

COSHH (Control Of Substances Hazardous To Health) Policy

1. Introduction

Any business (which includes [ORGANISATION]) that requires their employees to be in any way in contact or exposed to any substances hazardous to health in the workplace needs to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2004).

If any new hazardous substance is introduced in the business, it is the responsibility of [PERSON] to risk assess it before the workforce is exposed to it and to keep a record of this risk assessment – they will complete a Data Sheet for each substance.

Personal Protective Equipment (PPE) needs to be used only if there is no other way to reduce any hazardous substances related risks to which the employees/volunteers can be exposed. PPE will be provided and documented where necessary.

This COSHH Information policy aims to embed all processes needed to reduce and manage risks in connection with the use of chemicals by the business.

This policy also aims to ensure that employees/volunteer training and storage in relation to hazardous substances are in place.

2. Employee's duty

All employees/volunteers are required to comply with the requirements of this policy at all times.

All employees/volunteers are obliged to report any accident, misuse or risk from use, handling, contact or storage of hazardous materials to [PERSON].

Any employee/volunteers who feels unwell or ill after having been exposed to any hazardous substance needs to immediately report this to [PERSON].

3. Ordering of chemicals

Any employee/ volunteers ordering any chemicals and hazardous substances for use in the business must obtain a Material Safety Data Sheet from the supplier if the material is being ordered for the first time, and notify [PERSON].

Where applicable further information and training related to the ordered material must also be obtained and distributed amongst the relevant workforce and volunteers.

4. Use of chemicals on the premises

All employees/volunteers handling chemicals are required to follow this procedure:

1. All chemicals used on the premises shall be chemical risk assessed by [PERSON] who shall also keep a record of it.

2 [PERSON] must attempt to source less hazardous replacements for all high risk chemicals.

3 If a less hazardous replacement is not reasonably obtainable, the management is responsible for putting effective and reliable controls and protections in place (such as PPE).

4 Risk assessments must be made by any employees/volunteers before the mixing of any chemicals to avoid any adverse reactions (such as explosions).

5. Storage

It is the organisation's responsibility to provide safe storage for chemicals used in the business.

Special storage shall be provided for flammables, environmentally hazardous chemicals and combustible agents.

[PERSON] is responsible for carrying out regular reviews of chemical substances storage arrangements.

6. Disposal

It is the organisation's policy to ensure that all chemicals and hazardous substances are disposed of in accordance with the MSDS information given by the supplier or manufacturer. The usual refuse provisions shall suffice unless otherwise stated.

Clean-up equipment and PPE shall be made available when necessary.

7. Employees/volunteers training

[PERSON] is responsible for ensuring that all employees receive appropriate COSHH training.

COSHH training should include demonstrations on safe use and handling to ensure that hazardous substances are used according to the manufacturer's instructions and that all employees fully understand these instructions.

COSHH training must be delivered to all new starters and to all relevant employees when a new procedure is introduced.

[PERSON] is responsible to keep a record of any delivered COSHH training.

9. Incidents and emergencies

[PERSON] must ensure that all employees/volunteers receive training on hazardous substances related incidents and emergencies.

A trained first-aider is attached as per Information here and Notices – each property and fully replenished first-aid kits are available from the kitchen areas of any properties.

The procedure for dealing with accidents and emergencies is explained in this Information and displayed in areas around the properties and each employee/volunteer is obliged to familiarise themselves with this information.

The organisation is responsible for summoning medical and emergency help and for reasonably mitigating the results of any hazardous substances, incident, or emergency.

10. Monitoring and Review

It is the organisations's responsibility to monitor the implementation of and compliance with this Policy.

[PERSON] is in charge of carrying out regular audits of:

- 1 use of chemicals;
- 2 maintenance of control systems;
- 3 observance of safe working practices by all employees;
- 4 distribution of COSHH related information and updates to all relevant employees;
- 5 storage of hazardous substances;
- 6 safe working procedures of contractors;