**Busy Bodies Child Care Centre Ltd**

**Health and Safety: COSHH Policy**

COSHH - The Control of Substances Hazardous to Health Regulations

**Aim**

To protect people against the risks to their health whether immediate or delayed from substances hazardous to health arising from work activity.

Employees’ responsibilities under COSHH

* Know what substances are hazardous
* Know what the risks are from using them at the work place
* Know the precautions needed to be taken.

This policy applies to all staff working on the premises as well as contractors, volunteers and students.

This information must be communicated and all staff must be aware of the information of all substances used within the nursery and how they are used, the correct measures to be used, the protective clothing that might have to be worn and where it has to be stored.

If you fail to adequately control hazardous substances, your employees or others may become ill. Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death.

It is important that the nursery follows through the COSHH requirements and adheres to them at all times.

There is an eight step guide to follow to ensure that COSHH requirements are being followed:

1. Assess the risks; what risks can any hazardous substances have to your health or the children when used in the nursery

2. Decide what precautions are needed, whether the staff need to wear protective clothing and that they meet the requirements

3. Prevent or adequately control exposure; prevent all staff and children being exposed to any hazardous substances, make sure staff read labels and understand what the substances are used for

4. Ensure that control measures are used and maintained, make sure staff are aware of how much to use of cleaning substances or how much needs diluting

5. Monitor the exposure, make sure the chemicals and cleaning equipment is being used properly

6. Carry out appropriate health surveillance , carry out assessments and check all specific requirements and keep updated relevant information that may change within law

7. Prepare plans and procedures to deal with accidents, incidents and emergencies, each policy and procedure is written for staff to read and they are all available for the Parents/Guardians to read as well

8. Ensure staff are properly informed, trained and supervised where necessary. The manager should provide all the staff with the correct relevant information instruction and training if and when required.

All our cleaning substances are kept in a locked cupboard with only adult access. Data sheets are kept with the substances in the cupboard.

All COSHH substances are the responsibility of the cleaner who uses them.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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