



Control of Substances Hazardous to Health (CoSHH) Policy

Statement of Intent

This policy is written in consideration of the following relevant statutory legislation:

- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002

Toddington Childcare & Forest School understands our responsibility of protecting the health and safety of everyone who attends, is employed by or visits our setting by creating a safe and secure working environment. We've therefore developed this policy to consolidate control measures in place to reduce the risk imposed by necessary daily processes of the setting that involve hazardous substances.

Definitions

Hazardous Substance - Any substance that could be hazardous to health i.e. Chemicals, fumes and vapours emitted from substances, dust, biological agents (bacteria) etc.

Safety Data Sheet (SDS) - Any substances that is classed hazardous to health will be supplied with a SDS which includes important information on the safe storage, use and disposal of the product, including how to respond in the event of a medical emergency involving the substance. These will be accessible by all staff in our settings CoSHH folder, stored in the main office.

Personal Protective Equipment (PPE) - Protective equipment and clothing to enhance safety and reduce the risk of unsafe exposure to hazardous substances.

Aims of this Policy

- To outline how we assess the risk of hazardous substances used at Toddington Childcare & Forest School and what control measures are in place to manage these identified risks.
- To set out the roles and responsibilities of the employer employees of Toddington Childcare & Forest School in regards to CoSHH.
- To describe the necessary procedures in place that involve use of hazardous substances, including how these be used safely and who by.
- To explain the risk assessments we've conducted as part of our efforts to identify and mitigate any risks for safety.
- To outline our procedures for response to an emergency situation in regards to hazardous substances.
- To explain how hazardous substances should be disregarded properly.

Roles and Responsibilities

Parent Management Committee

- Toddington Childcare & Forest Schools Parent Management Committee recognises its responsibility to implement its duties in respect to the Control of Substances Hazardous to Health Regulations (CoSHH).

Setting Manager

- The Parent Management Committee delegates to the Setting Manager, responsibility for the implementation of this policy and procedures. The day-to-day implementation and monitoring of this is delegated to the settings Health and Safety Officer(s), who work in liaison with the Setting Manager to achieve the following CoSHH requirements:
 - Ensure all Staff are aware of their roles and responsibilities in regards to CoSHH.
 - Ensure all staff that may be exposed to hazardous substances receive effective Health and Safety training and update this annually.
 - Ensure that, where possible, the use of hazardous substances is avoided. Where this is unavoidable, provide the least harmful alternatives that are still effective for their purpose.
 - Ensure a record of all hazardous substances stored and used in the setting is kept up to date.
 - Conduct risk assessments where the use of hazardous substances is a necessity and ensuring effective control measures are in place.
 - Provide safe storage and disposal solutions for hazardous substances.
 - Provide appropriate PPE for handling hazardous substances on site.
 - Conducting Health Surveillance when necessary.

Employees

- All employees are responsible for protecting themselves and others in regards to CoSHH by ensuring the following:
 - Familiarise themselves with our settings CoSHH policies and procedures, risk assessments and guidance which they must follow.
 - Using hazardous substances in accordance to the risk assessments conducted and SDS's provided.
 - Use the appropriate PPE provided when handling hazardous substances.
 - Keeping their Health and Safety knowledge and training up to date.
 - Ensuring their availability for any necessary Health Surveillance.
 - Report any defects or hazards to either the Health and Safety Officer(s) or the Setting Manager.

Our Procedures for the Control of Substances Hazardous to Health

CoSHH Register

- Toddington Childcare & Forest School will keep an up-to-date CoSHH register of all hazardous substances necessarily kept on site. The register includes information on the substances purpose, how it will be used and where it will be stored. The Setting Manager delegates responsibility to the Health and Safety Officer(s) to annually conduct an audit to ensuring the following:
 - The CoSHH register is inclusive of all hazardous substances stored on site.
 - The hazardous substances stored on site are necessary for practice.
- We will ensure any hazardous substances are inaccessible by our children, storing them in locations that are either locked, safety latched or unreachable.
- Hazardous substances will only be used by our staff team who annually update their Health and Safety training and knowledge.
- Any incidents will be recorded and addressed appropriately, following our regulatory obligations if necessary.

CoSHH Risk Assessment

Toddington Childcare & Forest School have conducted a CoSHH Risk Assessment.

- The Risk Assessment is conducted by our settings Health and Safety Officer(s) and signed by all of our staff team.
- The Risk Assessment is designed to identify potential hazards imposed by any hazardous substances stored on site or that our staff may come into contact with during work practices.
- The Risk Assessment will establish control measures to reduce the risk of any identified hazards to a safe level.
- The Risk Assessment will be considerate of all hazardous substances kept on site and all people that will be exposed to each of these.
- The Risk Assessment will be reviewed if there's a suspicion it's no longer valid, there has been a significant change or at least once every year.

What to do in the event of...

- Spillage of a hazardous substance
 - Follow the guidance on the relevant Safety Data Sheet (SDS) or packaging on how to safely clear up any spillages. Use the appropriate PPE provided.
- A person becoming unwell from exposure to a hazardous substance
 - Follow the guidance on the relevant Safety Data Sheet (SDS) or packaging on how to safely respond with the appropriate First Aid. Use the appropriate PPE provided.
- The need to dispose of a hazardous substance
 - Follow the guidance on the relevant Safety Data Sheet (SDS) or packaging on how to safely dispose of the hazardous substance. Use the appropriate PPE provided.

Control of all New Substances

- Before any substance is brought into the workplace, the settings Health and Safety Officer(s) must check whether it is classified as hazardous. In each case a hazardous substance is identified, Safety Data Sheets (SDS's) will be obtained.
- Using the SDS's obtained, the Health and Safety Officer(s) will carefully consider the new substance against the existing Risk Assessment and control measures, updating the procedures accordingly if necessary. Staff will be informed of the precautions and control measures they need to take.

Signed by the Chair of the Parent Management Committee on behalf of Toddington Childcare & Forest School (October 2023)

Sarah Malcolm

This policy was reviewed in January 2026.