

## Control of substances hazardous to health

### EYFS 2017 Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Safety 3.55. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

### Policy Statement

Fennies nurseries will adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004) apply to substances found in the workplace which are hazardous to health. The regulations require employers to keep a record of substances that could be hazardous to health, where they will be kept, how they will be used and for what purpose, as well as what to do if they contact skin, eyes or are ingested. In a nursery setting, this mainly applies to cleaning chemicals and those used for general maintenance but may also apply to products used by the children such as crayons and paint.

This policy has been developed using the HSE guidance document "COSHH: A brief guide to the Regulations: What you need to know about the Control of Substances Hazardous to Health Regulations 2002 (COSHH)". All nursery management teams and nursery based health and safety officers must have a copy of this document as a point of reference when implementing this procedure.

### Why COSHH matters

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

### Hazardous substances

Examples of hazardous substances include:

- substances used directly in work activities (e.g. adhesives, paints, cleaning products);
- substances generated during work activities (e.g. fumes from soldering and welding);
- naturally occurring substances (e.g. grain dust);

- biological agents such as bacteria and other micro-organisms.

### Effects of hazardous substances

Examples of the effects of hazardous substances include:

- skin irritation or dermatitis as a result of skin contact;
- asthma as a result of developing allergy to substances used at work;
- losing consciousness as a result of being overcome by toxic fumes;
- cancer, which may appear long after the exposure to the chemical that caused it;
- infection from bacteria and other micro-organisms (biological agents).

### What COSHH requires

To comply with COSHH you need to follow these eight steps:

- Step 1 Assess the risks
- Step 2 Decide what precautions are needed
- Step 3 Prevent or adequately control exposure
- Step 4 Ensure that control measures are used and maintained
- Step 5 Monitor the exposure
- Step 6 Carry out appropriate health surveillance.
- Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies
- Step 8 Ensure employees are properly informed, trained and supervised

It is the responsibility of the nursery health and safety officer to ensure that the above steps are followed in relation to all COSHH products.

### Procedures:

- Our staff implement the current guidelines of the Control of Substances Hazardous to Health Regulations (COSHH).
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children, in a lockable, clearly labelled COSHH cupboard.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. **The COSHH product risk assessments are saved here:**
- We keep all cleaning chemicals in their original containers and when needed decant to other containers which are clearly labelled.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.

- All members of staff are vigilant and use chemicals safely.
- Members of staff wear protective gloves when using cleaning chemicals.
- Members of staff must follow manufacturer's instructions and only use cleaning products for their intended purpose.
- Members of staff must not mix cleaning products together.
- Washing up liquid and antibacterial spray (in labelled containers) are the only cleaning products allowed in rooms where children have access. These must be stored out of reach from the children at all times, on a clearly labelled high shelf, or in a labelled lockable cupboard.
- Anti-bacterial cleaning agents can only be used in the toilets, nappy changing area and food preparation areas. Anti-bacterial sprays are not used when children are nearby due to the risk of inhalation.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use bleach.
- Nursery health and safety officers are responsible for ensuring, through training and support, that all staff and anyone else who needs to know, knows how to safely use COSHH products, what the dangers are, and how to access the COSHH safety data sheet and COSHH risk assessment.

## **Sterilising products**

We DO NOT use Sterilising tablets and sterilising fluids that require dilution

- We will only use ready-diluted sterilising surface spray if there is an infectious outbreak in the setting. This will only be used to deep clean and must only be used away from children and with express consent from the nursery manager.
- The ready-diluted sterilising surface spray must be stored in the locked cleaning cupboard and not in the rooms so the children are not able to access the product.
- All staff using the ready-diluted sterilising surface spray must read and sign the risk assessment and COSHH data sheets before use to ensure they comply with the procedures.
- Sterilising spray may only be used with the consent of the nursery manager.

## **Cleaning chemicals – approved list**

Fennies staff must only use cleaning chemicals which have been purchased from our preferred supplier, Buznl. The nursery health and safety officer is responsible for developing clearly marked health and safety folders in each classroom and the kitchen, which include up to date COSHH safety data sheets and risk assessments and are readily available to employees.

## Catering

The only COSHH cleaning products that are allowed to be used in relation to catering are:

- Cleanline food safe sanitiser
- Cleanline rinse aid
- Cleanline Machine Dishwash detergent
- Hydrosoft water softening granular salt
- Rational rinse aid tablets
- Mida san 311 probe wipes
- Cleanline washing up liquid 7.5%

COSHH safety data sheets for the above products can be found here:  
<https://fennies.sharepoint.com/:f:/g/data/EsfDdZYXf9tEu9mMnJICVI8BQ0kgc7sxX8wCOcAVMmMXJQ?e=gPPAh0>

These products **must** remain in the kitchen, in a labelled, locked cupboard and their use in rooms other than the kitchen will lead to disciplinary procedures being implemented.

## Hygiene control and cleaning

The only COSHH cleaning products that are allowed to be used in relation to **general hygiene control and cleaning** are:

- Cleanline Daily toilet cleaner
- Cleanline Glass & stainless steel cleaner
- OdorBac Tec4 Odour Eliminator & cleaner fresh Linen
- Cleanline peach blossom air freshener
- OdorBac Tec 4 air freshener
- Cutan 1000 green antibacterial soap
- Cleanline food safe sanitiser

COSHH safety data sheets for the above products can be found here:  
<https://fennies.sharepoint.com/:f:/g/data/Eh6-STE4bYNJu6I0H6ZM45sBHR7aUIDIKiBW3VCMNbM8vg?e=g84E9L>

The use of cleaning products not included in the above lists will lead to disciplinary procedures being implemented.

## Decanting and diluting cleaning chemical concentrates

Some cleaning chemicals on the above lists will require decanting and dilution. This must only be carried out by someone, who in the manager's opinion is competent in the task and has received sufficient training.

The following guidance has been adapted from the Health and Safety Executives leaflet 'SR2 Diluting Chemical Concentrates'.

#### Access and premises

- Make sure there is enough room to do the job safely.
- Provide good washing facilities

#### Equipment

- Ensure the equipment used with the product works properly, without leaks.
- Provide protective gloves.
- If diluting with a solvent, make sure the room is well ventilated; 5-10 changes per hour, with a through draught.
- Buy liquid chemicals in containers that are easy to pour from, don't dribble, and don't trap liquid in a rim.
- Try to buy solid chemicals in tablet or granule form, or in wide necked containers so it is easy to scoop out.

Caution: Never decant concentrate into an unlabelled container. Never reuse a concentrate container dispose of it safely or return it to your supplier. Don't store more than 50 litres of flammable liquid indoors – use a flammables store.

#### Procedures

- Contractors using pesticides should have a British Pest Control Association (BPCA) qualification.
- Store products containing chemicals securely in a cool, dry, dark place, capable of retaining spills. Don't store far more than you need.
- Reduce skin contact - staff should wash off splashes immediately.
- Ensure that staff follow instructions for use by reading the label and make up solutions for immediate use only. Make sure they are aware of the following general guidelines:
  - Add liquid concentrate to diluting liquid never the other way round, unless the instructions say so.
  - Make a thin paste of powders with a small amount of diluting liquid, then dilute as for liquids.
- Put the cap back on the container immediately and wipe the outside clean.

#### Special care

- Contact with many chemicals can lead to dermatitis. Some can also damage the eyes.

- Some products may cause asthma - check the safety data sheet.
- Avoid products that contain hydrofluoric acid.
- Take special care using caustic soda (sodium hydroxide). This can erupt when mixed with water. Splashes in the eye can cause blindness.
- Never add any other chemical to concentrates that contain bleach (sodium hypochlorite solution). This can cause a dangerous gas (chlorine) to be given off.

### Maintenance, examination and testing

- Wash out mixing equipment after use. Dispose of waste liquid safely.

### Personal protective equipment (PPE)

- Follow the instructions on product labels.
- Provide protective gloves - single use nitrile gloves are acceptable. If you must use latex gloves, use only 'low protein, powder free' gloves.
- Throw away single use gloves every time they are taken off.
- Provide protective goggles to protect eyes when using products that can cause burns (eg acids, caustics).
- Skin creams are important for skin protection and help in washing contamination from the skin. These are not 'barrier creams'. After work creams help to replace skin oils.

### Training and supervision

- The health and safety officer is responsible for ensuring that nominated staff are trained to safely decant and dilute concentrated cleaning chemicals safely, in line with the Control of substances hazardous to health procedure. A list of those who have received training should be maintained (see below).
- This should include:
  - Informing staff about the risks of using the product - see products labels or Section 15 of the safety data sheet.
  - If products can cause skin or eye damage, plan how to give first aid.
  - Working in the right way and using the controls correctly is important for exposure control.

**The following staff have received in-house training, and are deemed to be competent in the safe decanting and diluting of cleaning chemical concentrates:**

Name of trainer	Name of trainee	Date of training and agreed competence:


### Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)

### Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Health and Safety Executives leaflet 'SR2 Diluting Chemical Concentrates' (2018)

### *Internal use only*

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
<i>November 2018</i>			<i>November 2019</i>