

ASHENGROUND COMMUNITY PRESCHOOL



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COSHH Policy

Chemicals or other hazardous substances can put people's health at risk. The law requires employers to control exposure to hazardous substances to protect both employees and others, e.g. children, who may be exposed from the activities.

Hazardous Substances Include:

- substances used directly in work activities, e.g. adhesives, paints, cleaning agents
- substances generated during work activities, e.g. fumes from soldering and welding, wood dust from sanding
- naturally occurring substances, e.g. grain dust; biological agents such as bacteria and other microorganisms, e.g. blood, bacteria.

In terms of the Regulations, a substance hazardous to health is:

- one that has already been classified as being very toxic(T+), toxic(T), harmful(X), corrosive(C) or irritant(Xi) under the Chemicals (Hazard Information and Packaging) Regulations (CHIP). See symbols at Appendix 1.
- or a substance that has been assigned a workplace exposure limit or a substance that is carcinogenic, mutagenic
- or toxic to reproduction
- or a biological agent
- or dust in substantial concentrations in air and any substance not mentioned above but which creates a hazard to health comparable to those mentioned above.

No work should be carried out that is liable to expose anyone to substances hazardous to health unless an assessment of the risks has been carried out.

Hazardous substances are stored out of the reach of children in the preschool staff room or in a locked cupboard in the Preschool Kitchen. The door into the kitchen is closed at all times. Children are unable to access the kitchen, without adult's supervision.

ALL Products should be stored in the original containers, clearly marked with the instructions for use.

The use of gloves and apron are required at all times when cleaning the loos. Floors, kitchens etc. with cleaning products.

Cleaning products are always to be kept out of reach of children.

All staff are asked, that they read and make themselves aware of manufacturer's instructions on the back of cleaning products, before use.

Substances should never be mixed together unless stated to be safe, due to a possible adverse chemical reaction.

Spot checks will be made to ensure staff are using cleaning materials correctly.

Staff should ensure that any products that require diluting are done so according to the manufacturer's instructions found on the original packaging.

All accidents with hazardous substances must be reported to the Manager and recorded in the staff accident folder.

Should staff require medical attention following the use of a hazardous substance, the product label should be retained and shown to the medical staff.