

Trilborne

School COSHH Audit Checklist

This checklist is designed for School Business Managers and Site Managers. It follows the principles of **HSE HSG97** and **ACOP L5** to ensure your school achieves true statutory compliance beyond simply holding data sheets.

Item	Detail
Date of Audit:	
Auditor:	
Site:	

1. Identification & Inventory

Compliance Check	Status
Is there a central register of all hazardous substances on-site?	<input type="checkbox"/> R/A/G
Are there up-to-date Safety Data Sheets (SDS) for every product? (Note: SDS must be less than 5 years old).	<input type="checkbox"/> R/A/G
Have "shadow" chemicals (items brought in by staff from home) been identified and removed?	<input type="checkbox"/> R/A/G
Are all containers clearly labelled? (Check for "decanted" liquids in unlabelled spray bottles).	<input type="checkbox"/> R/A/G

2. Risk Assessment (The "Management" Bit)

Compliance Check	Status
Does each substance have a specific COSHH Risk Assessment (not just the SDS)?	[] R/A/G
Do assessments consider the method of use (e.g., spraying vs. pouring)?	[] R/A/G
Are the assessments reviewed annually or when a process changes?	[] R/A/G
Are high-risk substances (e.g., concentrated acids in Science or chlorine in pools) prioritised?	[] R/A/G

3. Control Measures & Storage

Compliance Check	Status
Is the Hierarchy of Control applied? (Can we substitute a hazardous cleaner for a greener, non-toxic alternative?)	[] R/A/G
Are flammable substances stored in fire-rated cabinets (COSHH lockers)?	[] R/A/G
Is the storage area kept locked and inaccessible to pupils?	[] R/A/G
Is there adequate ventilation in areas where chemicals are used or stored?	[] R/A/G
Is Local Exhaust Ventilation (LEV) (e.g., fume cupboards) tested every 14 months?	[] R/A/G

4. Emergency & PPE

Compliance Check	Status
Is the correct Personal Protective Equipment (PPE) available and in good condition (e.g., nitrile gloves vs. latex)?	[] R/A/G
Are spill kits available in high-risk areas (Science labs, Site sheds, Kitchens)?	[] R/A/G
Is there an eye-wash station nearby where chemicals are handled?	[] R/A/G

5. Training & Records

Compliance Check	Status
Have all staff handling these chemicals received COSHH Awareness Training ?	[] R/A/G
Is there a record of this training in the school's central CPD file?	[] R/A/G
Are staff aware of what to do in the event of an accidental exposure or spill?	[] R/A/G



Red Flag Warning: The "Bleach and Acid" Risk

If your cleaning team is using an acid-based toilet descaler and a bleach-based disinfectant, they must be trained never to use them together. Mixing these creates **chlorine gas**, a common cause of RIDDOR-reportable incidents in UK schools.

How Trilborne Supports Your COSHH Strategy

Managing COSHH across a large secondary school or a MAT can be an administrative nightmare. Trilborne's online platform simplifies this by:

- **Standardising Knowledge:** Providing the same high-level COSHH Awareness training to **1 to 1000 staff members** simultaneously.

- **Tracking Compliance:** Giving Headteachers and Trustees a "birds-eye view" of who has completed their safety training.
- **Focused Audits:** COSHH based Audits. We can map your COSHH and identify the shortfalls through a prioritised action plan.

Don't wait for an HSE inspection or Ofsted / ISI to find a gap in your COSHH Management.

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