

## **Procedures for managing hazardous Substances**

### **Risk Assessments**

The Facilities Manager has made a risk assessment of all hazardous substances used by Greenvale School staff and can be found in the 2014 risk assessment folder and is available to all staff. Bouygues E&S have their own risk assessments and safety procedures in place for the hazardous substances that can be seen on request.

### **Cleaning materials**

Most of the potentially hazardous substances used at Greenvale School are to be found in the cleaning products used on a daily basis by the Bouygues E&S cleaning team.

When the cleaning products are delivered to the school they are immediately stored in secure storage cupboard that are clearly signed indicating hazardous chemicals. The Bouygues cleaning team are provided with overalls rubber gloves and safety shoes for use when dealing with products such as floor stripper or floor polish. A COSHH list of the cleaning products used at Greenvale is on file and kept with the facilities manager in case of emergency and a wall chart detailing Hazardous substances safety signs are displayed within the School.

All changing rooms have had a storage cupboards installed with child proof locks. These cupboards are used to contain cleaning sprays and other hygiene products. Classrooms have secure cupboards and storage areas to keep cleaning products used on a daily basis out of the reach of students when not in use.

### **Nursing & Hygiene Materials**

All the products used at Greenvale for nursing and hygiene are immediately stored following delivery and locked in the laundry room which is clearly marked with a warning safety sign.

Products such as tissues and soap and paper towels are stored in secure cupboards coloured yellow in two areas of the school.

The products used at Greenvale have had the COSHH details recorded and filed with the facilities Manager in case of emergency. Protective gloves and aprons and face masks and soap are available at all times.

### **Science Materials**

At Greenvale School the only hazardous substances used for science experiments are a limited number of cleaning products which have been recorded on the COSHH list which is filed and available in case of emergency. All science stores and equipment are kept in a secure cupboard within the science room Protective gloves and aprons and face masks are available for use at all times.

### **Gas**

The gas ovens in the kitchen are inspected annually by an approved gas safety contractor appointed by Bouygues E&S. All Gas pipes at Greenvale have been painted with yellow paint to indicate gas supply. Any report of a gas smell is immediately reported to the Bouygues E&S help desk who will immediately contact the Gas service provider for inspection.

## **Medicines**

All drugs and medicines are labelled and are kept in a secure medical cabinet in the Medical room and supervised by the School nurse. There is a locked white unmarked medical cupboard in each classrooms which may contain drugs or medicines that are to be administered to the students by the School nurse or a trained member of the senior management team during the day. The keys are located in the main front office. The School has asked that all parents who are sending in drugs to be administered during the day, to hand them directly to the School bus guide who in turn will hand the drugs to a member of the classroom staff for secure storage in a class medical cupboard. The student must not play any part in the transportation of drugs or medicines. Parents are also asked to include any items such as drugs or medicine sent into school in the student home book.

## **Hydro pool**

Hazardous products used in the cleaning and maintenance of the Hydro pool such as Sodium hypochlorite, Poly Aluminium Chloride and dry Acid powder (PH) are stored in the hydro plant room in a locked cage. This secure area is off limits to Greenvale staff, students and members of the public.