

# COSHH POLICY

## **POLICY STATEMENT:**

*Happy Dayz Nursery is required to follow the law of Control of Substances Hazardous to Health (COSHH).*

*Many substances can harm health but used properly, this is preventable.  
Happy Dayz Nursery is committed to preventing harm from such substances.*

## **HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):**

At the setting we prevent harm by:

- Identifying the hazards
- Carrying out risk assessments
- Implementing and maintaining measures to reduce or eliminate harm to health.
- Keeping all control measures current and in good working order
- monitoring the health of the workforce
- Providing information, instruction, and training for staff members

Risk assessment is about taking sensible steps to prevent ill health. At the setting we investigate how staff members may be exposed to substances, and to what extent, so we can decide if we need to do anything to reduce their exposure. The COSHH Regulations require employers to assess the risk to their employees, and to prevent or adequately control those risks.

Hazard Checklist for Products that May Contain Chemicals:

- Does any product you have a danger label?
- Does the process produce gas, fume, dust, mist, or vapour?
- Is the substance harmful to breathe in?
- Can the substance harm skin?
- Is it likely that harm could arise because of the way the product is used?

To reduce or eliminate the harm that substances can cause, the following is considered:

- Can we use something else?
- Can we use it in another, safer way?
- Can we control it to stop harm being caused?

Substances that can be hazardous to health at the setting may include:

- products containing chemicals, such as detergents
- biological agents (germs)
- glue
- some flowers and bulbs
- sand
- paint
- shaving foam (for sensory play)
- bodily fluids

Control Measures include:

- Close supervision of children during activities
- Safe storage of substances
- Safe disposal of substances
- Safe disposal of contaminated clothing
- Safe disposal of soiled nappies
- Protective clothing
- Adequate washing facilities
- Reducing the period of exposure, if applicable

We keep the following records:

- Inventory of hazardous substances
- Risk assessments
- Control measures provided
- The use of control measures
- Reports of faults or defects

- Examination, testing and repair of control measures (which must be kept for five years)
- Exposure. This record must be kept for five years in the case of background exposure or for 40 years if the record is regarding an identifiable staff member
- Individual health record of exposure or potential exposure for 40 years from the last date of entry

The staff team is involved in developing control measures to make sure they are suitable. They are encouraged to suggest improvements and required to report anything they think might be going wrong. COSHH procedures are reviewed and revised regularly, and immediately after any incident or concern. The setting has a COSHH file that contains data safety sheets for all products used on site.

### Purchasing

A list of approved substances assessed under the COSHH Regulations, and where these products can be obtained, must be maintained. This must be made available to employees who purchase products for use in connection with their employment with RCT.

Date policy reviewed: October 2025

Policy reviewed by: Natasha Adams and Emma Johns.

Date of next Policy: October 2026