Aim of the Policy
This policy is intended to set out the values, principles and policies underpinning this organisation's approach to COSHH. By implementing COSHH guidelines thoroughly and fully the organisation aims to protect staff who come into contact with hazardous substances as part of their work.

Such 'hazardous substances' include:

 Substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations, including chemicals classified as very toxic, toxic, harmful, irritant or corrosive, such as bleaches and cleaning agents

 Any substance which has been assigned a maximum exposure limit or occupational exposure standard (as listed in the Health and Safety Executive's publication *EH40—Occupational Exposure Limits)*

 Substantial concentrations of airborne dust

 Harmful micro-organisms

COSHH 2002 and CHIP 2002
COSHH 2002 came into force on 21 November 2002 and replaced earlier Regulations dating from 1999.
CHIP has been reviewed and we now adhere to the **Chemicals (Hazard Information and Packaging for Supply) (CHIP4) Regulations 2009.** The aim of CHIP is to ensure that people who are supplied with chemicals receive the information they need to protect themselves, others and the environment.

To achieve this CHIP obliges suppliers of chemicals to identify their hazards (for example flammability, toxicity, etc) and to pass on this information together with advice on safe use, usually by means of package labels and safety data sheets.

CoSHH Policy
To comply with COSHH this organisation will:
 Ensure that the exposure of staff (or anyone else) in the organisation to hazardous or potentially hazardous substances is minimised and adequately controlled in all cases.

 Ensure that a COSHH risk assessment is carried out of all work in the organisation that involves exposure to hazardous substances as defined above.

This includes regular assessments of the organisation's premises as well as assessments made during the initial health and safety assessments of service users' homes.
 Ensure that COSHH assessments are reviewed and performed regularly or whenever there is a substantial modification to the work process.

 Ensure that all staff who come into contact with, or have to use hazardous substances in their work, receive comprehensive and adequate training and information and are issued with appropriate protective clothing or equipment.

In this organisation all CoSHH risk assessments should be made using five steps:

1. Identify hazardous substances in the workplace.
2. Identify risks associated with those substances.
3. Decide what can be done to minimise the risks.
4. Record the findings/actions.
5. Keep the findings of risk assessments on file.

All COSHH assessments should be based on the manufacturer's and supplier's safety guidance which accompanies most products. A file of such information will be kept in the main office.

The COSHH lead for the organisation is the Registered Manager.

Health Surveillance
Where an assessment has shown it is necessary health surveillance and monitoring will be carried out. This might involve examinations by a doctor or trained nurse.

Training
All new staff should be encouraged to read the policy on COSHH as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about health and safety. Staff expected to perform COSHH assessments will be offered suitable training for the role.

Paul Chamley

Managing Director

Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00	**11/12/2014**	**First Issue**	**QE&SH Manager**	**MD**
01	**27/01/2016**	**Reviewed**	**QE&SH Manager**	**MD**
02	**22/12/2016**	**Reviewed**	**QE&SH Manager**	**MD**
03	**05/01/2018**	**Reviewed**	**QE&SH Manager**	**MD**
04	**26/05/2020**	**Review, update to new document control format, change of MD name and addition of signature**	**Systems Manager**	**MD**
05	**26/05/2021**	**Reviewed and TA logo added**	**Systems Manager**	**MD**
06	**26/05/2022**	**Reviewed**	**Systems Manager**	**MD**
07	**24/01/2023**	**New TLS Group Logo added**	**Systems Manager**	**MD**
08	**17/01/2024**	**Annual review**	**Systems Manager**	**MD**
09	**17/01/2025**	**Annual review**	**Systems Manager**	**MD**
10	**17/01/2026**	**Review**	**Systems Manager**	**MD**