


SOP No:	0.3 (1)	Co-ordinator:	G. Cobb	
Version:	3	Authorised:	J. Bennett	
Page No:	1 of 4	Date:	05/01/2018	
<b>T H E C O N T R O L O F S U B S T A N C E S H A Z A R D O U S T O H E A L T H ( C O S H H )</b>				

### 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.

SOP No:	0.3 (1)	Co-ordinator:	G. Cobb	
Version:	3	Authorised:	J. Bennett	
Page No:	2 of 4	Date:	05/01/2018	
<b>THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)</b>				

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.

SOP No:	0.3 (1)	Co-ordinator:	G. Cobb	 <b>TLS A</b> <i>Traffic Labour Supplies LTD</i> <small>MANAGED SUPPORT SERVICE</small>
Version:	3	Authorised:	J. Bennett	
Page No:	3 of 4	Date:	05/01/2018	
<b>T H E C O N T R O L O F S U B S T A N C E S  H A Z A R D O U S T O H E A L T H ( C O S H H )</b>				


Managing Director

#### 4.0 Records

Document Ref No.	What is the Document called	Who is responsible?	How is it stored? Fastlane, Server or Hard Copy
PR 048	Coshh Policy	QE & SH Manager	Hard Copy and Server

#### 5.0 Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00	11/12/2014	N/A	QE & SH Manager	MD
01	27/01/2016	Reviewed	QE & SH Manager	MD

SOP No:	0.3 (1)	Co-ordinator:	G. Cobb	
Version:	3	Authorised:	J. Bennett	
Page No:	4 of 4	Date:	05/01/2018	
<b>THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)</b>				

02	22/12/2016	Reviewed	D. Terry EX H&S	
03	05/01/2018	Reviewed	D. Terry EX H&S	