

Pony Partnerships CIC



Control of Substances Hazardous to Health (COSHH) Policy 2026-2027

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2026

Date of Next Review: 31 August 2027

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1. Policy Statement

Pony Partnerships CIC is committed to protecting participants, staff, associates, volunteers, contractors, visitors, and animals from risks associated with hazardous substances.

Pony Partnerships will identify substances that may cause harm, assess the risks, and prevent or adequately control exposure.

Hazardous substances must be used, stored, and disposed of safely and only by people who have received appropriate information, instruction, or supervision.

2. Purpose

This policy sets out how Pony Partnerships will:

- identify substances that may present a risk to health;
- complete and review COSHH Assessments;
- use suitable control measures;
- manage storage, handling, and disposal;
- protect people, animals, and the environment;
- respond to spills, exposure, and contamination;
- maintain appropriate information, training, and records.

Detailed operational requirements are contained in our Standard Operating Procedures.

3. Scope

This policy applies across all Pony Partnerships venues, services, and activities.

It applies to:

- directors;
- staff;
- associates;
- volunteers;
- students and trainees;
- contractors;

- participants and visitors who may be exposed to a substance.

Substances covered may include:

- cleaning and disinfecting products;
 - veterinary products, medicines, and treatments where an exposure risk exists;
 - fly sprays and insecticides;
 - fuels and oils;
 - paints, solvents, and maintenance products;
 - weed-control products;
 - aerosols and scented products;
 - dust-producing substances;
 - any other substance that may cause irritation, allergy, asthma, infection, poisoning, or other harm.
- Participants must not use hazardous substances unless this forms part of an agreed, risk-assessed activity with suitable supervision.

4. Legal Context

This policy has been developed with regard to the Control of Substances Hazardous to Health Regulations 2002 and relevant health and safety, environmental and animal welfare duties.

Pony Partnerships will take reasonable and proportionate steps to:

- identify hazardous substances;
- assess the risk of exposure;
- prevent exposure where reasonably practicable;
- adequately control exposure where it cannot be prevented;
- provide suitable information, instruction, and training;
- monitor and review the effectiveness of controls.

5. Responsibilities

- Board of Directors: responsible for ensuring that suitable arrangements and resources are in place for managing hazardous substances.
- CEO/Manager: responsible for:
 - implementing this policy;
 - ensuring that COSHH Assessments and records are maintained;
 - arranging suitable information and training;
 - ensuring significant incidents and concerns are reviewed.
- Session Lead/Named Responsible Person: must:
 - consider hazardous-substance risks during planning and dynamic risk assessment;
 - ensure the relevant COSHH Assessment is available;
 - ensure required controls are followed;
 - prevent participant or animal access where necessary;
 - stop an activity where exposure cannot be managed safely.
- Staff, Associates and Volunteers: must:
 - use only substances they have been instructed or authorised to use;
 - follow the COSHH Assessment and Safety Data Sheet;
 - use required PPE and control measures;
 - follow storage and disposal arrangements;
 - report spills, exposure, contamination, defects, and concerns immediately;
 - work within their training and competence.
- Contractors: if bringing hazardous substances onto a Pony Partnerships site, they must:
 - inform the relevant Pony Partnerships contact;

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- provide relevant risk information where required;
- follow agreed site controls;
- store and remove their substances safely.

6. COSHH Assessment

A substance that may present a risk to health must be assessed before it is introduced or used.

The assessment must consider:

- the hazardous properties of the substance;
- how it will be used;
- possible routes of exposure;
- who may be affected;
- frequency and duration of use;
- allergies, asthma, respiratory or skin sensitivities and other relevant medical needs;
- risks to animals;
- risks to feed, water, and the environment;
- storage and disposal;
- control measures;
- PPE;
- spill, exposure and emergency arrangements.

The current Safety Data Sheet must be obtained and retained where one is supplied or required.

A substance must not be used until suitable controls are in place.

COSHH Assessments must be reviewed:

- when a new substance is introduced;
- where the product, activity, or method of use changes;
- where new health, allergy or safety information becomes available;
- following an incident, exposure or near miss;
- where controls may no longer be effective;
- at the scheduled review date.

7. Control Measures

Exposure must be prevented where reasonably practicable.

Where this is not possible, suitable controls may include:

- using a less hazardous alternative;
- reducing the amount used;
- restricting who may use the substance;
- keeping participants and animals away from the area;
- suitable ventilation;
- avoiding sprays, aerosols, or scented products where they may create unnecessary risk;
- safe handling instructions;
- suitable PPE;
- secure storage;
- hygiene and handwashing arrangements;
- supervision;
- safe disposal.

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The least hazardous suitable option should be used wherever reasonably practicable.

Where a COSHH Assessment identifies the need for specialist controls, exposure monitoring, health surveillance, or competent advice, this must be arranged by the CEO/Manager.

8. Storage and Disposal

Hazardous substances must be:

- stored securely;
- kept in their original containers wherever possible;
- clearly labelled;
- stored according to the manufacturer's instructions;
- protected from damage and unauthorised access;
- kept away from participants, animals, feed, and water;
- kept separate where substances could react dangerously;
- stored so that spills or leaks can be contained.

A substance must not be placed in an unlabelled container or in a food or drink container.

Where decanting is necessary, a suitable, clearly labelled container must be used in accordance with the COSHH Assessment.

Substances and contaminated materials must be disposed of safely in accordance with:

- the Safety Data Sheet;
- manufacturer instructions;
- the COSHH Assessment;
- applicable waste and environmental requirements.

9. Animals and Environmental Considerations

COSHH Assessments must consider whether a substance could:

- be ingested by an animal;
- contaminate feed or water;
- cause skin, eye, or respiratory irritation;
- cause distress or behavioural change;
- enter soil or water;
- create environmental pollution;
- increase allergy, asthma, or respiratory risks for people.

Activities must be adapted, paused, or stopped where animal welfare, participant safety or environmental protection cannot be maintained.

10. Spills, Exposure and Emergencies

Any spill, accidental exposure, contamination, or injury must be reported immediately.

Staff must:

1. stop access to the affected area;
2. follow the COSHH Assessment and Safety Data Sheet;
3. avoid further exposure;

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4. provide first aid within their training and competence;
5. obtain medical advice or call emergency services where required;
6. protect participants, animals, and the environment;
7. inform the Session Lead or CEO/Manager;
8. record the incident, exposure or near miss;
9. review whether the COSHH Assessment or controls need to change.

Where exposure causes or may cause an allergic reaction, asthma symptoms or anaphylaxis, the relevant medical and allergy emergency procedures must be followed immediately.

Used or contaminated PPE, spill materials and first aid supplies must be replaced, as necessary.

11. Training and Information

People who use or may be exposed to hazardous substances must receive information, instruction, and training appropriate to their role.

No person may undertake a task unless they are competent or appropriately supervised.

12. Records and Monitoring

Pony Partnerships will maintain:

- a COSHH Register;
- current COSHH Assessments;
- current Safety Data Sheets;
- training and instruction records where appropriate;
- incident, exposure, and near-miss records;
- records of review and corrective action.

Records must be accurate, accessible to relevant staff and reviewed where concerns or patterns arise.

The effectiveness of control measures will be monitored through:

- routine checks;
- staff feedback;
- incident and near-miss review;
- changes in products or activities;
- inspection and risk-assessment review.

13. Review

This policy will be reviewed annually, or sooner where:

- legislation or guidance changes;
- a new hazardous substance is introduced;
- substances or working methods change;
- an incident, exposure or near miss identifies learning;
- a COSHH Assessment identifies ineffective controls;
- operating arrangements change;
- the Board requests a review.

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