



ALAMEEN
PRIMARY SCHOOL



COSHH

POLICY

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: September 2026

Next review due by: September 2027

Signed: M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

Control of Substances Hazardous to Health (COSHH) Policy

Al Ameen Primary School

1. Purpose and scope

Al Ameen Primary School is committed to protecting pupils, staff, visitors and contractors from exposure to substances hazardous to health. This policy sets out the arrangements for identifying hazardous substances and activities, assessing risk, preventing or adequately controlling exposure, storing and using substances safely, and responding to incidents.

The policy applies to substances and processes used or generated in cleaning, maintenance, premises work, curriculum activities, art and design, food preparation and other school activities. It also covers hazardous dusts, fumes, vapours and biological agents where COSHH applies.

2. Legal and regulatory framework

This policy should be read alongside the school Health and Safety Policy and relevant risk assessments. It reflects:

- The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable.
- Current Health and Safety Executive (HSE) guidance on COSHH and health and safety in schools.
- Department for Education guidance on health and safety responsibilities and duties for schools.
- The Independent School Standards, including the requirements for effective implementation of a written health and safety policy and a written risk assessment policy.

The proprietor is accountable for health and safety in an independent school. Day-to-day implementation is delegated to the Headteacher and relevant staff.

3. Responsibilities

Proprietor / Governing Body

- Ensures that appropriate health and safety arrangements are in place and that sufficient resources are available to implement this policy.
- Receives assurance that significant health and safety risks, including COSHH risks, are being managed effectively.

Headteacher / designated Health and Safety lead

- Ensures suitable and sufficient COSHH assessments are in place before hazardous substances or processes are used.
- Ensures the COSHH register, assessments, training and incident records are maintained.
- Ensures control measures are implemented, monitored and reviewed, and that staff receive appropriate information, instruction and training.
- Ensures significant incidents are investigated and reported externally where legally required.

Premises Manager / Caretaker

- Controls the purchase, storage, issue and disposal of premises and cleaning chemicals.
- Keeps current Safety Data Sheets (SDS) for hazardous products and ensures containers are correctly labelled.

- Checks storage areas and control measures and reports defects immediately.

All staff

- Follow COSHH assessments, product instructions, training and agreed control measures.
- Do not introduce, purchase or bring hazardous substances onto the school site without authorisation.
- Use personal protective equipment (PPE) where specified and report damaged or ineffective controls.
- Report spills, accidental exposure, ill health, near misses and unsafe storage promptly.

4. Identifying hazardous substances and activities

Examples that may require COSHH assessment include cleaning and disinfecting chemicals, paints and solvents, adhesives, aerosols, pesticides, dusts or fumes generated by work, and biological agents such as mould or exposure to body fluids. Hazardous substances may be liquids, solids, gases, vapours, mists, fumes, dusts or biological agents.

Products should be checked for hazard pictograms, warning statements and supplier information. A Safety Data Sheet provides important hazard and control information, but it is not itself a COSHH risk assessment. The assessment must consider how the substance is actually used or generated in school.

Asbestos and lead have their own specific legal regimes and are managed under the school's relevant premises arrangements; they must not be treated as ordinary COSHH products.

5. COSHH risk assessment

A suitable and sufficient assessment must be completed before work begins where exposure to a substance hazardous to health may occur. The assessment will consider:

- the hazardous properties of the substance and information in the SDS or other reliable source;
- who may be exposed, including pupils, staff, contractors, pregnant or new mothers and anyone particularly vulnerable;
- the route, level, frequency and duration of exposure, including inhalation, skin or eye contact and ingestion;
- the quantity used or generated and the way the task is carried out;
- any applicable workplace exposure limits (WELs);
- existing controls and whether further controls are required;
- storage, transport, spill response, first-aid and disposal arrangements;
- whether health surveillance, monitoring or specialist advice is required.

COSHH assessments are recorded and communicated to the staff affected. They are reviewed at least annually as a school control measure and sooner if there is reason to believe an assessment is no longer valid, there is a significant change in the work, a new substance or process is introduced, or an incident/near miss indicates that controls may be inadequate.

6. Preventing and controlling exposure

The school will prevent exposure where reasonably practicable. Where prevention is not reasonably practicable, exposure will be adequately controlled. Controls will be selected in the following order, so far as appropriate:

- eliminate the hazardous substance or process where possible;
- substitute it with a less hazardous product or method;
- use engineering or physical controls, such as closed systems or effective ventilation;
- adopt safe systems of work, limit quantities and restrict access or exposure time;

- provide suitable PPE where residual risk remains. PPE is not used as a substitute for reasonably practicable higher-level controls.

Control measures must be used correctly and maintained in an efficient state and good repair. Where examination or testing is required, records will be kept for the required period.

7. Storage, handling and disposal

- Hazardous substances are kept in suitable, secure areas inaccessible to pupils and unauthorised persons.
- Products are retained in their original labelled containers wherever possible. If decanting is necessary for an authorised task, the receiving container must be suitable and clearly labelled. Food or drink containers must never be used.
- Incompatible substances are segregated in accordance with the SDS. Chemicals must never be mixed unless the task is specifically assessed and authorised; in particular, bleach must not be mixed with acids or ammonia-based products.
- Only the minimum practicable quantity is kept at the point of use.
- Flammable or otherwise specially controlled products are stored in appropriate facilities.
- Waste and empty containers are disposed of in accordance with the SDS, environmental requirements and any contractor arrangements.

8. Curriculum use and pupil safety

Curriculum activities involving hazardous substances must be age-appropriate, supervised and risk assessed. Staff must use safer alternatives wherever practicable and ensure pupils understand relevant safety instructions. Pupils must not have unsupervised access to hazardous substances or chemical stores.

Where specialist science, art, design or practical guidance applies, staff must follow the relevant departmental or professional guidance in addition to this policy.

9. Spillages, exposure and emergencies

- Stop the activity and keep pupils and other persons away from the affected area.
- Follow the COSHH assessment and SDS for containment, ventilation, PPE, first aid and disposal. Staff must not attempt to deal with a spill beyond their training or available equipment.
- Seek first-aid or medical assistance as required. For significant exposure, provide the product/SDS information to medical responders where possible.
- Inform the Headteacher or designated Health and Safety lead promptly and record the incident or near miss.
- Review the COSHH assessment and control measures before the activity resumes.
- The school will consider whether the event is reportable under RIDDOR and will make any required notification.

10. Information, instruction and training

Staff who may use or be exposed to hazardous substances receive information, instruction and training proportionate to the risk. This includes how to understand labels and assessments, use controls and PPE, respond to emergencies, store substances safely and report concerns. Relevant training is provided at induction and refreshed periodically, including when substances, equipment or procedures change.

Safety Data Sheets and COSHH assessments are readily accessible to staff who need them.

Contractors are provided with relevant information about school hazards and are required to manage substances they bring onto site safely.

11. Health surveillance and vulnerable persons

Where a COSHH assessment identifies that health surveillance is required, the school will obtain competent occupational health advice and arrange appropriate surveillance. Any work-related symptoms or concerns about exposure must be reported promptly.

Risk assessments will take account of individual circumstances, including pregnancy, breastfeeding, asthma, allergies or other known sensitivities. Reasonable and necessary adjustments will be made to reduce risk.

12. Monitoring, records and review

The Headteacher or designated Health and Safety lead will monitor implementation through checks of storage areas, the COSHH register, assessments, training records, incident records and the condition of control measures. Significant concerns will be escalated to the proprietor/governing body.

The policy will be reviewed annually and sooner following significant legislative or guidance changes, a serious incident, or evidence that arrangements are not effective.

Appendix 1: COSHH Register and Assessment Record

The register below is a summary index only. A separate suitable and sufficient COSHH assessment should be retained for each relevant substance/activity. Do not treat an SDS as the COSHH assessment.

The operational COSHH register and individual assessments are maintained separately so that they can be updated whenever products, activities or controls change.