

St Columba's Catholic School

Storage of Dangerous and Toxic Substances Procedure

Rationale:

To provide a guideline on the storage of dangerous and toxic substances and checking of fluorescent lights.

Purpose:

1. To ensure all chemicals are locked safely away and kept out of reach of children.
2. To ensure chemicals are locked in their appropriate places, eg: cleaning chemicals in the cleaners cupboard.
3. To ensure all fluorescent lights are stored safely.

Guidelines:

1. All chemicals will be locked away and the key removed from the lock when not in use.
2. The chemicals are to be kept out of reach of the children at all times, especially when in use.
3. All chemicals are to be locked in their appropriate places so that they are not being carried around the school:
 - o Cleaning chemicals are to be locked in the Cleaners cupboard.
 - o Gardening chemicals are to be locked in the tool shed.
 - o Science chemicals are to be kept in a central storage area.
4. All chemicals will be stored in their original containers with suitable precaution taken not to destroy labels.
5. An inventory of dangerous chemicals will be maintained and held by the School Caretaker.
6. All fluorescent lights are to be checked regularly for damage of the phosphorous coating. If damaged, bulbs are to be removed and disposed of safely.