



# SALISBURY HIGH SCHOOL

## Aerosol Policy

Please note this policy is mandatory and staff are required to adhere to the content

<b>Publication date:</b>	19/02/2025		
<b>Review date:</b>	Term 1 2026		
<b>Review - Unchanged Approval by:</b>		<b>Approval Date:</b>	
<b>Version:</b>	v1		
<b>Replaces:</b>			
<b>Applies to:</b>	All Salisbury High School Employees, Students and Visitors, Volunteers and Contractors		
<b>Developed by:</b>	B Pringle, B Hardy		
<b>Consultation:</b>	WHS Committee		Yes / NA
	SHS Exec and Leadership teams		Yes / NA
	SHS Staff		Yes / NA
	Student Leadership Team (SLT)		Yes / NA
	SHS Governing Council		Yes / NA
<b>Initial / Updates Approved by:</b>	SHS Governing Council	<b>Approval Date:</b>	17/03/2025

Table 2 - Revision record

Date	Version	Revision description
19/2/2025	v1	Creation of site-specific policy



## AEROSOL POLICY v1

### Scope

To ensure the health and safety of the school community by managing the safe use of required aerosols and to stop the use of personal hygiene aerosols by all staff, students and visitors to the site or whilst in attendance at a school event/activity.

This policy separates aerosol cans into two groups:

- I. Those containing strong perfumes that are used for **personal use** (e.g. deodorants, antiperspirants, body sprays, perfumes, hairsprays and hair colour sprays).
- II. Those used for **school business** to support the curriculum, health and safety and equipment/building maintenance (e.g. art fixative and adhesive sprays, cooking sprays, aerosol paints, insect sprays and repellents, disinfectant sprays, lubricant sprays, line marking sprays)

### Rationale

The use of aerosols in enclosed spaces such as, but not limited to, classrooms, offices and bathrooms or in yard areas can result in severe respiratory and or allergic reactions to members of the school community.

Aerosols can become explosive and or flammable if not stored/disposed of appropriately and can cause harm if not used appropriately.

Site processes have been developed to mitigate such situations from arising and must be followed at all times.

### Site Usage Procedures

#### Personal Hygiene Aerosol Spray Cans:

- All personal aerosol cans such as deodorants, body sprays and perfumed sprays are banned from this site and must not be brought to school. This includes all excursions, camps or other onsite or offsite activities and applies to all staff and students
- Staff bringing personal aerosol spray cans to work will be reminded that they are in breach of the site policy
- Aerosol cans found with students will be confiscated. If deemed necessary, bag searches will be conducted by school leaders
- Confiscated aerosol spray cans will be stored, as per flammable substance requirements, in a locked cupboard
- Following directions on the cans to 'Keep out of reach of children', confiscated aerosol cans will not be returned to students and must be collected by an adult within 48hrs or be disposed of by staff as per can directions
- Repeated offences will be treated as 'Threatened good order' - 'Not following school behaviour code – Non compliance with reasonable instructions' and will be managed using the schools behaviour management processes



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## **School Business Aerosol Spray Cans:**

Use of all other aerosol cans is restricted and can be only used under the following conditions:

- Risk management strategies must be in place for any aerosol sprays used as part of school business.
- Aerosol cans should only be used if no other options are available or feasible
- Aerosol cans must be on the DEPARTMENT FOR EDUCATION Approved Chemicals List
- Aerosol cans must be stored correctly following the Hazardous Chemicals Code of Practice
- Aerosol cans must have a Safety Data Sheet (SDS) available
- Aerosol cans should not be used in the presence of other staff and students or when other staff and students are likely to enter an enclosed area – signage on entry points must be used to advise others of aerosol use
- If aerosol can spraying is required in enclosed spaces such as classrooms and offices, this should be done before 8:00am or after school hours – the space should be vented by the opening of windows/doors etc as soon as practical to return the space to a safe and accessible environment
- If an aerosol spray must be used during the day for a lesson they must be used outside (eg art) or with an appropriate extraction unit (eg Tech Studies/Science)
- If an aerosol spray must be used inside during the day for other reasons (eg maintenance or disinfecting) people in the area must be advised first. People entering the area must also be warned of the use of sprays by the use of entry point signage
- Workers using the spray cans must be familiar with, and wear, any recommended Personal Protective Equipment (PPE) and ensure that directions are followed on the can in regards to spraying, storage and disposal
- Aerosol spray cans, excluding cooking sprays, must not be used around food or drink

## **Site Management Processes**

### **Implementation**

- Only approved chemicals listed in the DEPARTMENT FOR EDUCATION Approved Chemicals List are to be used at DEPARTMENT FOR EDUCATION workplaces
- All staff are responsible for ensuring that aerosol cans are not used at school
- To maintain and support hygiene; staff, students and their families will be provided with information about acceptable alternative hygiene products that can be safely used at school e.g. roll-on, crystal and stick deodorant/antiperspirants, hygiene wipes, etc.
- Students and staff can use spray deodorants before leaving home
- The Aerosol Policy will be included on the school website and added to the staff handbook on TEAMS
- A letter to parent/carers will be distributed explaining the school policy and rules
- Information about the use of Aerosols will be included in enrolment packs for new students
- Signage and posters will be placed around the school and reminders posted on DayMap
- Information on the Aerosol Policy will be included in induction information for all workers, volunteers and contractors

### **Monitoring, Evaluation and Review**

- This policy will be reviewed and evaluated every 12 months – Site Executive Team to approve continuation (no changes). Governing Council to approve updates when they occur
- HSR's, site leaders and staff will monitor use and effectiveness of policy
- Site managers must ensure that workers and others are consulted and provided with any necessary information, instruction, training and supervision to ensure the use of aerosol cans is managed safely and the risk controls are effective



## **Supporting Documents**

- » Work Health and Safety Act 2012
- » Work Health and Safety Regulations 2012
- » Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
- » Labelling of Workplace Hazardous Chemicals Code of Practice
- » Guidance on the Classification of Hazardous Chemicals under the WHS Regulations
- » Work Health Safety and Injury Management Policy
- » DEPARTMENT FOR EDUCATION Risk Management Policy
- » Risk Management Framework
- » Hazard Management Procedure
- » Purchasing and Supply Procedure

