



Control of substances hazardous to health (COSHH) policy

Updated 08 February 2018

General Statement

Gardens Montessori acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure all exposure of employees, visitors and children to substances hazardous to health is prevented or at least controlled to within statutory limits.

Gardens Montessori undertakes to control exposure by the best means that are workable. In addition, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff. The person responsible for implementing this policy is the Deputy Head.

1. Arrangements for Securing the Health and Safety of Workers

Gardens Montessori will, in consultation with their employees, implement the following.

- a. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
- b. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- c. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.
- d. Any system of work, supervision system or any other similar measure will be reviewed at suitable intervals and revised if necessary.



- e. Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
- f. Qualified professionals, where indicated to be necessary by the assessment, will carry out health surveillance.
- g. All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.

2. Procedures for Dealing with Health and Safety Issues

When an employee raises a point related to the use of substances hazardous to health, Gardens Montessori will:

- a. ensure the hazard associated with the substance has been correctly identified
- b. ensure the assessment of the use of the substance is correct and up to date
- c. ensure controls in place are adequate
- d. correct any observed deficiencies in the control of the hazards
- e. inform the employee, and their representative if appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected and their managers and representatives will be informed immediately. Possible health effects will, in addition, be communicated to Gardens Montessori's Head or Deputy Head

3. Information and Training

Gardens Montessori will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Where considered necessary, information will also be given to others who may be affected, such as:

- a. contractors
- b. temporary staff
- c. visitors.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

4. Safe System of Work

Employees must be encouraged to report defects and systems must be in place for prompt. The following steps can be taken to minimise the risk.

- d. Ensure hazard information is kept up to date.



- e. Ensure assessments are reviewed annually and reassessed every three years or when changes are made.
- f. Ensure employees are trained in the nature of the hazards and use of control measures.
- g. Ensure controls are maintained and monitored.
- h. Ensure documentation is comprehensive and understandable.
- i. Encourage employees to report faults and problems.

5. Summary Policy Statement

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them.

No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known, it is good practice to use working methods to minimise exposure.

If the hazards are known, specific steps can be taken. The seven most important steps are to:

- a. identify the hazard
- b. assess the risk
- c. eliminate, prevent or control the risk
- d. maintain and monitor the controls
- e. monitor the health of the workforce
- f. ensure assessments and controls are up to date
- g. inform and train the workforce.