

COSHH Policy

1. INTRODUCTION

This document lays out the policy for COSHH at Crosshall Infant School Academy Trust.

2. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 (as amended) apply to the working environment at Crosshall Infant School.

We recognise that some substances have the potential to cause ill health and we have introduced measures to identify what substances our employees use or are exposed to in the course of their work.

Where a harmful substance is being used, we always look to try and replace it with a suitable and less hazardous substance.

Substances that we use are assessed and control measures introduced to prevent risk to our employees or others affected. Where appropriate, personal protective equipment (PPE), will be provided. Where PPE is used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection.

We assess the use of all new substances introduced into the workplace and we will use the attached COSHH assessment. At least once a year, we will make an inventory of all substances present on site and review our control measures, to ensure that the management controls are still appropriate and effective.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances.

All substances currently in use are locked in the cleaner's cupboard and kitchen cupboard/office. Substances in use are kept high up where possible and any stock held in the site officers locked store and kept to a minimum.

We use the Health and Safety Executive (HSE) guidance for COSHH Assessments.

See attached:

- Working with substances hazardous to health
- COSHH Assessment form or similar
- Example of completed Assessment form submitted on-line to HSE essentials

Approved: May 2025

Next Review Due: May 2026