

Egerton Nursery & out of School Club

COSHH Policy



Egerton Nursery and Out of School Club

EYFS:

Document History

Author	Kerry Hurst
Role	Manager
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List of Abbreviations Used

COSHH	The Control of Substances Hazardous to Health
PPE	Personal Protective Equipment

At Egerton Nursery & out of School Club

- Staff must always use protective clothing (gloves and aprons) as instructed at induction (PPE)
- All substances should be used in accordance with written instructions on containers (chemicals liquids) away from the children and in accordance with health and safety guidelines
- Staff must **Never** leave any substances unattended
- All substances must be returned to their safe designated area (in the locked staff bathroom) when not in use. These must be checked at the end of each day.
- Water courses, sewers or drains must not be polluted with chemicals or hazardous substances
- All spillages must be dealt with according to the instructions on the containers
- Staff must seek medical attention for any injury received. All incidents must be reported to the Manager/Assistant Manager to be recorded in the accident file.
- Risk assessments should be carried out and the correct forms should be completed.

Below are the 5 key steps to implementing a COSHH Risk Assessment:

1. Identify which substances are hazardous and create an inventory. Your first step is to create an inventory that highlights any hazardous substances in the workplace. COSHH assessments only need to be completed on hazards that are legally classified as 'hazardous'.

This includes substances with orange or black hazardous labels or a red and white diamond shaped label as well as hazards associated with everyday substances (e.g. water as a cause of legionella or skin irritation).

Product packaging must also state the hazardous nature of the product using legally approved wording such as toxic, harmful,

corrosive, irritant, carcinogenic, mutagenic, or toxic to reproduction. However, most packaging does not explain the hazardous nature of a product.

In this case Safety Data Sheets should be checked for information on hazardous properties. It is important to remember that Safety Data Sheets are not a substitute for COSHH assessments and COSHH assessors must use the information provided to meet the unique nature of their work environment.

2. Decide who is at risk Once the inventory has been collated, it needs to be established who is most at risk.

This may include:

- Nurses
- Practice Managers
- Other staff
- Visitors Certain staff will have to be carefully considered as they could be classed as 'vulnerable', so they will be at greater risk.

Examples could be:

- Pregnant workers
- Inexperienced trainees
- Workers with known illnesses Health screening questionnaires can help employers understand who pre-existing health issues may have relating to exposure to hazardous substances.

3. Assess the risks the process of assessing the risks of substances can include information from a variety of different sources. These could be safety data sheets, supplier information, or even staff knowledge.

The following questions should be considered for each substance as part of this risk assessment process:

- What is the nature of the substance, e.g. is it corrosive?
- How much of the substance is used/handled
- Form of substance, e.g. gas, liquid

- How can people be affected? Inhalation, splash on the skin, puncture wound etc.
 - Are they trained in handling the substance?
4. Implement measures to protect employees Where there are significant risks, it is important to implement procedures to protect your employees.
 5. The recommended approach is to follow a hierarchal methodology:

1. Eliminate the risk: Does the substance have to be used at all? Can the work practice be changed?

2. Reduce the risk: Substitute – can you use a less hazardous product or store less onsite at any given time?

3. Engineering methods: Handling processes...e.g. use a fume cupboard other controls could be:

- Minimise number of people on each job
- Provide training, information, instruction and supervision
- Regularly inspect, test and undertake thorough examination of scavenging/ extraction equipment.

Once the COSHH assessment is completed, it is very important for the employer to communicate the processes that should be used from that point forward.

Also, suitable safe procedures for handling hazardous substances or in situations where they may be released, e.g. anaesthetic gases, adequate emergency plans and procedures should be developed to deal with accidents and incidents.

6. Recording, monitoring, and reviewing COSHH Assessments
Surprisingly, there is no legal format for recording COSHH assessments, however, we would recommend a simple, easy to use system so employees can follow and understand the process.

Typical headings for COSHH assessments include:

- Product and substance name

- Where the product is used and for what purpose
- Hazardous properties including WELs
- How the substance can enter the body and who is at risk
- Control measures in place

‘Hazardous substances will inevitably be encountered daily, so it’s important that all employers assess risks correctly and thoroughly. Minimising employees’ risk from exposure to hazardous substances, can be achieved by implementing suitable controls to prevent harm during the use, handling, and storage of substances.



If in doubt, ASK.

This policy was adopted on	Signed on behalf of the nursery	Date for review
25.06.2021		June 2024