# Control of substances hazardous to health (COSHH) risk assessment

**Nurture Education Trust**

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| Assessment conducted by: Mark Anderson | Job title: Head of Centre | |
| Date of assessment: 07/09/2026 | Review interval: Annually (or when appropriate) | Date of next review: 07/09/2027 |

| **Risk rating** | | **Likelihood of occurrence** | | |
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| | | **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| | **Severe:** Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | **Minor:** Causes physical or emotional discomfort. | M | L | L |

| Hazard | Who may be harmed | Risk rating L/M/H | Existing controls | Further action required | Assigned to | Completed |
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| Insufficient awareness of school procedures | Staff, pupils and visitors | **M** | • The school has a COSSH Policy in place with effective procedures for managing hazardous substances and clear responsibilities for staff.<br>• The Head of Centre oversees the implementation of the COSSH Policy and ensures all staff understand it and receive training in line with their duties.<br>• The school assigns a COSSH Lead who takes overall responsibility for monitoring control measures and is competent to check that:<br>- Processes are not emitting uncontrolled contaminants.<br>- Control equipment and PPE continues to work as it was designed.<br>- Staff follow the safe way of working. | **COSSH Lead JC to be assigned for overall responsibility for monitoring control measures due to current IOSH training.** | **Head of Centre** | **MA 07/09/2026** |

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| | | | • All possible routes of exposure, e.g. skin contact, breathing, swallowing, are considered when determining safe systems of work and control measures.<br>• The effects of acute and chronic exposure are considered, alongside long-term and short-term effects.<br>• Control measures are devised that adequately reflect the quantity of substance used, how it may get into the body and how much harm it can cause.<br>• Staff are consulted when developing control measures and they understand how to report concerns or issues.<br>• Staff to pupil ratios reflect the enhanced risks posed by the hazardous substances used in any lessons to ensure adequate supervision. | **Science CLEAPPS subscription in place with data sheets and risk assessments provided for any Science experiments due to take place – renewed until 09/10/2027.** | | |

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| Unnecessary use of hazardous substances | Staff, pupils and Visitors | **L** | • The school limits the use of hazardous substances to where they are absolutely necessary.<br>• Where hazardous substances must be used, procedures are in place to minimise the time and extent of exposure.<br>• The COSHH Lead/Science Leads check if harmful substances or products can be substituted for a safer one, or for a safer form, e.g. paste rather than powder, where possible. | **Science Lead reviews experiments and chemicals stored in an annual audit.** | **JK** | **Ongoing** |
| Failure to follow product guidance | Staff, pupils and visitors | **M** | • Product information is checked and the manufacturer or supplier's guidance on the correct use is followed.<br>• Where information is missing or incomplete or the school has concerns, the school contacts the supplier for support.<br>• The supplier is asked for information on safe use for products where a safety data | **Science Lead to review current product sheets available via CLEEPS and consult with external lab technician for advice if needed.**<br><br>**Cleaning products to be audited and data sheets updated for COSHH.** | **JK & KU** | **01/12/2026** |

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| | | | sheet or adequate labelling is not provided.<br>• A hazard checklist is completed for each new substance used to establish:<br>- What danger labels it has.<br>- If it produces gas, fume, dust, mist or vapour.<br>- If it is harmful to breathe or If it can harm skin.<br>- If it is likely harm could arise due to the way the product is used.<br>- If a safer product can be used.<br>- Mitigations and control measures that can be put in place.<br>• The school uses the HSE COSHH e-tool to inform its control measures on the use of hazardous substances.<br>• The school maintains a COSHH file in the cleaning board (cleaning chemicals) and | **COSH file to be reviewed and updated with current cleaning chemicals used by 01/11/2026 (to reflect accurate stock for the 2026/2027 academic year).** | | |

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| | | | Science room (CLEAPPS) which is kept up-to-date with relevant records, e.g. hazard assessments, safety data sheets, incident reports. | | | |
| Improper use of personal protective equipment (PPE) | | **L** | • A Personal Protective Equipment (PPE) Risk Assessment Form/Science Experiment risk assessment is undertaken before any activity involving hazardous substances to identify the necessary PPE.<br>• The school provides the necessary PPE for each task suitable for the intended user, i.e. the correct size and fit.<br>• PPE is stored and used in line with the manufacturer's instructions.<br>• The COSHH Coordinator/Science Lead instructs staff on the correct and safe use of PPE and puts arrangements in place, e.g. supervision, to ensure proper use.<br>• The site manager implements arrangements for the maintenance, | | | |

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| | | | replacement and storage of PPE as required.<br>• Staff pause activities if a pupil is not wearing appropriate PPE, e.g. safety goggles have been removed.<br>• Pupils failing to follow rules on the use of PPE are not allowed to take part in activities and are managed in line with the Behaviour Policy. | | | |
| Breathing in of hazardous substance | | **L** | • The school follows appropriate procedures in relation to ventilation to ensure suitable fresh air provision.<br>• Equipment and products that may emit harmful vapours, e.g printers, are stored and used in well-ventilated rooms.<br>• A local outside vent has been installed in the Willow room where there are no windows that can directly open to the outside. There is also an extractor fan for | | | |

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| | | | the kitchen and air conditioning unit in place for the server room.<br>• Where ventilation is used, it is subject to thorough examination and testing at least once every 14 months by a competent person.<br>• The product guidance is followed in the event of a harmful substance being breathed in.<br>• Medical assistance is sought if there are any concerns about the effects of breathing in a substance. | **Ventilation is serviced by Ames Electrical annually. Last service was:** | KU | Ongoing |
| Skin contact with hazardous substance | | **M** | • Staff and pupils are reminded not to eat, touch their eyes or face after handling hazardous substances until they have followed correct disinfecting procedures, e.g. hand washing. | **Stronger COSHH and safety signage to be added to Science Room.** | JK | 01/12/2026 |

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| | | | • Staff are instructed on how to put on gloves and remove them without contaminating skin.<br>• The manufacturer or supplier's instructions are followed in the event of the substance coming into contact with skin.<br>• Hazardous substances are used nearby to easily accessible water points wherever possible to allow skin to be washed quickly. | **Graphic/Poster to be put up around instructions on putting on gloves without contaminating skin.** | | |
| Improper storage and disposal | | **L** | • Lidded bins are provided in all rooms where hazardous substances are commonly used, e.g. for cleaning.<br>• A stock list is maintained recording where all hazardous substances are stored.<br>• Hazardous substances are stored in locked rooms or cupboards and never left unattended when in use if pupils are nearby. | | | |

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| | | | • Hazardous substances are kept in their original container – where they must be moved, e.g. for dilution or mixing, they are placed into an appropriate container with proper labelling and hazard information.<br>• Spillages, leaks or unplanned releases are dealt with immediately in line with the safety data sheet for the substance(s).<br>• Appropriate warning signs are prominently displayed near storage areas for dangerous substances.<br>• The disposal of hazardous waste follows the manufacturer's guidance and UK law.<br>• The COSSH leas oversees the disposal of hazardous waste in line with school procedures. | | | |

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| Improper use of control equipment | | **L** | • The user manual for control equipment, e.g. ventilation, is followed – where a user manual is not available, professional assistance is sought to devise one.<br>• Routine checks are undertaken on control equipment in line with the user manual and manufacturer's instructions.<br>• The Office Manager ensures defects are remedied as soon as possible.<br>• A logbook is kept recording checks and actions for maintenance on control equipment. | | | |
| Fire and explosion | | **L** | • Highly flammable substances are only purchased if suitable less flammable substances are not available.<br>• Flammable substances are stored away from sources of electricity.<br>• Highly flammable substances, e.g. fertilisers, are stored in secure fire- | | | |

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| | | | resistant rooms in remote areas of the premises.<br>• The Office Manager conducts daily checks to ensure flammable substances are being stored correctly.<br>• Staff have due regard for the school's Fire Safety Policy in the use and storage of substances. | | | |
| Ineffective response to emergency situation | | **M** | • Procedures in the school's Invacuation, Lockdown and Evacuation Policy are followed as necessary in response to a major incident involving hazardous substances.<br>• The COSHH lead ensures each substance has its own plan of action for emergency situation, e.g. first aid procedure.<br>• Emergency services are contacted immediately and medical assistance is sought as necessary. | | | |

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| | | | • Hazardous substances which pose a contact risk are used near easily accessible water points as much as possible to facilitate washing of the affected area as necessary. | | | |
| Insufficient cleaning procedures | | **M** | • COSHH measures outlined in the school COSH Policy relating to cleaning are informed in the school Health and Safety Policy and followed by school staff.<br>• Areas of spillages, leaks or unplanned releases are cordoned off if necessary to prevent exposure until it is safe to re-enter.<br>• Activities are paused in the event of a spillage to allow immediate clean up.<br>• The school provides COSH training to the employed school cleaner refreshed every 2 years. | **COSHH Training for cleaner to be booked by 02/11/2026 and an updated level arch file of all product sheets for cleaning products stored and used onsite.** | | |

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| | | | • Cleaning products used by a third-party are checked by the Office Manager before they are approved for use on the premises. | | | |