COSHH Arrangement Policy

Purpose

Pavilion Preschool (Aigburth) CIO is committed to providing a safe and healthy environment for children, staff, volunteers, students, visitors and contractors.

This policy sets out the arrangements for identifying, assessing and controlling substances that may be hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended.

The purpose of these arrangements is to:

- prevent unnecessary exposure to hazardous substances;
- protect children, staff and visitors from harm;
- ensure hazardous substances are stored, used and disposed of safely;
- ensure appropriate COSHH assessments are completed;
- provide staff with appropriate information, instruction and training;
- ensure suitable personal protective equipment (PPE) is provided where required;
- ensure Safety Data Sheets (SDS) and product information are available;
- regularly review the use of hazardous substances within the setting.

COSHH arrangements form part of Pavilion Preschool's wider Health and Safety arrangements.

Scope

These arrangements apply to substances used, stored or produced as part of Pavilion Preschool's activities.

Potential hazardous substances may include:

- cleaning products;
- disinfectants and sanitising products;
- bleach or products containing bleach;
- washing-up liquid and detergents where applicable;
- toilet and bathroom cleaning products;
- dishwasher products where applicable;
- laundry products;

- aerosols and sprays;
- hand sanitising products where applicable;
- adhesives, glues and craft materials where identified as hazardous;
- paints, varnishes or other art materials where applicable;
- pest-control products;
- substances used for maintenance;
- substances arising from bodily fluids, including vomit, urine, faeces or blood;
- any other substance identified as hazardous through its label, Safety Data Sheet or COSHH assessment.

Not every chemical product used in the setting will necessarily require a COSHH assessment. However, products must be considered and assessed where there is a potential risk to health.

Responsibilities

Management

The Operations Manager is responsible for ensuring that:

- suitable COSHH arrangements are in place;
- COSHH assessments are completed where required;
- hazardous substances are identified and appropriately controlled;
- suitable and safer alternatives are considered;
- staff receive appropriate information, instruction and training;
- Safety Data Sheets are obtained and retained where required;
- hazardous substances are stored securely;
- appropriate PPE is available;
- COSHH assessments are reviewed regularly and following significant changes;
- incidents involving hazardous substances are recorded and investigated;
- contractors are made aware of relevant site requirements.

The Operations Manager will ensure that COSHH forms part of the setting's overall Health and Safety monitoring arrangements.

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Staff

All staff are responsible for:

- following COSHH assessments and agreed procedures;
- reading and following product instructions;
- using cleaning products and other substances only for their intended purpose;
- using the correct dilution where a product requires dilution;
- wearing PPE where required;
- keeping hazardous substances away from children;
- reporting spills, leaks, damaged containers or unsafe storage immediately;
- reporting any symptoms or health concerns associated with exposure to a substance;
- never mixing cleaning chemicals unless specifically instructed by the manufacturer;
- never transferring chemicals into unlabelled containers;
- ensuring substances are returned to secure storage after use.

Staff must not bring chemicals or other potentially hazardous substances into the setting without prior authorisation.

Identification of Hazardous Substances

Before a new substance is purchased or introduced into the setting, consideration will be given to:

- whether the substance is hazardous;
- whether a safer alternative is available;
- how the substance will be used;
- who may be exposed;
- how exposure could occur;
- how the substance will be stored;
- how it will be disposed of;
- whether children could gain access to it;
- whether additional PPE or other control measures are required.

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Product labels and Safety Data Sheets will be used to identify hazards and appropriate precautions.

HSE guidance states that suppliers must provide Safety Data Sheets for chemicals and products where required, and these provide information about hazards, health effects and precautions.

COSHH Risk Assessments

Where a substance presents a potential risk to health, a COSHH assessment will be completed.

The assessment will consider:

1. The substance being used.
2. The hazards associated with the substance.
3. How the substance is used.
4. Who may be exposed.
5. How exposure may occur.
6. The level and frequency of exposure.
7. Existing control measures.
8. Additional control measures required.
9. PPE requirements.
10. Storage requirements.
11. Emergency arrangements.
12. Disposal requirements.

Particular consideration will be given to the increased vulnerability of young children.

COSHH assessments will be recorded and made available to relevant staff.

Children and COSHH

Because Pavilion Preschool cares for young children, hazardous substances must be kept inaccessible to children at all times.

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Cleaning chemicals and other hazardous substances must:

- be stored in a locked cupboard or other secure area;
- never be left unattended where children can access them;
- never be left on tables, work surfaces or floors within children's reach;
- be returned to secure storage immediately after use;
- be kept in their original labelled containers wherever possible.

Cleaning and chemical products must not be stored alongside food, drinks, medication or children's personal belongings.

Children must not be permitted to handle cleaning chemicals or other substances classified as hazardous unless a specific activity has been risk assessed and appropriate controls are in place.

Storage of Chemicals

All hazardous substances must be stored safely and in accordance with the manufacturer's instructions.

Storage arrangements will include:

- secure and restricted access;
- clearly labelled containers;
- keeping incompatible substances apart where required;
- keeping lids and caps securely closed;
- preventing containers from being damaged;
- avoiding storage near food or drink;
- keeping products away from sources of heat where applicable;
- regularly checking containers for leaks or damage.

Chemicals must never be stored in food or drink containers.

Chemicals must never be placed into an unlabelled container.

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Use of Cleaning Products

Staff must follow the manufacturer's instructions when using cleaning products.

Where dilution is required, the correct dilution must be used.

Staff must:

- avoid unnecessary use of chemicals;
- use the minimum quantity required;
- ensure adequate ventilation where appropriate;
- avoid spraying chemicals near children;
- keep children away from areas being cleaned where appropriate;
- wash hands after using chemicals;
- use appropriate PPE;
- store products immediately after use.

HSE guidance highlights that disinfectants can be hazardous and should be used according to the manufacturer's instructions, including concentration, contact time and expiry information.

Mixing Chemicals

Cleaning chemicals must never be mixed together.

In particular, bleach or hypochlorite products must not be mixed with acids or acidic substances.

Mixing certain cleaning chemicals can produce dangerous gases. HSE specifically warns that hypochlorite products mixed with acidic fluids such as urine can generate chlorine gas.

If an accidental mixing of chemicals occurs:

1. Move away from the affected area.
2. Keep children and other people away.

3. Do not attempt to clean up the substance unless trained and authorised to do so.
4. Ventilate the area if it is safe to do so.
5. Inform the Operations Manager.
6. Seek emergency assistance where necessary.
7. Follow the manufacturer's emergency instructions.

Personal Protective Equipment (PPE)

Where COSHH assessment identifies a requirement for PPE, suitable PPE will be provided.

Depending on the task, this may include:

- disposable gloves;
- reusable protective gloves;
- aprons;
- eye protection;
- other PPE identified by the COSHH assessment.

PPE must:

- be suitable for the substance and task;
- be maintained appropriately;
- be replaced when damaged or no longer effective;
- be stored hygienically;
- be used in accordance with instructions.

Staff must report damaged or missing PPE to the Operations Manager.

Cleaning Up Bodily Fluids

Bodily fluids can present a potential risk to health and must be dealt with using appropriate infection-control procedures.

This includes:

- blood;
- vomit;
- urine;
- faeces;
- other potentially infectious bodily fluids.

Staff must use appropriate PPE and cleaning/disinfection products in accordance with the setting's COSHH assessment and infection-control procedures.

Children must be kept away from the area until it has been appropriately cleaned and is safe.

Used disposable PPE and contaminated cleaning materials must be disposed of safely in accordance with the setting's waste arrangements.

Craft and Educational Materials

Materials used during children's activities will be selected with children's safety in mind.

Where products such as glues, paints, sealants or other materials may present a health risk, staff must:

- check the manufacturer's instructions;
- consider whether the product is suitable for young children;
- complete a risk assessment where necessary;
- provide appropriate supervision;
- ensure adequate ventilation;
- prevent children from accessing materials that are not intended for them;
- store products securely after use.

Where possible, safer, child-appropriate alternatives will be selected.

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Medication and COSHH

Medication administered to children is managed under the setting's Medication Policy and is not treated simply as a general cleaning product.

Medication must:

- be stored securely;
- be kept inaccessible to children;
- remain in its original packaging;
- be used in accordance with the setting's medication procedures;
- be checked for expiry dates;
- be disposed of appropriately when expired or no longer required.

Accidental Spills and Exposure

In the event of a chemical spill or accidental exposure:

If a substance gets onto the skin:

- remove contaminated clothing where appropriate;
- rinse the affected area with plenty of water;
- follow the manufacturer's first-aid instructions;
- seek medical advice where necessary;
- report the incident to management.

If a substance enters the eyes:

- rinse immediately with clean water;
- continue rinsing in accordance with product instructions;
- seek medical attention where required;
- inform management.

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If a substance is swallowed:

- do not induce vomiting unless specifically instructed by medical professionals;
- check the product label/Safety Data Sheet;
- seek medical advice or emergency assistance as appropriate;
- provide the product/container information to medical professionals.

If a person inhales fumes:

- move the person to fresh air if safe to do so;
- keep them under observation;
- seek medical assistance if symptoms occur or exposure is significant.

All significant incidents or exposures will be recorded and investigated.

COSHH Register

Pavilion Preschool will maintain a COSHH register identifying substances that require assessment.

The register should include:

Product	Use	Location	COSHH Assessment	Safety Data Sheet	Review Date
Cleaning product	General cleaning	Locked cleaning cupboard	Yes/No	Yes/No	Date
Disinfectant	Cleaning/disinfection	Locked cleaning cupboard	Yes/No	Yes/No	Date
Toilet cleaner	Toilet cleaning	Locked cleaning cupboard	Yes/No	Yes/No	Date

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Washing-up liquid	Washing dishes	Secure storage	Yes/No	Yes/No	Date
Other	As applicable	Secure storage	Yes/No	Yes/No	Date

The COSHH register will be updated whenever a new hazardous substance is introduced or an existing product is removed.

Safety Data Sheets

Safety Data Sheets will be obtained from suppliers for relevant products and retained by the setting.

They will be used to inform:

- COSHH assessments;
- safe storage;
- PPE requirements;
- first-aid arrangements;
- spill procedures;
- disposal arrangements;
- staff information and training.

Staff will be able to access relevant product information when required.

Training and Information

Staff who use hazardous substances will receive appropriate information and instruction.

Training will include:

- understanding COSHH;
- identifying hazardous substances;
- safe use of cleaning products;
- reading product labels;
- following COSHH assessments;
- correct use of PPE;

- safe storage;
- avoiding chemical mixing;
- dealing with spills;
- emergency procedures;
- reporting incidents and concerns.

New staff will be made aware of the setting's COSHH arrangements as part of their induction where their role requires them to use hazardous substances.

Purchasing and Substitution

Pavilion Preschool will consider whether a safer alternative can be used before purchasing hazardous substances.

Where possible, the setting will:

- choose products designed to be safer for use around children;
- avoid unnecessary hazardous substances;
- use less hazardous alternatives where reasonably practicable;
- purchase only the quantities required;
- avoid storing excessive quantities of chemicals.

HSE guidance recommends considering ways of preventing or controlling exposure, including changing processes or using safer alternatives where appropriate.

Disposal

Hazardous substances must be disposed of in accordance with:

- manufacturer's instructions;
- the COSHH assessment;
- applicable waste requirements;
- the setting's waste-management arrangements.

Chemicals must not be poured down sinks, toilets or drains unless the manufacturer's instructions and applicable arrangements specifically permit this.

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Empty containers must be disposed of appropriately and must not be reused for other purposes.

Contractors

Contractors working at Pavilion Preschool must ensure that any hazardous substances they bring onto the premises are appropriately controlled.

Contractors must:

- provide relevant information where required;
- keep chemicals secure;
- prevent children and staff from being unnecessarily exposed;
- remove hazardous substances from the premises when no longer required;
- comply with Pavilion Preschool's Health and Safety arrangements.

Where contractors undertake work involving hazardous substances, relevant COSHH information will be considered as part of the contractor risk assessment.

Monitoring and Review

COSHH arrangements will be monitored by the Operations Manager.

COSHH assessments will be reviewed:

- at least annually;
- when a product changes;
- when a new product is introduced;
- following an accident or incident;
- where there is a change in the way a product is used;
- where staff report concerns;
- where new information indicates that existing controls may no longer be adequate.

HSE guidance states that COSHH assessments should identify who could be harmed, how exposure could occur and what measures are necessary to prevent or control exposure.

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Records

Pavilion Preschool will retain appropriate records relating to COSHH, including:

- COSHH assessments;
- COSHH register;
- Safety Data Sheets;
- staff training records;
- records of incidents or accidental exposure;
- relevant inspection records;
- actions arising from reviews.

Records will be stored securely and made available to relevant staff and inspectors where appropriate.

Related Policies and Procedures

This policy should be read alongside:

- Health and Safety Policy;
- Risk Assessment Policy;
- Infection Control Procedures;
- First Aid Policy;
- Medication Policy;
- Cleaning Procedures;
- Fire Safety Policy;
- Accident and Incident Reporting Procedures;
- Staff Induction and Training Procedures.

Policy Statement

Pavilion Preschool recognises that young children may be particularly vulnerable to the effects of hazardous substances. The setting is therefore committed to preventing unnecessary exposure and ensuring that any substances presenting a risk to health are appropriately assessed, controlled, stored and used.

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The setting will follow the principles of COSHH and relevant Health and Safety Executive guidance and will ensure that safeguarding the health and wellbeing of children remains central to all arrangements involving hazardous substances.

This policy was adopted in September 2026

This policy will be reviewed annually or as required

Last updated: 30.09.26

Signed by Chair of Trustees:

Signed by Operations Manager: