous substances and their risks.
- Proper handling and storage procedures.
- Use of PPE and emergency procedures in the event of an incident.

8. Safety Data Sheets (SDS)

Current Safety Data Sheets for all hazardous substances used within the school shall be maintained and accessible to all staff. The COSHH Coordinator will ensure these documents are regularly reviewed and kept updated.

9. Emergency Procedures

In the event of a hazardous substance incident (such as a spill or exposure), staff must:

- Follow the emergency protocols outlined in relevant training.
- Notify the COSHH Coordinator immediately.
- Ensure that appropriate medical assistance is obtained if necessary.

10. Review of Policy

This policy will be reviewed annually or whenever there are significant changes in legislation, procedures, or the use of hazardous substances in the school.

11. Policy Approval

This COSHH Policy was approved by Headteacher on September 2024 and will be reviewed on September 2025.
