

MIAG



# Control of Substances Hazardous to Health (COSHH) Policy

Ratified by Chair of Govs:

Signed by .....

A handwritten signature in blue ink, appearing to be 'J. M. 202', written over a dotted line.

Date .....

09/9/25

Date:

Review Date:

## Policy Statement:

MIAG (Meeting Individual Aspirations & Goals) is committed to ensuring the health, safety, and welfare of all learners, staff, contractors, and visitors. We recognise that some substances used in our provision may pose risks to health if not properly managed. This policy outlines how MIAG will control exposure to hazardous substances in line with the Control of Substances Hazardous to Health Regulations 2002 (as amended).

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## Aims:

- ✚ To prevent or reduce staff, learners, and others being exposed to hazardous substances
  - ✚ To ensure all hazardous substances are used, stored, and disposed of safely
  - ✚ To provide staff and learners with clear guidance and training on safe handling
  - ✚ To comply fully with relevant health and safety legislation
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## Scope:

This policy applies to all staff, learners, contractors, and visitors who may come into contact with hazardous substances on MIAG premises. This includes (but is not limited to):

- ✚ Cleaning materials (e.g. bleach, disinfectants)
  - ✚ Science or workshop materials
  - ✚ Art, craft, or food technology substances (e.g. glues, paints, aerosols)
  - ✚ Maintenance and site management chemicals
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## Responsibilities:

### The Directors

- ✚ Ensure COSHH assessments are in place, reviewed annually, and adhered to
- ✚ Allocate adequate resources for safe storage and training

## SLT and Designated Safeguarding & Health and Safety Lead

- ✚ Maintain an up-to-date COSHH register of all hazardous substances
- ✚ Ensure staff are trained in safe handling and risk reduction measures
- ✚ Provide personal protective equipment (PPE) where required
- ✚ Investigate and report any COSHH-related incidents

## Staff

- ✚ Follow all COSHH procedures and risk assessments
- ✚ Report any concerns, leaks, spills, or near misses immediately
- ✚ Ensure learners are supervised at all times when substances are in use

## Learners

- ✚ Follow staff instructions regarding the safe use of materials
- ✚ Never handle hazardous substances unsupervised
- ✚ Report any spillages or unsafe practices to a staff member immediately

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## Procedures:

### COSHH Assessments

- ✚ All hazardous substances will be risk assessed before use
- ✚ Assessments will include: substance details, potential hazards, who may be at risk, and control measures
- ✚ Assessments will be reviewed annually or sooner if products change

### Storage

- ✚ Hazardous substances will be stored in clearly labelled containers
- ✚ Cleaning chemicals will be locked away and inaccessible to learners
- ✚ Flammable or high-risk materials will be kept in designated secure storage areas

### Use

- ✚ Substances will only be used for their intended purpose
- ✚ Staff and learners will follow manufacturer's safety instructions at all times
- ✚ PPE (e.g. gloves, goggles, aprons) will be worn where identified in risk assessments

## Disposal

- ✚ Substances will be disposed of safely in accordance with supplier instructions and environmental regulations
- ✚ Staff must never pour hazardous chemicals down sinks or drains unless specified safe to do so

## Emergencies

- ✚ Spillage procedures will be displayed in relevant areas
- ✚ First aid arrangements are in place for exposure incidents
- ✚ Staff must report all accidents or near misses on the MIAG Accident/Incident Form

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## Training:

- ✚ All staff handling hazardous substances will receive COSHH training
- ✚ Learners will be provided with age-appropriate guidance when using substances during lessons (e.g. cooking, art, science)

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## Monitoring and Review:

- ✚ The Health and Safety Lead will carry out regular checks to ensure compliance
- ✚ The COSHH register will be updated whenever a new substance is introduced
- ✚ This policy will be reviewed **annually** or following any significant incident

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## Linked Policies:

This policy should be read in conjunction with:

- ✚ Health and Safety Policy
- ✚ Fire Safety and Evacuation Plan
- ✚ Safeguarding and Child Protection Policy
- ✚ Infection Control Policy
- ✚ First Aid Policy