



## COSHH POLICY

COSHH is the law that requires employers to control substances that are hazardous to health. Chemicals are widely used for a variety of cleaning and some are extremely hazardous to health. To comply with these COSHH regulations, an inventory of all substances and products that are used, is kept in the office in the COSHH folder. This folder includes a safety data sheet and a completed risk assessment for each product so that anyone using the product is aware of the procedures to do so and any relevant first aid that may be required. In addition to chemicals, all bodily fluids are to be treated as substances hazardous to health and should be carefully attended and disposed of by all members of staff in the setting. Any person(s) attending to bodily fluids will do so using the correct PPE e.g. gloves and an apron.

Staff are trained in how to handle chemicals with care and in accordance with COSHH.

In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

Any person(s) using such chemicals must observe the following guidelines:

- All substances, which are included on the COSHH list, are to be stored in the COSHH cupboard which is clearly labelled with the COSHH sign and are always kept locked. Children have no access to this store cupboard.
- All hazardous substances e.g. containing solvents are to be used with care.
- Always read the label before use and follow the manufacturer's instructions.
- Avoid inhalation, ingestion, and skin contact of all chemical substances.
- Always wear appropriate protective clothing e.g. gloves etc. (this information is found with every products risk assessment.)
- Products must never be mixed as this could cause the substances to react and become more hazardous e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic.
- Those using the substance must be familiar with the first aid procedures to be used in the event of an accident.