

The Avenue Children's Centre

The Control of Substances Hazardous to Health (COSHH) Policy and Procedure.

Purpose.

The Avenue Children's Centre will ensure that all chemicals/products introduced to the environment are firstly essential, secondly the safest available for the purpose and thirdly properly secured when not in use.

This policy is for the attention of all staff and is designed to protect them, the children and any visitors to the centre.

Methodology

This policy should be placed in front of the COSHH folder. It is a record of our assessment strategy.

We will be able to achieve the aims of the policy by taking a series of steps.

Step 1

When a new product is purchased, a product data sheet is obtained from the supplier or manufacturer. These sheets provide basic information on the formula of the product and any first aid action. Look for the danger symbols on the sheets and on the product label.

Product data sheets should be stored in the COSHH folder located in the COSHH cupboard.

Step 2

We will complete a simple risk assessment for each product. In practice the risk assessment is a simple mental exercise to sort the products into one of three categories.

Green Code

Those products that offer little or no potential harm and to which children have unsupervised access e.g. soap, toothpaste. Green code products will normally have no specific storage requirements.

Amber Code

Those products though not lethal could cause substantial discomfort if ingested and which should only be used by staff members. Amber products must be stored safely and securely in the COSHH cupboards.

Red Code

These products which are highly corrosive or poisonous, should only be used by staff using the personal protective equipment, e.g. oven cleaner, bleach and insecticides

Red code products must be stored within the COSHH cupboards

The risk assessment should culminate in:

1. An appropriate coloured dot being placed on the data sheet in the top right hand corner
2. A corresponding coloured dot being placed on the front label of the product container. This will enable an appropriate level of protection being afforded to the chemical.

Coloured stickers and pens should be kept in a clear plastic wallet within the COSHH cupboards.

This system of assessment will be communicated to all staff during their induction

Reviewed **May 2022**

Next Review **may 2022**