



# COSHH Policy

---

## What is COSHH

COSHH (Control Of Substances Hazardous to Health) is the law requires you to adequately control exposure to materials in the workplace that cause ill health.

We can prevent or reduce workers exposure to hazardous substances by:

- Finding out what the health hazards are.
- Deciding how to prevent harm to health (risk assessment).
- Providing control measures to reduce harm to health.
- Making sure they are used appropriately.
- Keeping all control measures in good working order.
- Providing information, instruction and training for employees and others.
- Providing monitoring and health surveillance in appropriate cases.
- Planning for emergencies.

Most businesses use substances, or products that are mixtures of substances.

These could cause harm to employees, contractors and other people. Sometimes substances are easily recognised as harmful.

Common substances such as paint, bleach or dust from natural materials may also be harmful.

## What does COSHH Cover

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Nanotechnology
- Gases and asphyxiating gases
- Biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

## What does COSHH not cover

- Lead
- Asbestos
- Radioactive substances

Any substances that fall under COSHH regulations are kept in the cleaning store within the Office/ Kitchen / Bathroom to which children have no access. Location of each substance/product is listed on the Risk assessment.

Staff are trained in the control of these cleaning products and ensure appropriate PPE is worn when in use, as stated in the risk assessment.

Staff are to follow the procedures of each substance as stated in the risk assessment.

All substances have a COSHH Risk Assessment associated to them, stored in the COSHH folder located in the filing cabinet in the office. These will be reviewed yearly or sooner if the brand or product changes.

### **Legal statement**

We follow all relevant legislation and associated guidance relating to health and safety within the preschool including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS)
- The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control Of Substances Hazardous to Health Regulation (COSHH)
- Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

### **Statement of intent**

We understand the importance of protecting the health and safety of all our employees and children attending the setting.

This policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work etc. Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002, state that every employer should prevent the exposure of substances hazardous to health, to their employees. Where exposure cannot be prevented, employers should ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

In accordance with these regulations, we have created this policy and the COSHH Risk Assessments to ensure that all staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at our setting.

### **Named person with Health and Safety responsibility**

The designated Health and Safety Officer in the Preschool is Lily Sumner.

The Preschool Deputy Manager is Natasha Oakley, will be responsible in their absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe preschool and to follow the guidelines set out in the COSHH Risk Assessment.

Whenever a member of staff notices a health or safety problem which they are not able to rectify, they must immediately report it to the appropriate person named above.

Parents and visitors are requested to report any concerns they may have to the senior member of staff in the setting.

### **COSHH Risk Assessment**

A risk assessment has been carried out for all substances that we use and have within the preschool setting. These risk assessments list the location of the substance, the PPE guidance, the First Aid advice and all cautions related to the substance. All staff are required to familiarise themselves with these assessments.

There will be an annual review of assessments or sooner if a new brand of product is bought or added.

## **Material Safety Data Sheet (MSDS)**

For the purpose of this policy, an “MSDS” is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer and indicates whether a substance is classified as hazardous. These are stored with the COSHH Risk Assessments in the COSHH folder in the filing cabinet, located in the office. These should be to hand if there are any first aid measures taken and you will need to hand these to the emergency services if called.

## **Staff members Responsibility**

- Familiarising themselves with this policy and the procedures they must follow.
- Familiarising themselves with all COSHH Risk Assessments.
- Using all hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer’s instructions, including the required control measures.
- Using PPE when necessary and reporting any damage to the health and safety officer immediately.
- Attending COSHH training sessions and refresh training every 3 years.
- Making themselves available for any health surveillance and reporting any health and safety concerns to the Manager.

## **Legal references**

- Health and Safety at Work etc Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health (COSHH) Regulations 2004
- Health and Safety (First Aid) Regulations 1981

Agreed by Lympstone Preschool Committee  
Last reviewed

Date: 30/06/2025  
Date: 11/03/2026