

COSHH Policy



Implementation Date	September 2026
Review Date	September 2027
Reviewer	Liam Donovan

Longwood endeavours to ensure our approach to Health & Safety is robust, with the well-being of our settings users being of the upmost importance. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 applies to any substance or material that may cause harm to the user or anyone else exposed to it.

All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling before and after using it.

Longwood will ensure that it meets its statutory obligations with regards to COSHH 2002, the Management of Health and Safety at Work Regulations 1999 and any other relevant legislation.

By implementing COSHH guidelines thoroughly, the organisation aims to protect staff who come into contact with hazardous substances as part of their work.

Hazardous substances include:

- substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations, including chemicals classified as very toxic, toxic, harmful, irritant or corrosive etc.
- substantial concentrations of airborne dust.
- harmful micro-organisms.

Procedure

To comply with the regulations Longwood will ensure that the exposure to hazardous substances is minimised and adequately controlled in all cases.

To reduce the risk associated to hazardous substances we shall follow the hierarchy of controls:

- Avoid exposure;
- Substitute the substance or change the process;
- Total enclosure of the process;
- Limiting the number of personnel exposed;
- Reducing the period of exposure;
- Providing suitable PPE.

COSHH Policy

Our appointed Health and Safety Officers will:

- Ensure that a COSHH risk assessment is carried out for all hazardous substances and kept on site.
- A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer. These will be reviewed alongside the appropriate risk assessments and/or when there are modifications to work processes and/or ingredients to ensure they remain current.
- Ensure that all staff who are exposed to hazardous substances receive adequate training in the safe use, storage and emergency procedures for COSHH assessed products.
- Appropriate PPE will be available
- Staff induction will include the COSHH policy and procedures
- A fully stocked first aid kit and trained first-aider will be available at all times
- Ensure that staff expected to perform COSHH assessments as part of their job will undergo suitable training.
- Ensure that safe storage (lockable where appropriate) is provided for chemicals used in the business.
- Ensure that all chemicals or hazardous substances are disposed of in accordance with local environmental requirements and MSDS information
- The director will be informed immediately of any hazardous substance's incident or emergency.
- All employees are must report any accident, misuse or risk from use, handling, contact or storage of hazardous materials to the settings manager immediately.

Further guidance

- Control of Substances Hazardous to Health (HSE)
<https://www.hse.gov.uk/coshh/>
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009) <http://www.hse.gov.uk/pubns/indg136.htm>

Linked Policies

Health & Safety Policy