



# **St. John' Angell Town C of E Primary School**

## **POLICY STATEMENT**

### **- HAZARDOUS AND DANGEROUS SUBSTANCES POLICY -**

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- "Learning to make the world a better place"

<b>Reviewed</b>	<b>Spring 2016</b>
<b>Next Review</b>	<b>Autumn 2018</b>

# HAZARDOUS AND DANGEROUS SUBSTANCES POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the storage and use of hazardous substances, taking into consideration the risks to the health of those who are required to use them and to the safe segregation and storage in appropriate locations. Included in this policy are references to the safe storage of flammable substances or 'dangerous' substances as defined under the law.

## RESPONSIBLE PERSON: Premises Officer

The primary function of the named person is to ensure that all those persons who are on the premises, whether staff, pupils, students, contractors or visitors, are not put at risk to their health from the storage or use of any hazardous substances. Assessment of the health risks to those who are required to use hazardous substances and ensuring that any risks posed by such substances are assessed prior to receiving them on the premises is a particularly important function

In addition, the above named person has a responsibility to ensure that this policy is monitored through appropriate means and to ensure its rigorous enforcement.

## The Policy:

- To control the purchasing and receiving of all hazardous substances required by this establishment
- To assess the risks to the health of all those who are required to use hazardous substances before they are used
- To safely store hazardous and flammable substances, and where appropriate, segregate them in order to avoid undesirable interactions between incompatible substances
- To constantly seek to substitute hazardous substances with less hazardous alternatives
- To restrict the access to hazardous and flammable substances by unauthorised persons.

## The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A chemical substance purchasing system that requires a Material Safety Data Sheet to be sent either prior to or with receipt of any chemical substance
- A log of all chemical substances kept on the premises, including names and contact details of relevant suppliers
- A goods-in quarantine system that requires any chemical substance that does not appear on the COSHH Assessment list (an up-to-date copy of which is kept in goods-in) is clearly labelled as 'Quarantined till Assessed'. (Note: The chemical substance is not held in goods-in for safety purposes)
- A COSHH risk assessment system that enables a suitably trained individual to assess the risks regarding storage and use of any hazardous or dangerous substance brought onto the premises
- A COSHH risk assessment system that enables a suitably trained individual to assess the risks regarding any substances knowingly produced on the premises as a result of curriculum activities or similar
- Controls over what substances are allowed to be brought onto site and what are not
- Official reference and guidance publications that are kept up to date to establish any newly discovered properties and risks to known substances to be taken into account
- Appropriate storage facilities for flammable substances and for segregation of incompatible hazardous substances

- A labelling system to ensure the labelling and appropriate warnings to be clearly displayed on the containers of any substances actually produced on the premises and/or to be transported from the premises.

### **The Responsibilities:**

All staff have the following responsibilities:

- To ensure that they do not bring onto the premises any hazardous or flammable substances of any quantity without prior written authorisation, other than standard, proprietary products purchased for personal use, such as toiletries and medicines. A separate policy on Drugs and Alcohol covers other issues regarding substances
- To ensure that, where any drugs and medicines are required for personal use, these are kept safe and secure from access by any other persons.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of dealing with hazardous and flammable substances through the organisation's own internal training system or by arrangement through an external competent organisation
- Selected, voluntary staff will be fully trained to carry out COSHH risk assessments as required under the regulations
- Some selected staff will also be trained in dealing with dangerous substances (flammables) as required under the fire regulations and other related regulations if and when required.