



11- COSHH Policy - Control of Substance Hazardous to Health

COSHH:

COSHH Meaning: The Control of Substances Hazardous to Health Regulations. From 6th April 2005 a new focus on good approach will help employees meet their duties under COSHH. COSHH records are there to allow all to be aware of the substances that are supplied within the setting to be used e.g. for cleaning, washing, disinfecting etc. This information must be communicated and all staff must be aware of the information of all substances used within the pre-school and how they are used, the correct measures to be used, the protective clothing that might have to be worn and where it has to be stored.

Staff to familiarise themselves with the Data Sheets of all the products that the pre-school uses. (The folder containing all the data sheets can be found next to the products where the cleaning products are stored) The second folder regarding the data sheets folder can be found next to the health and Safety folder. If you fail to adequately control hazardous substances, your employees or others may become ill. Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death. It is important that the pre-school follows through the COSHH requirements and adheres to them at all times.

There is an eight step guide to follow to ensure that COSHH requirements are being followed:

1. Assess the risks; what risks can any hazardous substances have to your health or the children when used in the pre-school
2. Decide what precautions are needed, whether the staff needs to wear protective clothing and that they meet the requirements
3. Prevent or adequately control exposure; prevent all staff and children being exposed to any hazardous substances, make sure staff read labels and understand what the substances are used for
4. Ensure that control measures are used and maintained, make sure staff are aware of how much to use of cleaning substances or how much needs diluting
5. Monitor the exposure, make sure the chemicals and cleaning equipment is being used properly
6. Carry out appropriate health surveillance, carry out assessments and check all specific requirements and keep updated relevant information that may change within law
7. Prepare plans and procedures to deal with accidents, incidents and emergencies, each policy and procedure is written for staff to read and they are all available for the Parents/Careers to read as well.
8. Ensure staff are properly informed, trained and supervised where necessary.

The pre-school leader and Health & Safety Officer should provide all the staff with the correct relevant information instruction and training if and when required. For further information please visit the HSE website.

Procedure

- Find alternative material so that they are not hazardous
- Keep the COSHH cupboard locked at all times
- Always look at the COSHH folder/data sheet for any new material and how to use the material
- If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons which are supplied by the pre-school.
- When cleaning up always use paper towels and disinfectant.
- Always wash any bedding and equipment that may have been used during this time separately and immediately after the child has left. Again everywhere must be disinfected equipment, areas and flooring.
- Always ensure that hands are washed to stop the spread of infection
- The correct procedure for disposing of clinical waste must be followed at all times
- **This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)**

Signed on behalf of the preschool...

(Chair)