

USE OF CHEMICALS AT WORK PROCEDURES

Appleton Wiske CP School

General Statement

It is our procedure to ensure that the risks associated with the use of chemicals on-site is minimised at all times. This will be achieved by implementing a series of risk control measures.

Our starting point will be to eliminate the use of hazardous chemicals wherever possible. If this can't be done then we will take all reasonable steps to find less hazardous chemicals. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation etc. will be introduced.

Personal Protective Equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new chemicals will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

Legal Position

The use of chemicals in the workplace is governed by the Control of Substances Hazardous to Health Regulations 2002 (COSHH). These require us to minimise the risks from using chemicals at work and to introduce control measures to manage those which may remain. COSHH also requires us to train employees in the safe use of chemicals and to monitor the effectiveness of any control measures.

In certain circumstances, we are required to conduct health surveillance. This will occur if any employee is exposed to a hazardous substance which is known or is likely to cause a disease or be detrimental to health. COSHH also requires us to store chemicals safely in order to avoid the risks of fire, explosion or environmental damage.

Procedures

This procedure will be followed by all staff with responsibilities for the procurement and safe use of chemicals whilst on our premises.

Ordering Chemicals

Adequate information on each chemical must be obtained prior to its use. This will take the form of a Material Safety Data Sheet (MSDS), which should be provided by the supplier of the chemical, if not supplied the MSDS must be requested. If the intention is to use a chemical for the first time, then the relevant MSDS needs to be obtained before the chemical is ordered.

Where necessary, further information will be obtained from the chemical supplier and other resources, such as the Health and Safety Executive website <http://www.hse.gov.uk> or CLEAPSS.

Use of Chemicals On-Site

The use of all chemicals on-site will be assessed. For those which have relatively low-hazard properties, this process will be straightforward. In these cases, it will be assumed that

implementation of controls in line with the MSDS will be sufficient.

In the event that high-hazard substances, such as potential cancer-causing agents are used, managers are expected to try and source less hazardous substitutes. Where this is not possible adequate control measures will be required.

If chemicals need to be mixed with other materials, each must be assessed in order to ensure that no adverse reaction will occur. The MSDS will provide information on incompatible chemicals. The importance of this procedure must not be overlooked as even everyday cleaning agents can cause a serious reaction if mixed.

Storage

Appropriate storage according to the properties of each chemical will be provided. The type of storage necessary will be determined by reference to the MSDS. Special consideration will be given to flammable liquids, environmentally hazardous chemicals and oxidising agents (due to the risks of explosion). The suitability of all chemical storage will be reviewed as necessary by the responsible person named in the Health and Safety Policy.

Employees Duties

All employees will co-operate in respect to any control measures that have been introduced to ensure the safe use and storage of chemicals on-site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer's recommendations.

Employees are expected to report any concerns to their line manager or supervisor. These will be dealt with promptly. Should any further action be required, then the employee raising the concern will be informed as to what form it will take.

Employee Training

All employees will receive information, instruction and training on how to use chemicals safely. This will be repeated as necessary, e.g. on the introduction of new chemicals or processes. Training will be provided in a practical form in which the hazards and control measures are clearly understood, e.g. training on operating procedures.

Monitoring

This procedure will be monitored by the responsible person identified in the H&S Policy through the carrying out of periodic chemical audits. These will cover the following:

- provision of information to employees;
- use of chemicals;
- adherence to safe working practices;
- maintenance of control systems;
- storage of chemicals.

Where contractors are engaged on site, they will be monitored to ensure that they do not pose a hazard to employees, visitors or themselves.

Signed:	Mr Neil Clark Headteacher
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