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# Control of Substances Hazardous to Health (COSHH) Policy

## Policy Statement

Dainty Little Hands Ltd Out of School Clubs acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure all exposure of employees, visitors and children to substances hazardous to health is prevented or at least controlled to within statutory limits.

Dainty Little Hands Ltd Out of School Clubs undertakes to control exposure by the best means that are workable. In addition, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees or their representatives.

The implementation of this policy requires the total co-operation of all members of management and staff. The person responsible for implementing this policy is Jayne Dainty.

#### Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and their representatives, implement the following.

1. The Host School will hold an inventory of all substances hazardous to health, this will be kept on site with the Caretaker who will maintain with appropriate hazard information.
2. Competent persons (Club Managers and Support Managers) will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
3. All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.
4. Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.
5. Any system of work, supervision system or any other similar measure will be reviewed at suitable intervals and revised if necessary.
6. All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.
7. PPE will only be used as a last resort, or as a back-up measure during testing or modification of other controls. PPE must be used when isolating a child with symptoms of an infectious disease from the group.
8. The type and use of PPE will be carefully assessed and maintained according to manufacturers’ instructions. If possible, the number of different types will be minimised to prevent mistakes in servicing or replacement.
9. Each assessment will be reviewed annually, and all operations using hazardous substances will be reassessed every year.
10. Qualified professionals, where indicated to be necessary by the assessment, will carry out health surveillance.
11. Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
12. All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.
13. All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

#### Procedures for Dealing with COSHH Concerns or Exposures

When an employee raises a concern or reports an exposure related to the use of substances hazardous to health, the organisation will:

1. Make any necessary provisions for the health or safety of individuals affected or identified as potentially at risk
2. Carry out a suitable risk assessment or review an existing risk assessment
3. Ensure the hazard associated with the substance has been correctly identified
4. Ensure any information relating to the use of the substance is correct and up to date
5. Ensure controls in place are suitable and adequate
6. Correct any observed deficiencies in the control of the hazards
7. Inform the employee, and their representative if appropriate, of the results of the investigation and actions taken
8. Initiate and maintain any necessary health surveillance.

If an identified exposure has taken place, those affected, the Club Managers and the Host School will be informed immediately. Possible health effects will, in addition, be communicated to BrightHR and the employee’s general practitioner, with the employee’s permission.

#### Information and Training

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The organisation will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as:

1. Contractors
2. Temporary staff
3. Visitors.

Club Managers and Support Managers of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

#### Safe System of Work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. This can be avoided by safe use of the product and effective containment of exposure or spillage.

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls, e.g., PPE. The following steps can be taken to minimise the risk.

1. Ensure hazard information is kept up to date.
2. Ensure assessments are reviewed annually and reassessed every three years or when changes are made.
3. Ensure employees are trained in the nature of the hazards and use of control measures.
4. Ensure controls are maintained and monitored.
5. Ensure documentation is comprehensive and understandable.
6. Encourage employees to report faults and problems.

#### Summary Policy Statement

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them.

No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known, it is good practice to use working methods to minimise exposure.

If the hazards are known, specific steps can be taken. The seven most important steps are the following.

1. Identify the hazard.
2. Assess the risk.
3. Eliminate, prevent or control the risk.
4. Maintain and monitor the controls.
5. Monitor the health of the workforce.
6. Ensure assessments and controls are up to date.
7. Inform and train the workforce.

#### Review

#### This policy should be reviewed on an annual basis.

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| Signed: | \_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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