



# PONY PARTNERSHIPS



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY & PROCEDURES

Name of Organisation: Pony Partnerships CIC.  
Venue/address for which policy applies: All venues.  
Date of last review: 1<sup>st</sup> December 2024  
Date of next review: 31<sup>st</sup> August 2025  
Name of author: Danielle Mills

### Introduction

This document outlines Pony Partnership's Control of Substances Hazardous to Health (COSHH) policy. It applies to all adults, including volunteers, working in or on behalf of the company.

### **A safe and compliant approach to managing hazardous substances.**

Managing hazardous substances and promoting workplace safety is everyone's responsibility. Anyone who comes into contact with such substances in the workplace has a role to play. This policy ensures that risks associated with hazardous substances are effectively identified, managed, and mitigated to protect employees, clients, and visitors.

In accordance with the COSHH Regulations 2002, Pony Partnerships is committed to preventing or reducing exposure to hazardous substances to as low as is reasonably practicable.

### **Policy Aims**

The aim of this policy is to outline how Pony Partnerships will:

- Promote a positive and safe environment where hazardous substances are managed effectively.
- Identify, assess, and control risks associated with hazardous substances.
- Ensure that employees, clients, and visitors are protected from potential harm caused by hazardous substances.
- Provide training and guidance to staff to enable safe handling, storage, and disposal of hazardous substances.
- Comply with legal and regulatory requirements under the COSHH Regulations 2002.

The policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an earlier review.

### **Context**

This policy enables Pony Partnerships to meet its legal obligations under the following regulations and guidelines:

- Control of Substances Hazardous to Health Regulations (COSHH) 2002

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Environmental Protection Act (1990)

This policy complements and supports other company policies, including the Health and Safety Policy and Emergency Policy.

## Principles

The management of hazardous substances within Pony Partnerships is underpinned by three key principles:

1. **Prevention:** Avoid the use of hazardous substances where possible by substituting safer alternatives.
2. **Control:** Implement measures to reduce the risk of exposure to as low as is reasonably practicable.
3. **Engagement:** Ensure that staff are involved in the identification, assessment, and management of hazardous substances.

All staff, trainees, and volunteers have a responsibility to adhere to this policy and maintain a safe working environment.

## Roles and Responsibilities

### The Board of Directors

The Board are responsible for ensuring Pony Partnerships complies with COSHH regulations by:

- Approving this policy and ensuring adequate resources for its implementation.
- Ensuring regular audits and reviews of COSHH compliance.
- Supporting staff in implementing the policy effectively.

### Manager (Danielle Mills)

The Manager will:

- Ensure this policy is fully implemented and followed by all staff.
- Allocate resources for risk assessments, control measures, and training.
- Investigate any incidents involving hazardous substances.

### COSHH Coordinator (Danielle Mills)

The designated COSHH Coordinator (where applicable) will:

- Maintain an up-to-date inventory of all hazardous substances.
- Conduct COSHH risk assessments and implement appropriate control measures.
- Provide guidance and training to staff.

### Staff, Volunteers, and Trainees

All employees, volunteers, and trainees must:

- Familiarise themselves with this policy and adhere to safe working practices.
- Report any concerns or incidents involving hazardous substances.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



- Use control measures, including PPE, as instructed.

## Risk Assessment Process

Pony Partnerships will carry out COSHH risk assessments for all hazardous substances. The process includes:

1. Identifying hazardous substances and their potential effects.
2. Assessing who may be exposed, the likelihood of exposure, and the potential severity of harm.
3. Implementing measures to control the risks identified.
4. Reviewing assessments regularly or after any incident or process change.

Appendix 1 provides a COSHH Risk Assessment template.

## Control Measures

To minimise risks, Pony Partnerships will adopt the following hierarchy of controls:

1. Elimination: Remove hazardous substances where possible.
2. Substitution: Replace hazardous substances with less harmful alternatives.
3. Engineering Controls: Use physical measures, such as ventilation or extraction systems.
4. Administrative Controls: Implement safe working practices and procedures.
5. Personal Protective Equipment (PPE): Provide gloves, masks, and other appropriate equipment.

## Training and Awareness

All staff will receive training on:

- The risks associated with hazardous substances.
- Correct handling, storage, and disposal procedures.
- Emergency response actions, including first aid for hazardous substance exposure.

Records of training will be maintained within our Single Central Record and reviewed annually.

## Monitoring and Health Surveillance

Where necessary, Pony Partnerships will:

- Monitor staff exposure levels to ensure compliance with workplace exposure limits.
- Provide health surveillance for employees exposed to certain hazardous substances, as required by law.

## Emergency Procedures

In the event of a hazardous substance spill or exposure:

1. Follow the site's emergency response plan.
2. Evacuate the area if necessary.
3. Report the incident to the COSHH Coordinator or Manager immediately.
4. Ensure affected individuals receive first aid and medical attention as required.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



Details of the emergency response plan can be found in Appendix 2.

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



## Appendix 1: COSHH Risk Assessment Template

<b>Name of Organisation:</b>	Pony Partnerships CIC		
<b>Date of Assessment:</b>			
<b>Name of Assessor:</b>			

### Section 1: General Information

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

### Section 2: Hazard Identification

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

### Section 3: Potential Routes of Exposure

<b>Route</b>	<b>Tick if Applicable</b>
Inhalation	
Skin Contact	
Eye Contact	
Ingestion	

### Section 4: Who Might Be Harmed?

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

### Section 5: Control Measures

<b>Control Measure</b>	<b>Tick if Implemented</b>
Elimination	

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



Substitution (Less Harmful Alternative)	
Engineering Controls (e.g., Ventilation)	
Administrative Controls (Safe Practices)	
Personal Protective Equipment (PPE)	
<b>Specific PPE Required (e.g., gloves, goggles):</b>	

### 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	
<b>Describe Emergency Actions (e.g., spill clean-up, first aid):</b>	

### 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

<b>Actions Required to Reduce Risk Further:</b>

<b>Next Review Date:</b>	
<b>Assessor Signature:</b>	
<b>Manager/Approver Signature:</b>	

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
 07505951793/info@ponypartnerships.com/www.ponypartnerships.com



## Appendix 2: Emergency Response Plan for Hazardous Substances

**Name of Organisation:** Pony Partnerships CIC

**Date of Last Review:** 1st December 2024

**Date of Next Review:** 30th November 2025

### 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

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

### 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).

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



## 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.

### 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

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



## Appendix 3: COSHH Incident Report Form

<b>Name of Organisation:</b>	Pony Partnerships CIC
<b>Date of Incident:</b>	
<b>Time of Incident:</b>	

### Section 1: General Information

Field	Details			
<b>Location of Incident</b>				
<b>Substance(s) Involved</b>				
<b>Quantity of Substance Released</b>				
<b>Material Safety Data Sheet (MSDS) Available?</b>	<b>Yes</b>		<b>No</b>	

### Section 2: Individuals Involved

Field	Details			
<b>Name(s) of Person(s) Exposed</b>				
<b>Role/Position</b>				
<b>Injury/Illness Reported?</b>	<b>Yes</b>		<b>No</b>	
<b>Immediate First Aid Provided?</b>	<b>Yes</b>		<b>No</b>	
<b>First Aid Details</b>				

### Section 3: Description of Incident

Field	Details			
<b>Type of Incident</b>	Spill	Leak	Exposure	Other (specify)
<b>What Happened?</b>				
<b>Possible Cause</b>				

### Section 4: Actions Taken

Field	Details			
<b>Was the Area Evacuated?</b>				
<b>Containment Measures Used</b>				
<b>PPE Worn During Response?</b>	<b>Yes</b>		<b>No</b>	
<b>Substance Cleaned/Disposed?</b>	<b>Yes</b>		<b>No</b>	
<b>Disposal Method</b>				

### Section 5: Follow-Up Actions

Field	Details			
<b>Was the Incident Reported to Authorities?</b>	<b>Yes</b>		<b>No</b>	
<b>Regulatory Authority Contacted</b>				
<b>Post-Incident Monitoring Required?</b>	<b>Yes</b>		<b>No</b>	
<b>Health Surveillance Required?</b>	<b>Yes</b>		<b>No</b>	

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
07505951793/info@ponypartnerships.com/www.ponypartnerships.com



<b>Further Training or Policy Update Needed?</b>	<b>Yes</b>		<b>No</b>	
<b>Was the Incident Reported to Authorities?</b>	<b>Yes</b>		<b>No</b>	

### Section 6: Signatures

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

Pony Partnerships CIC (12448033) c/o 84 Cheal Close, Shardlow, Derby, DE72 2DY  
 07505951793/info@ponypartnerships.com/www.ponypartnerships.com



In partnership with  
 THE NATIONAL LOTTERY  
 COMMUNITY FUND



Social Enterprise  
 Support Fund

