

POLICY AND PROCEDURE

Health & Safety Control of Substances Hazardous to Health (COSHH)

Category: staff and volunteers



SoLO
Life
Opportunities

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Chelmsley Wood
Birmingham
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Charity No. 1102297
England Company No.
5025939

Introduction

Under the Control of Substances Hazardous to Health Regulations 1999 SoLO Life Opportunities is required to make arrangements to prevent or control the exposure of its staff and volunteers to all substances which may affect their health.

The Regulations apply to substances classified as being very toxic, toxic, harmful, corrosive, sensitising or irritant under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994.

The emphasis must be on prevention of any exposure by eliminating the use of the harmful substance and where this is not possible by substituting a less harmful substance.

Policy Statement

- SoLO shall take all reasonable steps to ensure that the exposure of staff, volunteers and visitors to substances hazardous to health is prevented or controlled to within statutory limits
- risks in the use of hazardous substances shall be assessed and appropriate means of control introduced as necessary
- where necessary, appropriate personal protective equipment shall be provided
- the results of risk assessments and safety information on substances shall be brought to the attention of staff as appropriate

Guidance

Responsibility

The overall responsibility for the SoLO COSHH Policy and Guidance rests with the Board of Trustees, delegated to the CEO.

Policy Name: Health & Safety: Control of Substances Hazardous to Health (COSHH)
Organisation: SoLO Life Opportunities
Last Reviewed: July 2018
Next Review Date: July 2020

The person with specific delegated responsibility for implementing and monitoring the Policy and Guidance - ensuring that hazardous substances are controlled by appropriate means, that the risks posed by substances are assessed and that staff using such substances are trained and supervised as appropriate – is the designated Health & Safety Officer with regard to office premises, or the Project Manager with regard to individual Projects.

In order to ensure that the COSHH Policy and Guidance is maintained, all staff and volunteers must:

- Comply with any safety instructions and directions issued by SoLO
- Take reasonable care for their own health and safety and that of other persons (e.g. other employees, members of staff or volunteers)
- Co-operate with the management of SoLO to ensure that the aims of the Policy and Guidance are achieved and any duty of requirement imposed is complied with
- Report and co-operate in the investigation of all accident or incidents that have led or may lead to injury
- Report any potential risk or hazard to the appropriate person.

Arrangements

All responsible parties (i.e. Project Managers, or the Health & Safety Officer, will:

- Create and maintain an inventory of all substances hazardous to health used or stored within the SoLO office premises, or on Project, in the form of a COSHH Register ([Appendix A](#))
- Where necessary, ensure that manufacturers' safety data information sheets are obtained which specify the chemical content, hazards, controls, precautions, first aid measures, and any other considerations relating to the use, transport, storage or disposal of the substance
- Carry out risk assessments of substances hazardous to health which shall be recorded on a COSHH Risk Assessment form
- Investigate the possibility of eliminating a hazardous substance altogether or substituting a less hazardous alternative
- Where necessary, instruct and inform staff and volunteers in the use of personal protective equipment
- Make available to staff and volunteers the COSHH Register, including risk assessment reports and safety data sheets
- Control the introduction of new substances into work areas through pre-purchase assessments and only introduce new hazardous substances if no alternative is available
- Apply an appropriate level of supervision to inexperienced staff or volunteers when they are using hazardous substances and ensure that they are aware of first aid provision

Records

The following COSHH records shall be maintained:

- Register of hazardous substances
- COSHH risk assessment reports
- Training records relating to hazardous substances

(example of a COSHH template to be used)

Reference Number	Product/Substance Name	Manufacturer /supplier	Material Safety Data Sheet	Date assessment completed	Date reviewed
1	GOMPELS PREMIUM TOILET CLEANER 750ML X12	GOMPELS HEALTHCARE LTD 1 SWIFT WAY BOWERHILL INDUSTRIAL ESTATE SN12 6GX Tel: 0345 450 2420 Fax: 0345 450 2422 Email: sales@gompels.co.uk	Sheet number 1	17.2.2016	

Linked with the following policies:

- Health and Safety Policy
- Incident Reporting
- RIDDOR

		Classification <i>(state the category of danger)</i>						
Where is it used?	In the toilet area	<input type="checkbox"/> Very Toxic	<input checked="" type="checkbox"/> Irritant-dermatitis causing	<input type="checkbox"/> Extremely Flammable				
Where is it stored?	In the staff area under the sink	<input type="checkbox"/> Toxic	<input type="checkbox"/> Sensitising	<input type="checkbox"/> Highly Flammable				
		<input type="checkbox"/> Corrosive	<input type="checkbox"/> Biological	<input type="checkbox"/> Flammable				
Who is at risk?	Cleaning staff	<input type="checkbox"/> Harmful-lung damage if swallowed	<input type="checkbox"/> Oxidising	<input type="checkbox"/> Environmental-aquatic organisms				
What protection should be used?		Hazard Type						
Gloves		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Gas	Vapour	Mist	Fume	Dust	Liquid	Solid Other (State)
First aid emergency measures		Route of Exposure						
Inhalation – move to open area Skin contact – minor irritation wash with water		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		Inhalation	Skin	Eyes	Ingestion	Other	(State)	
Is substance adequately controlled?		Workplace Exposure Limits (WELs) <i>please indicate n/a where not applicable</i>						
Yes	Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins): 5 minutes use whilst cleaning toilet			Level of risk Low <input checked="" type="checkbox"/>		medium <input type="checkbox"/>	high <input type="checkbox"/>