

12 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Let Us Play Scheme

(Play Scheme for children with profound
and multiple learning difficulties)

Registered Charity No 1072059

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| Name of Unit/Premises/School | Let Us Play Scheme / Heathfield School |
| Date of Policy Issued/Review | 15 May 2020 |
| Name of Chairperson | Juliet Cheriton-Gerrard |
| Signature of Chairperson | |
| Management Committee Name | Matthew Lewis |
| Management Committee Signature | |

POLICY STATEMENT

Let Us Play Scheme (LUPS) intends to provide a safe and healthy working environment and safe practices at all times. It is committed to reducing the risk of accident or injury to employees who use or come into contact with any hazardous substances in the course of their work. All substances will be COSHH assessed to determine the potential risk of injury to members of the play scheme community and with the intention of eliminating any such risk or reducing it to the lowest level possible. Whenever reasonably practicable, safe alternatives, that are also environmentally friendly, will be specified and used. Where this is not possible, control measures will be defined and instigated by taking account of all the factors shown in the risk assessment.

DEFINITIONS

For the purposes of this guidance document, COSHH covers chemical substances in any form: solid, liquid, gas or vapour which are categorised as very toxic, toxic, harmful, corrosive or irritant in the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). Dusts which are either inhalable or respirable, have a

Workplace Exposure Limit (WEL) or are categorised as very toxic, toxic, harmful, corrosive or irritant. Also biological agents that can cause infection, allergy, toxicity or create a hazard to human health. Bodily fluids and any other substance used at work that could be harmful to human health e.g. pesticides and medicines.

ROLES

The Senior Management Committee is responsible for implementing this procedure. Tania Bailey is the trained COSHH risk assessor who will work alongside Simon Harmer (St Francis School COSHH risk assessor).

The process will be overseen by the Health and Safety Team.

GUIDANCE

- All potential hazards substances will be assessed.
- Data sheets will be collated for all products.
- Those designated as hazardous will be risk assessed using the risk assessment template.
- Data sheets and risk assessments will be filed alphabetically in five risk assessment folders kept in the site managers office
- All staff are entitled and encouraged to consult these folders.
- The folders cover – Cleaning products, Medical and Hygiene Products, Admin and Curriculum Materials and Building Materials.
- Advice for staff arising from the risk assessment will be listed on the indexes to these folders.
- The indexes will be distributed to the play scheme teams to be filed in the Health and Safety Folder. Staff should look up a product before use to see if there are any recommendations.
- If personal protective equipment (PPE) or clothing is recommended it must be used.
- Staff will be asked to sign to say they have read this guidance document and are aware of the content.
- Staff should not use in the play scheme any product that we do not hold a Data Safety Sheet for. This is because we need to know the first aid recommendations for the product.
- LUPS should where possible utilise products that St Francis School have Data Safety Sheets for.
- Products sent in by parents for the exclusive use of their child will be accepted but must be kept secure from other children by staff.
- Parents should label the product on arrival at the play scheme.
- Staff are responsible for the secure storage of their own products.

RISK ASSESSMENT

The Senior Management Committee will liaise closely with St Francis School to ensure a detailed COSHH risk assessment is carried out on all activities that involve the use of substances at work.

The risk assessment template used is a composite of the County template and the Children's Services template.

A COSHH assessment will need to identify the following:

- The hazardous substances or substances for assessment.
- The people at risk
- Any potential health risks caused by the substance(s), by any products that may be produced or by mixing together more than one substance.
- The routes of exposure to a substance, e.g. through the skin (absorption), by inhalation (respiration), by mouth (ingestion), by piercing (inoculation).
- The length and level of potential exposures to a substance.
- The process or work activity being assessed.
- When risk assessments are reviewed all key staff should be fully involved in the process. Further risk assessments should be carried out by a competent person whenever new tasks or activities are identified and in response to changes in work practices, use of new equipment or following incidents. All control measures should be communicated to staff.
- The best control measure is one where the hazardous substance is eliminated completely or where a workable alternative is adopted that minimises risk to its lowest level.

If PPE is specified as a control measure, it must be made freely available to staff, kept in good condition and replaced as necessary.

Copies of all COSHH risk assessments should be kept available for inspection for a minimum of 6 years to satisfy legal requirements.

INFORMATION & TRAINING

During induction staff will be made aware of COSHH regulations and how they apply to their job role.

Employees who will regularly work with hazardous substances as part of their employment will receive training in safer techniques as part of their induction process. Subsequently, regular refresher training will be given to all members of staff.

New Staff, and particularly young persons, should not commence any duties or workplace activities unless they are suitably supervised by a competent person.

The level of training should be appropriate to the needs identified in risk assessments.

Records should be kept by the manager to show what COSHH training individual staff members have received together with any outstanding training needs they might identify.

STAFF RESPONSIBILITIES

All staff have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.

Staff must co-operate with managers by:

- Attending relevant COSHH training courses
- Using recommended COSHH control measures which have been designed for their safety.
- Making proper use of personal protective equipment provided for their safety and reporting any defects immediately they are recognised.
- Reporting any concerns regarding hazardous substances to their manager.
- Reporting any medical conditions/health problems that could affect their ability to work safely.
- Reporting all accidents, incidents and dangerous occurrences in line with departmental procedures.

MONITORING & REVISION

This policy will be monitored and reviewed by the appropriate staff, Health and Safety Team in conjunction with St Francis School annually.

ASSOCIATED POLICY'S

Safety – See Safety Policy

Medicines – See Medicines Policy

Health & Hygiene – See Health & Hygiene Policy

Working at Heights – See Working at Heights Policy