The Lloyd Williamson Nurseries

COSHH (Control of Substances Hazardous to Health) Policy

2026-2027

Updated by Ramona Cristea
Date: 14.10.26
Due for Update: October 2027

Introduction

Our primary duty of care is to protect employees, children and all visitors. Wherever reasonably practicable, substances dangerous to health will not be used in our nurseries. For example, bleach is never used by Lloyd Williamson Nurseries.

Purpose

This policy sets out how we assess and manage risks from hazardous substances in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended) and Ofsted requirements. It ensures we:

- Identify and control health risks
- Comply with Health and Safety Executive (HSE) guidance
- Meet Early Years Foundation Stage (EYFS) 2025 and KCSIE 2025 expectations.

Scope

This policy applies to:

- All permanent, temporary and bank staff
- Visitors, contractors and volunteers
- All areas of Lloyd Williamson Nurseries where hazardous substances are used, stored or disposed of

COSHH 8-Step Plan

We operate an eight-step approach to managing hazardous substances:

1. Assess the risks arising from hazardous substances used or generated by nursery activities.
2. Decide what precautions are needed before work begins.
3. Prevent or adequately control exposure to hazardous substances.
4. Ensure control measures are used and maintained correctly.
5. Monitor exposure where assessments indicate a need.
6. Carry out health surveillance when necessary.
7. Prepare emergency plans for incidents involving hazardous substances.
8. Ensure employees are informed, trained and supervised on all relevant aspects.

Step 1: Risk Assessment

- Identify all hazardous substances in use (cleaning products, craft materials, etc.).
- Consider routes of exposure (inhalation, skin contact, ingestion).
- Evaluate frequency, duration and number of people exposed.
- Record significant findings in the COSHH register.

Step 2: Precautions and Control Measures

- Review existing controls and compare against best practice.
- Where risks are significant, introduce additional measures such as:
- Substituting a less hazardous substance.
- Changing processes to eliminate or reduce exposure.
- Implementing engineering controls (local exhaust ventilation).
- Providing personal protective equipment (PPE) only as a last resort.

Step 3: Prevention and Control of Exposure

- Prevent exposure where reasonably practicable.
- Where prevention is impossible, maintain exposure below Occupational Exposure Standards (OES) or Maximum Exposure Limits (MEL).
- Consider skin absorption and provide gloves, aprons or barrier creams as needed.
- Store waste securely and segregate similar wastes.

Step 4: Use and Maintenance of Controls

- Ensure staff use control measures properly and report defects immediately.
- Maintain all controls in efficient working order through regular checks and servicing.
- Keep maintenance records for ventilation systems and PPE.

Step 5: Monitoring Exposure

- Where risk assessments indicate potential over-exposure or control failure, carry out air monitoring or other exposure measures.
- Review monitoring results and adjust controls accordingly.

Step 6: Health Surveillance

- Provide health checks if employees work with substances listed in Schedule 6 of COSHH or where there is a known health risk.
- Keep health surveillance records separate and confidential.

Step 7: Emergency Plans

- Develop and review procedures for spills, leaks or accidental exposure.
- Ensure spill kits, eyewash stations and first-aid equipment are accessible.
- Train all staff on emergency response protocols.

Step 8: Information, Instruction and Training

Provide staff with:

- Names and hazards of substances they handle.
- Access to up-to-date Safety Data Sheets (SDS).
- Findings of risk assessments and precautionary measures.
- Instruction on correct use of PPE and safe work practices.
- Results of any monitoring or health surveillance.
- Emergency procedures.

Roles and Responsibilities

Director and Nursery Manager

- Ensure policy implementation, review and resources.
- Maintain the COSHH register and SDS library.
- Arrange training and health surveillance.

Room Leaders and Supervisors

- Update risk assessments for their areas.
- Supervise safe storage and use of hazardous substances.
- Report control defects and incidents immediately.

All Staff

- Comply with this policy and COSHH procedures.
- Use control measures and PPE correctly.
- Report any spillages, defects or health concerns.

Record Keeping and Monitoring

- Maintain a COSHH register listing all hazardous substances, their SDS and risk assessments.
- Keep training logs for COSHH instruction and emergency drills.
- Record maintenance checks, exposure monitoring results and health surveillance data confidentially.
- Review all records at least annually or after any significant incident.

Monitoring and Review

This policy was updated in October 2026 and will be reviewed in October 2027 to remain Ofsted compliant and aligned with best practice.

Updated: October 2026

Lucy Meyer - Director