

# Health and Safety & COSHH Policy

## 2019

Last Review Date:	March 2019
Next Review Date:	September 2021
Governor's Signature:	



**St Aloysius' College**

Hornsey Lane,  
Highgate,  
London  
N6 5LY





## **FOREWORD**

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Health & Safety Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.



## Part I

### Statement of Policy

#### 1.1 Scope

This Policy is specific to St Aloysius' College. It is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

#### 1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

#### 1.3 Objectives

It is the responsibility of the Governing Body via the Headteacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff and pupils
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- IV. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work
- V. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.

# St Aloysius' College: Health & Safety & COSHH Policy



- VI. To ensure, as far as reasonably practicable, that education visits are undertaken as safely as possible
- VII. To formulate procedures for use in case of fire and other emergencies, including plans for the safe and effective evacuation of the school premises
- VIII. To lay down procedures to be followed in case of accident
- IX. To provide and maintain suitable and sufficient welfare facilities
- X. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- XI. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

## 1.4 Statement of Intent (to be signed and displayed in a prominent position)

St Aloysius' College recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

St Aloysius' College will adopt health and safety arrangements in line with the London Borough of Islington's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of education activities.

St Aloysius' College will ensure that there is access to competent technical health and safety advice to assist in meeting these objectives.

Signed: \_\_\_\_\_

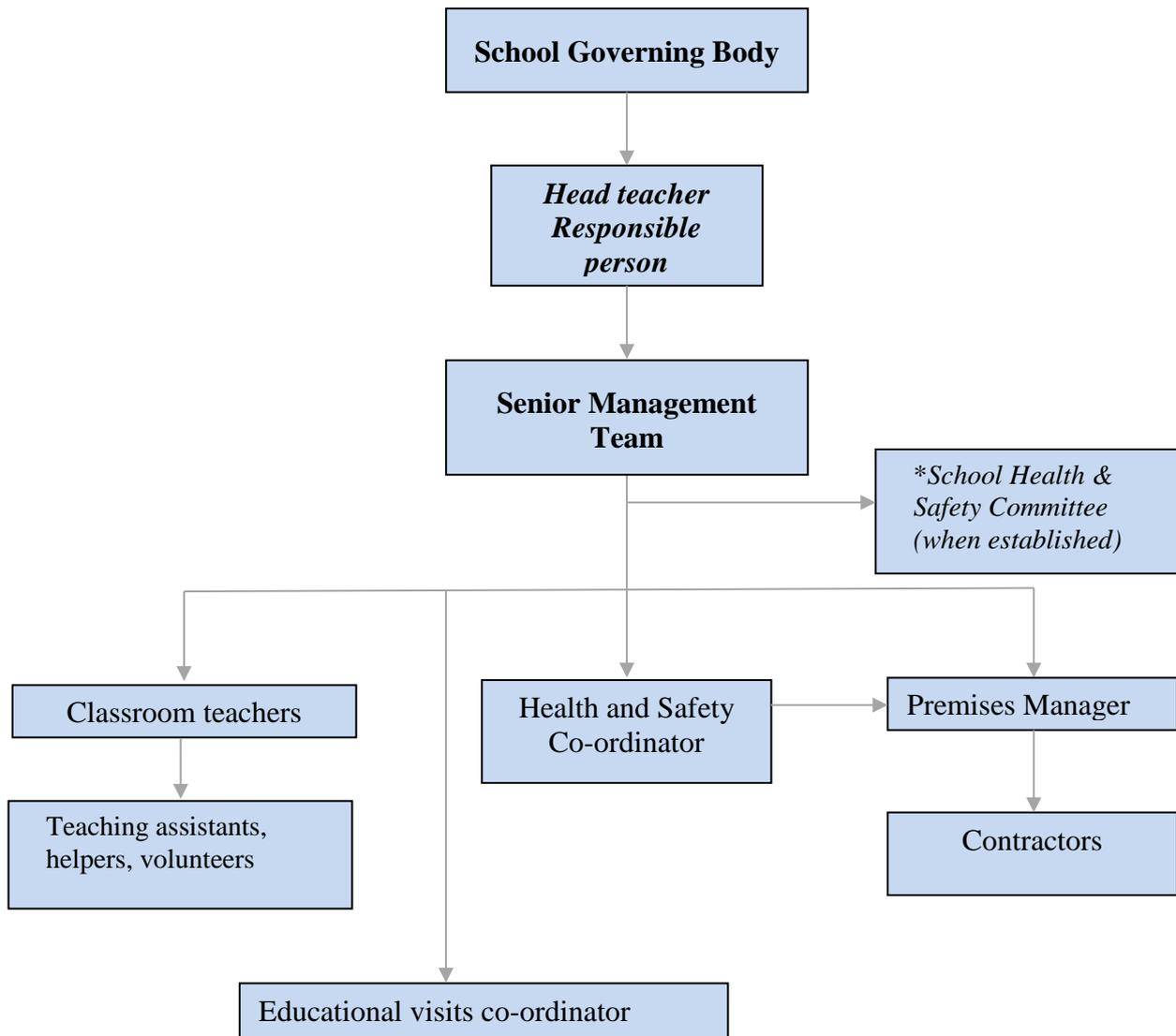
Chairman of the Governing body

Signed: \_\_\_\_\_

Head teacher

Date of Policy: \_\_\_\_\_

## Part II Organisation



*\*The School Health and Safety Committee (to be established) will consist of representatives of key management and employees.*



Local Management of Schools requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

## 2.1 General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outline the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

## 2.2 Governors' responsibilities

The governing bodies of the school are corporate bodies. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

Consider the nomination of a named health and safety governor;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the governing body meeting agenda;
- f. Co-operate with advice and directions issued by the council relating to matters concerning Health and Safety or establish and adopt other equally effective measures; and
- g. Ensure that in respect of any project that they initiate, they consider and appropriately consult on issues affecting the Health and Safety of all persons at the planning stage, and include any necessary measures to control risks.



## 2.3 Headteacher's responsibilities

The Headteacher will liaise with the Governing Body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities therein. The Headteacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. A suitable and sufficient Risk Register is developed, updated and implemented ensuring that all requirements of the relevant statutory provisions are met in full.
- c. Put in place effective arrangements and procedures that are proportionate and appropriate to the risks of an activity.
- d. Staff, visitors and students are informed and aware of existing procedures and the precautions to follow;
- e. Where health and safety functions are delegated, staff have the capacity to take on the responsibilities, together with the appropriate training and competencies and with clear lines of accountability established;
- f. That a person is appointed to act as a focal point (H&S Co-ordinator) for health and safety within the school;
- g. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- h. An Asbestos Management Plan has been developed, is up to date and available for inspection, comprising details of location and condition of any asbestos containing materials that may be present.
- i. To co-operate with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- j. To ensure that employees are aware of their responsibilities regarding health and safety and that disciplinary measures are taken in the event of non-compliance with the requirements for this Policy.
- k. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- l. They keep informed of the general requirements of health, safety and welfare legislation and standards relevant to school premises and activities;
- m. Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- n. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place.
- o. Employees have access to the Health and Safety Executive "Health and Safety Law – [What you should know](#)" poster or the associated leaflet.



- p. Employees have access to the school's Health and Safety Policy and relevant safety arrangements and are made aware of their responsibilities.
- q. Consult and work with recognised TU safety representatives / employee representatives.
- r. Ensure that, if required, fully collaboration is provided to [HSE inspectors](#), as stated in current legislation.
- s. Implement site-specific arrangements to ensure the safety and wellbeing of employees, pupils, contractors and members of the public who may be affected by activities undertaken at the school.

## 2.4 Health and Safety Co-ordinator responsibilities

The day to day responsibility for all school health, safety and welfare matters and activity rests with the Health and Safety Co-ordinator (Deputy Head – Site Safety Co-ordinator) who will:

- a. Be the focal point for reference on health, safety and welfare matters and give advice or indicate source of advice
- b. Liaise with and report directly to the Headteacher on all matters of health and safety
- c. Ensure the day to day implementation of this Policy including the maintenance of appropriate risk assessments for school, and seek approval of the Headteacher for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. Investigate accidents, dangerous occurrences and near misses, ensuring correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. Liaise with Corporate health and safety in regard to health and safety matters.
- h. Support Head Teacher in providing information to HSE representatives if required.

## 2.5 Premises Manager's responsibilities

The Premises Manager has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken either by the Premises Manager or the LEP FM Contractor, in accordance with contractual responsibilities and are regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- c. Risk assessments of harmful substances used in the maintenance of the premises are implemented either by the Premises Manager or the LEP FM Contractor, in accordance with contractual responsibilities, are regularly reviewed and are made available to staff working in the premises and to first aiders;



- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced by the LEP FM Contractor and others within the required timeframes, and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on buildings emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested either by the Premises Manager or the LEP FM Contractor, in accordance with contractual responsibilities, and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. All building and service contractors are employed in accordance with the council's Procurement Code;
- l. Asset management and the LEP are consulted before any arrangements are initiated involving contractors undertaking work regarding:
  - alteration to a buildings structure or its grounds;
  - substantial change to a buildings use (whether partially or wholly);
  - significant change to a buildings water or energy supply or environmental control systems; or
  - alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- m. Contractor Authorisation Forms and Permits to Work are in place where required and are subject to periodic monitoring to confirm they function correctly;
- n. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- o. Common areas are safety inspected at least once per quarter;
- p. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- q. Systems for environmental control are regularly serviced either by the Premises Manager or the LEP FM Contractor, in accordance with contractual responsibilities, and are without risk to health.



## 2.6 Employees (including temporary & volunteers) responsibilities

**St Aloysius' College** reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for their own health and safety and that of others who may be affected by what they do, or fail to do;
- b. Co-operate with their employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Familiarise themselves with the school's Health and Safety Policy and keep up to date with any changes to this document; and
- f. Inform their employer or a member of senior management team of any serious risks.
- g. In order to carry out the above, all employees must:
  - make themselves familiar with and comply with, relevant safety instructions at all times;
  - use approved personal protective equipment for the purpose for which it was supplied;
  - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
  - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
  - make full use of any system of work designed to reduce the risk of injury to themselves;
  - not work under the influence of alcohol or drugs; and
  - Discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore, employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.



## 2.7 Pupils/students responsibilities

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will

- a. Follow all instructions issued by any member of staff in the case of an emergency.
- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c. Inform any member of staff of any situation which may affect their safety.

## 2.8 Staff Safety Representative responsibilities

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees.

St Aloysius' College recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. St Aloysius College will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.



### 2.9 Educational Visits Co-ordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Co-ordinator (EVC) who will support the Headteacher. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources (online system) section.



## Part III

### List of Arrangements for Implementation

- a. Communication of health and safety procedures
- b. Accident, Incidents, Dangerous Occurrences and Near misses
- c. Asbestos
- d. Control of contractors
- e. Control of Substances Hazardous to health
- f. Display Screen Equipment
- g. Document Control
- h. Electricity at work
- i. Emergency procedures
- j. Fire Safety Management
- k. First Aid
- l. Legionella
- m. Lifting Operations and Lifting Equipment
- n. Management of health and safety
- o. Manual handling
- p. Medical Support to Pupils
- q. New and Expectant Mothers
- r. Noise at work
- s. Personal protective equipment
- t. Safety Representatives and consultation
- u. Site security
- v. Stress at work
- w. Training
- x. Violence and aggression
- y. Visitors
- z. Work Experience



## Part IV – Inspections, Monitoring, Audit and Review of Performance

### 4.1 Inspection

- a) General inspections take place once per term by the Health and Safety Co-ordinator and/or premises manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- b) In addition, Curriculum Leaders or staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Health and Safety Co-ordinator and/or Premises Manager.

### 4.2 Monitoring Systems

- a) The School Health and Safety Committee will meet at least once per term and usually following termly inspection so that any issues can be addressed.
- b) The Headteacher will monitor the school's performance on health and safety issues.
- c) The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for the health and Safety issues arising.

### 4.3 Audit and Review of Performance

- a) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi annual self-assessment audit carried out in the years that a formal audit is not being carried out.

### 4.4 Third Party Monitoring/Inspections

- a) The school will be subject to third party inspection and monitoring as follows:
  - As part of Ofsted requirements
  - Provided by Corporate Health and Safety
  - as provided by LEP for the BSF contract
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

### 4.5 Policy Implementation and Review

See Front Cover.



## Safe Working Arrangements

### Control of Substances Hazardous to Health (COSHH)

#### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Substances hazardous to health have been identified, risk assessed and precautions implemented to reduce the level of risk to the lowest practicable level.
- Control measures are used and maintained.
- Employees identified as exposed to hazardous substances receive health surveillance, information, instruction and training on the processes and controls in place.

#### SCOPE:

This Safe Working Arrangement (SWA) applies to:

- All managers including head teachers
- All employees of Islington Council.
- All contractors working on behalf of the Council.

#### Index

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- [Procedures](#)
- [Safe Working Procedures Relevant to This Document](#)
- [Main Legislation Relevant to This Document](#)
- [Contact Address's and Guidance Links](#)

[Appendix 1](#): Control of Substances – Control Measures

#### Forms

- [COSHH Assessment Request Questionnaire \(CARQ\)](#)



## **Responsibilities**

**Senior Managers/Head Teachers are responsible for ensuring compliance with this SWA and must:**

- Ensure substances/work processes that are hazardous to health are risk assessed and controls implemented to reduce the level of risk to the lowest practicable level.
- Ensure the maintenance and condition of any control measures implemented i.e. Local Exhaust Ventilation (LEV) systems/Personal Protective Equipment (PPE).
- Ensure information, instruction and training where hazards have been identified and where appropriate, health surveillance is provided.

**Managers are responsible for ensuring compliance with the SWA and must:**

- Identify and risk assess all substances/work processes that are hazardous to health (consider young persons, new and expectant mothers, known health conditions).
- Where applicable, complete a DSEAR risk assessment for the use and storage of explosive flammable substances (See [SWA DSEAR](#)).
- Identify control measures and ensure they are used and maintained in accordance with manufacturer's recommendations (See [Appendix 1](#)).
- Maintain equipment in a suitable and safe condition.
- Where identified, provide information, instruction, training on the controls and where appropriate, health surveillance.
- Keep records of assessments, inspections, maintenance and health surveillance records. Periodically assess the products listed under own 'work area' in the Alcumus Sypol CMS database and forward any editorial requests to [Corporate Health and Safety](#).
- Request from the manufacturer the Safety Data Sheet for all new products.
- Complete a [CARQ](#) form to reflect the product use.
- Forward both the Manufacturer's Safety Data Sheet and the [CARQ](#) form to [corporatehealthandsafety@islington.gov.uk](mailto:corporatehealthandsafety@islington.gov.uk) for editorial update onto the Alcumus Sypol CMS database.
- Attach the COSHH risk assessment to the [IRIS accident/incident report system](#) report where an employee has recorded an adverse health effect to a product/substance provided.

**Employees must:**

- Comply with risk assessments and control measures identified i.e. personal protective equipment.
- Report any bad working practices and/or defective equipment immediately and take out of use.
- Report any ill-health effects on an [IRIS accident/incident report system](#) (if as a result of work activities).
- Report to manager any health issues, or if pregnant or pregnancy is a consideration.



Corporate Health and Safety Officer carries out the role of 'Editor' for the Alcumus Sypol CMS Database and will:

- Maintain contents of Alucums Sypol CMS database assessments upon request.
- Request new product data from Alcumus Sypol CMS upon receipt of the Manufacturer's Safety Data Sheet and [CARQ](#) form.

## Procedures

### Identification of Hazardous Substances and/or Work Processes

Substances hazardous to health can include any material, mixture or compound used at work or arising from work activities which is harmful to people's health including:

- Specific categories of substances labelled as Explosive, Flammable, Oxidising Dangerous to the Environment etc. These are identified by a pictogram in a white diamond with red border. i.e. 
- The other symbols can be found on the HSE website.
- Any substance that has been assigned a workplace exposure limit (WEL). These are identified in EH40 Workplace Exposure Limits.
- Dusts of any kind (not including the ones assigned a WEL) can become hazardous in concentrations in air greater than 10 mg/m<sup>3</sup> inhaled dust, or 4 mg/m<sup>3</sup> of respirable dust – further information can be found on the HSE website – Air Sampling Guidance.
- Biological agents such as bacteria, viruses, fungi and parasites.
- Asphyxiants such as carbon dioxide and nitrogen.
- Carcinogens such as tobacco smoke or radon gas.

## COSHH Risk Assessment

- Managers must assess the work activities and hazardous substances in use within the workplace. Information on how to identify the hazards and control the risks can be found on the HSE website – Identifying Hazard and Assessing Risk.
- The management controls that must be considered prior to the use of a hazardous substance are identified in Appendix 1.
- Islington Council provides access to the ALCUMUS SYPOL CMS Online COSHH risk assessment system; this contains COSHH assessments on all chemicals and substances that employees use as part of their work. This database allows employees to view their COSHH assessments online and also to print off assessments for local use.
- To access ALCUMUS SYPOL CMS Online COSHH System, click on the link and type in the following information:

Company ID	ISLINGTON
Facility ID	ISLINGTON
User Name	viewer1 (any number between 1- 5)
Password	viewer1 (use same numerical value chosen for User Name)
Submit	Reset



- From there, select the Department to access the area folder and the assessments identified for the specific area or location. Further information on accessing the system can be found on the Corporate Health and Safety intranet site.
- For products not listed on the Alcumus Sypol CMS database, a Manufacturer's Safety Data Sheet is required, (contact manufacturer directly or access the data sheets through the internet) in addition, completion of a CARQ form is required. Forward the CARQ form and MSDS to Corporate Health and Safety. On receipt of the form Corporate Health and Safety will organise through Alcumus Sypol CMS the appropriate assessment data.
- COSHH awareness training is available via an online e learning module (booked via IRIS) and is recommended for employees who work in or manage environments where there are large quantities or hazardous substances in use or produced.
- Further information on measuring and monitoring air samples for contamination can be found on the HSE website – Air Sampling Guidance.
- COSHH risk assessments must be made available to staff using the products, and the controls recommended implemented, monitored and recorded.
- Risk assessments must be reviewed:
  - Periodically (schedule into management plan);
  - When there is reason to believe an assessment is no longer valid;
  - Where there has been a significant change in the work;
- If the employees' work activities include exposure to biological factors, i.e. blood, bodily fluids, information on the hazards and controls can be found on:
  - HSE website – Infections at Work;
  - SWA The Prevention and Control of Contamination Incidents including Needlesticks;

## **Control Measures are Used and Maintained**

- Employees are to ensure that they make proper use of control measures and report defects in them. The manager must take all reasonable steps to ensure that control measures are working effectively and that staff are using them correctly. Employees must receive instruction, information and training and be appropriately supervised.
- Managers must retain records of examinations, tests and maintenance carried out for the life of the equipment in compliance with manufacturers' recommendations.
- The concentration of hazardous substances in the air that employees might be exposed to should be monitored and possibly measured in certain cases:
  - Where there could be serious risks to health if control measures failed or deteriorated;
  - If there is uncertainty that exposure limits are not being exceeded;
- The results of any monitoring must be communicated to the staff who took part in the monitoring and others that might be affected. Any personal exposure monitoring that is carried out, must be retained within personal file.



## Health Surveillance

- Controlled use of most substances in modest amounts will not result in the need to put employees on a health surveillance programme. However, they may need to be under a scheme of health surveillance should employees have significant exposure to such substances as:
  - Wood dust (wood machinist, carpenter, or technician in a school workshop);
  - Tar and pitch (employees engaged on highway maintenance);
  - Mineral oil (vehicle workshops);
  - Solvents (painters);
  - Electrical solder fumes (technician in a school workshop);
  - Welding fumes (welder);
  - Some pesticides (gardener);
  - Some glues/resins curing of epoxy resins (carpenters, painters);
- Following a risk assessment, if managers feel that staff should be under health surveillance then they should contact Occupational Health for further advice
- Details on the referral process can be found on the [Occupational Health intranet page – Referral Process](#).
- In many cases the Occupational Health Service will be able to carry out the health surveillance or arrange for it to be carried out. In other cases they can advise how Divisions/Services/Sections themselves can carry out health surveillance and identify controls for both managers and the individuals. See SWA Health Surveillance for further information.

## Retention of Health Surveillance records

COSHH Regulations require records to be retained for 40 years as ill health effects might not emerge until a long time after exposure.

## Safe Working Procedures Relevant to This Document

- [Health Surveillance](#)
- [Dangerous Substances and Explosive Atmospheres Regulation \(DSEAR\)](#)
- [Managing Health and Safety](#)
- [New and Expectant Mothers](#)
- [Risk Assessment](#)
- [Young Persons](#)
- [Work Equipment](#)
- [Accident/Incident Reporting and Investigation](#)
- [Personal Protective Equipment](#)

### Related Forms

- [DSEAR Risk Assessment](#)



## Main Legislation Relevant to This Document

- [Health and Safety at Work etc. Act](#)
- [The Management of Health and Safety at Work Regulations](#)
- [Control of Substances Hazardous to Health Regulations](#)
- [The Personal Protective Equipment at Work Regulations](#)

## Contact Address's and Guidance Links

- [www.hse.gov.uk](http://www.hse.gov.uk) (H&S Executive)
- [Five Steps to Risk Assessment](#)
- [Talking leaflet version](#)
- [COSHH](#)
- INDG136 – [What you need to know about COSHH \(HSE guidance\)](#)
- L5 – [COSHH: Approved Code of Practice and guidance](#)
- [EH40 Workplace Exposure Limits](#)
- [Blood Borne Diseases in the Workplace](#)
- [Infections at Work – Controlling the Risks](#)



## Appendix 1

### Control of Substances – Control Measures

