



Control of Substances Hazardous to Health (COSHH) Policy – 2025–2026

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2025

Date of Next Review: 31 August 2026

Author: Danielle Mills

1. Introduction

This policy applies to all adults, including volunteers, working in or on behalf of Pony Partnerships CIC. It sets out how we manage substances hazardous to health in compliance with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** and other relevant legislation.

Pony Partnerships is committed to preventing or reducing exposure to hazardous substances to as low as reasonably practicable, ensuring the safety of employees, clients, and visitors.

2. Policy Aims

We will:

1. Promote a safe environment where hazardous substances are effectively managed.
2. Identify, assess, and control risks associated with hazardous substances.
3. Protect employees, clients, and visitors from harm caused by such substances.
4. Provide training and guidance on safe handling, storage, and disposal.
5. Comply fully with COSHH Regulations and other applicable laws.

The policy will be reviewed annually or sooner if required due to incidents, legislative changes, or updated guidance.

3. Legislative Context

This policy supports compliance with:

- Control of Substances Hazardous to Health Regulations (2002)
- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Environmental Protection Act (1990)

It complements our **Health and Safety Policy** and **Emergency Policy**.

4. Principles

The management of hazardous substances is underpinned by:

- **Prevention** – Avoid the use of hazardous substances where possible by using safer alternatives.
- **Control** – Reduce exposure risks to as low as reasonably practicable.
- **Engagement** – Involve staff in the identification, assessment, and management process.

All staff, trainees, and volunteers must follow this policy to maintain a safe working environment.

5. Roles and Responsibilities

5.1 Board of Directors

- Approve the policy and allocate resources for implementation.
- Ensure COSHH compliance is audited and reviewed regularly.
- Support staff in following the policy.

5.2 Manager

- Implement the policy and ensure compliance.
- Allocate resources for risk assessments, control measures, and training.
- Investigate any hazardous substance incidents.

5.3 COSHH Coordinator

- Maintain an up-to-date inventory of hazardous substances.
- Carry out COSHH risk assessments and implement control measures.
- Provide guidance and training.

5.4 Staff, Volunteers, and Trainees

- Familiarise themselves with the policy.
- Follow safe working practices and use PPE as instructed.
- Report any concerns or incidents immediately.

6. Risk Assessment Process

Pony Partnerships will conduct COSHH risk assessments for all hazardous substances by:

1. Identifying hazardous substances and their potential effects.
2. Assessing who might be exposed, the likelihood, and severity of harm.
3. Implementing control measures.
4. Reviewing assessments regularly or following incidents/changes.

A COSHH Risk Assessment Template is provided in Appendix 1.

7. Control Measures

We will apply the following hierarchy of controls:

1. **Elimination** – Remove hazardous substances entirely.
2. **Substitution** – Use less harmful alternatives.
3. **Engineering Controls** – Ventilation, extraction systems, etc.
4. **Administrative Controls** – Safe working procedures.
5. **PPE** – Gloves, masks, goggles, as appropriate.

8. Training and Awareness

All staff will receive training on:

- Risks of hazardous substances.

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- Safe handling, storage, and disposal.
- Emergency response, including first aid for exposure.

Training will be recorded in the **Single Central Record** and reviewed annually.

9. Monitoring and Health Surveillance

Where necessary, we will:

- Monitor exposure levels to ensure compliance with workplace exposure limits.
- Provide health surveillance for staff exposed to specific substances, in line with legal requirements.

10. Emergency Procedures

In the event of a spill or exposure:

1. Follow the site's emergency plan (Appendix 2).
2. Evacuate if necessary.
3. Report to the COSHH Coordinator/Manager immediately.
4. Administer first aid and seek medical help as needed.

11. Appendices

- **Appendix 1:** COSHH Risk Assessment Template
- **Appendix 2:** Emergency Response Plan for Hazardous Substances
- **Appendix 3:** COSHH Incident Report Form

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Appendix 1: COSHH Risk Assessment Template

Name of Organisation:	Pony Partnerships CIC
Date of Assessment:	
Name of Assessor:	

Section 1: General Information

Substance Name			
Supplier/Manufacturer			
Location of Use			
Material Safety Data Sheet (MSDS) Available?	Yes		No

Section 2: Hazard Identification

Hazard Description	Tick if Applicable
Toxic	
Corrosive	
Flammable	
Harmful	
Irritant	
Carcinogenic	
Environmental Hazard	
Other Hazards (Specify):	

Section 3: Potential Routes of Exposure

Route	Tick if Applicable
Inhalation	
Skin Contact	
Eye Contact	
Ingestion	

Section 4: Who Might Be Harmed?

Groups at risk	Tick if Applicable
Employees	
Visitors	
Clients	
Young People (Under 18)	
Pregnant Workers	
Contractors	

Section 5: Control Measures

Control Measure	Tick if Implemented
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Elimination	
Substitution (Less Harmful Alternative)	
Engineering Controls (e.g., Ventilation)	
Administrative Controls (Safe Practices)	
Personal Protective Equipment (PPE)	
Specific PPE Required (e.g., gloves, goggles):	

Section 6: Monitoring and Health Surveillance

Action required	Tick if Implemented
Air Monitoring	
Health Surveillance	
Routine Inspections	

Section 7: Emergency Procedures

Emergency Measure	Tick if Implemented
Spill Kit Available	
First Aid Measures Clearly Displayed	
Emergency Contact Numbers Accessible	
Describe Emergency Actions (e.g., spill clean-up, first aid):	

Section 8: Residual Risk Assessment

Likelihood of Exposure	High		Medium		Low	
Severity of Harm	High		Medium		Low	
Overall Risk Level	High		Medium		Low	

Section 9: Review and Approval

Actions Required to Reduce Risk Further:

Next Review Date:	
Assessor Signature:	
Manager/Approver Signature:	

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Appendix 2: Emergency Response Plan for Hazardous Substances

Name of Organisation: Pony Partnerships CIC

Date of Last Review: 1st September 2025

Date of Next Review: 31st August 2026

Purpose

This Emergency Response Plan outlines the procedures to follow in the event of a hazardous substance spill, release, or exposure. It ensures the safety of staff, clients, and visitors, while minimising environmental impact and property damage.

Key Emergency Contacts

<u>Contact</u>	<u>Details</u>
<u>Emergency Services</u>	<u>Dial 999</u>
<u>Designated COSHH Coordinator</u>	<u>Danielle Mills - 07505951793</u>
<u>First Aider</u>	<u>See First Aid signs</u>

Emergency Response Steps

1. Immediate Actions

- **Ensure Safety:** Evacuate the area if the spill or exposure poses an immediate danger. Restrict access to the affected area.
- **Alert:** Notify the COSHH Coordinator or Manager immediately.
- **First Aid:** Provide immediate first aid if exposure has occurred:
 - *Inhalation:* Move the individual to fresh air and keep them calm.
 - *Skin Contact:* Remove contaminated clothing and rinse the affected area with water for at least 15 minutes.
 - *Eye Contact:* Flush eyes with clean water for 15 minutes.
 - *Ingestion:* Do not induce vomiting; contact emergency services immediately.

2. Containment of Spill

- Use appropriate spill kits to contain the substance, preventing it from spreading.
- Wear suitable PPE (e.g., gloves, goggles, masks) as specified in the Material Safety Data Sheet (MSDS).
- Block nearby drains to prevent contamination of water sources.

3. Clean-Up Procedures

- Follow instructions on the MSDS for safe disposal of the hazardous substance.
- Use designated cleaning materials and ensure waste is disposed of in compliance with local hazardous waste regulations.
- Ventilate the area thoroughly to remove any lingering fumes.

4. Reporting

- Record the incident using the COSHH Incident Report Form (see Appendix 3).
- Notify the appropriate regulatory authorities if required (e.g., Health and Safety Executive, Environmental Agency).

Specific Scenarios

Chemical Spill

- Evacuate all non-essential personnel.
- Use absorbent materials (e.g., spill pads, sand) to contain the chemical.
- Place all contaminated materials in labelled hazardous waste containers.

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Biological Agent Release

- Isolate the area immediately.
- Use disinfectant as per the MSDS to neutralise the biological agent.
- Follow proper disposal methods for biological waste.

Flammable Substance

- Remove all ignition sources from the area.
- Extinguish any small flames using appropriate fire extinguishers (e.g., CO2 or foam).
- Ventilate the area to disperse flammable vapours.

Post-Incident Actions

1. **Review and Debrief**
 - Conduct a post-incident review to determine the cause and evaluate the effectiveness of the response.
 - Identify additional controls to prevent recurrence.
2. **Health Monitoring**
 - Provide health surveillance for any individuals exposed to hazardous substances.
 - Maintain records of medical evaluations.
3. **Policy Updates**
 - Review and update the COSHH policy or risk assessments based on lessons learned from the incident.

Emergency Equipment Checklist

Ensure the following items are available and regularly checked:

- Spill kits (chemical, oil, biological)
- First aid kits
- Fire extinguishers (specific to flammable substances)
- PPE (gloves, goggles, masks, aprons)
- Emergency contact lists

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Appendix 3: COSHH Incident Report Form

Name of Organisation:	Pony Partnerships CIC
Date of Incident:	
Time of Incident:	

Section 1: General Information

Field	Details				
Location of Incident					
Substance(s) Involved					
Quantity of Substance Released					
Material Safety Data Sheet (MSDS) Available?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			

Section 2: Individuals Involved

Field	Details				
Name(s) of Person(s) Exposed					
Role/Position					
Injury/Illness Reported?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			
Immediate First Aid Provided?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			
First Aid Details					

Section 3: Description of Incident

Field	Details				
Type of Incident	<table border="1"> <tr> <td>Spill</td> <td>Leak</td> <td>Exposure</td> <td>Other (specify)</td> </tr> </table>	Spill	Leak	Exposure	Other (specify)
Spill	Leak	Exposure	Other (specify)		
What Happened?					
Possible Cause					

Section 4: Actions Taken

Field	Details				
Was the Area Evacuated?					
Containment Measures Used					
PPE Worn During Response?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			
Substance Cleaned/Disposed?	<table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes		No			
Disposal Method					

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Section 5: Follow-Up Actions

Field	Details		
Was the Incident Reported to Authorities?	Yes	No	
Regulatory Authority Contacted			
Post-Incident Monitoring Required?	Yes	No	
Health Surveillance Required?	Yes	No	
Further Training or Policy Update Needed?	Yes	No	
Was the Incident Reported to Authorities?	Yes	No	

Section 6: Signatures

Field	Details
Completed by (Name)	
Signature	
Date	
Manager/Approver Signature	
Date	

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