



COSHH Policy

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Approved by the Proprietor	Keith Boulter
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COSHH Policy

Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Head Teacher of any difficulties

Broadlands Hall School follows the guidance on the Control of Substances Hazardous to Health as detailed from the Health and Safety Executive. The responsibility for compliance with the COSHH assessment rests with the Bursar who may delegate responsibility for carrying out the assessment to the Head Teacher or staff involved in using such substances.

COSHH data sheets will be requested from the school's suppliers and, once assessed will be kept in the Health and Safety file in the Bursar's office. Substances that are covered by COSHH are classed as:

- Very toxic
- Toxic
- Harmful
- Irritant
- Corrosive

At Broadlands Hall School the above substances are to be found in:

- Cleaning materials
- Medicines
- Spillage of body fluids, e.g. vomit, faeces, blood, urine
- Scientific chemicals

Bleach is only kept on the premises in small quantities and is kept locked away.

Medicines, homely and specific to a young person's prescription are kept in a medical safe in the school office.

Body fluids are disposed by flushing. If this is not possible then items are double bagged. This is then collected and disposed by special collection.

Sharps

Syringe needles are placed in a sharps box which is locked away in the first aid room and are disposed following procedures on the box.

Waste

There is a designated area on the school site for the disposal of waste. The waste bins are covered and are emptied once a week. In the event of there being an excess of waste,

arrangements will be made for an additional refuse collection. Waste is not to be left around the school. Special waste, including glass, fluorescent tubes and broken furniture is disposed of separately. Such waste is reported to the Bursar who will assume responsibility for its disposal.