



**Control of Substances
Hazardous to Health (COSHH)
2020/2021**

Change History

First Published:	25/09/2020	Originally Created by:	BDM	
Person Responsible for Policy:	Enable CEO			
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
25/09/2020	BDM	COVID-19	SMT	25/09/2021

COSHH policy

POLICY STATEMENT

People come into contact with a wide range of hazardous substances at work that may arise from a number of sources, for example:

- Solvents, acids, lead, etc. Used directly in processes
- Fungus, mites, etc., that arise naturally
- Cleaning chemicals, etc., used in services
- Exhaust fumes, dust, gases, etc., given off as by-products.

The risk to the employee when coming into contact with a hazardous substance is dependent on the routes of exposure. There are several routes through which a person may become exposed and substances may prove hazardous through only one or several of these routes:

- Inhalation e.g. dust, fungus, solvents, paints exhaust fumes, organisms, etc
- Ingestion e.g. heavy metals, organisms etc
- Contact with the skin e.g. cleaning chemicals, solvents used oil etc
- Absorption through the skin e.g. solvents
- Injection into the body e.g. drugs, high pressure washers, compressed air
- Introduction into the body via wounds e.g. hepatitis, Weil's disease etc

In many cases exposure to work related substances may; if it remains uncontrolled, lead to illness or even death in severe cases. Consequently, the Control of Substances Hazardous to Health (COSHH) Regulations have been formatted to ensure that employers take reasonable steps to reduce the risk to employees from exposure to hazardous substances in their working environment.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004), require employers to prevent their employees from being exposed to substances hazardous to health. Where exposure cannot be prevented, employers must ensure that the exposure is adequately controlled, using risk assessments and appropriate control measures.

In accordance with the regulations, Enable has agreed this policy to ensure that all members of staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored within the business.

The main aims of this policy are:

- To assess the risk of hazardous substances used and the impact they may have on health.
- To implement appropriate control measures to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.

This policy is applicable to all full-time, part-time, and voluntary staff, learners, visitors, and contractors.

This policy has due regard to the related statutory legislation, including but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- The Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- This policy will also have due regard to the following guidance:
- HSE (2012), 'Working with substances hazardous to health'

This policy will be implemented in conjunction with the following policies:

- Health and Safety Policy.
- Manual Handling Policy.
- Risk Assessment Policy.

For this policy, a hazardous substance is any substance which may cause ill health if inhaled, ingested, injected, or absorbed through the skin, or as a result of being released into the surrounding environment.

There are many examples of hazardous substances which can cause ill health, including:

- Substances used directly in activities, e.g. cleaning agents, adhesives, and paints.
- Substances generated from activities, e.g. fumes.
- Naturally occurring substances, e.g. grain dust.
- Biological agents such as bacteria and other micro-organisms.

For this policy, a Material Safety Data Sheet (MSDS) is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer and indicates whether a substance is classified as hazardous.

CEO responsibilities:

- The CEO oversees the day-to-day implementation of this policy and ensures that all employees are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake.
- The CEO ensures that all employees receive effective COSHH training.
- The CEO ensures that where possible, the use of hazardous substances is avoided.
- The CEO ensures that risk assessments are completed, where the use of hazardous substances cannot be avoided, and effective control measures are in place.

- The CEO ensures that an up-to-date record is maintained of all hazardous substances which are used, and they are clearly labelled.

Enable – The Voluntary and Community Sector Learning & Skills Consortium’s responsibilities:

- Manage, maintain, and provides safe storage and disposal arrangements for hazardous substances.
- Manage and maintain purchases personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with the Health and Safety Policy.
- Conduct formal assessments of the health risks to all those at the business premises.
- Prevent and control the exposure of hazardous substances.
- Ensures the proper use of controls, such as PPE, are adopted.
- Ensures that the controls used are necessary, safe and regularly reviewed.
- Ensures employees are provided with instruction, information and training on the use of hazardous substances
- Ensures all employees are responsible for familiarising themselves with this policy.
- Ensures all employees use hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer’s instructions, including the required control measures.
- Ensures all employees use PPE when necessary and report any damage to the Health & Safety Officer or Senior Management.
- Ensures all employees complete COSHH training.
- Ensure all employees report any health and safety concerns to Senior Management or the Health & Safety Officer immediately.
- Ensure we are compliant with the COSHH regulations and recognise the importance of procedures which need to be followed to ensure effective provision of COSHH.
- Ensure prior to using hazardous substances, COSHH risk assessments are undertaken, considering the possible hazards that may occur as a result of using the substance.
- Ensure in all instances, the potential risks are considered and whether the use of the hazardous substance is important.
- Ensure the risk assessment describes the appropriate control measures that are taken when using the substance, such as using appropriate PPE.
- Ensure risk assessments are produced in conjunction with the MSDS and consider any individuals, including other employees, learners, visitors and contractors, who are likely to be affected by its use.
- Ensure the procedures and hazards identified in the risk assessment are communicated to everyone it affects.
- Ensures copies of the risk assessment are given to the relevant people, be it employees, contractors, visitors etc. Copies of the risk assessment are also kept in the COSHH register for re-use, training, and staff induction purposes.
- Ensure risk assessments are carried out for exposure to biological agents, e.g. vomit, blood, etc.
- Ensure all risk assessments are reviewed on a regular basis any further necessary information is added to ensure control measures are adhered to.
- Ensure the elimination of the use of any hazardous substances unless necessary.
- Ensure everyone is fully aware of the safety procedures and extra caution is taken when using any hazardous substances.

- Ensures where substances must be used, where possible, a substitute is used for something less to minimise risks.
- Ensure that where the hazardous substance cannot be eliminated or substituted, the amount of exposure time is minimised.
- Ensure the amount of the substance used is reduced as much as possible.
- Ensure that where possible, the substance is used in isolation, away from other areas of the building to prevent exposure to others.
- Ensure appropriate ventilation is used, such as opening windows and external doors.
- Ensure appropriate PPE is worn by all those exposed to the substance, such as gloves, safety goggles, dust masks, etc.
- Ensure that those who are using a hazardous substance make known to others present that a hazardous substance is being used, case of an emergency.
- Ensure hazardous substances are stored safely and securely and can be found at name of location.
- Ensure all substances are safely disposed of after use by staff that are trained in COSHH.
- Ensure that only trained employees in COSHH have access to hazardous substances.
- Ensure no one, other than Enable staff members have access to hazardous substances.
- Ensure all substances are locked away, out of sight and reach and that only appropriate employees have approved access.
- Ensure all COSHH control measures are adequately monitored and maintained.
- Ensure employees report any defect in control measures, so that replacements can be provided.
- Ensure all concerns regarding COSHH are handled with the utmost importance and priority.

Covid-19

In line with government guidance, Enable now have readily available hand sanitiser and dispensers throughout the building. We know this substance is highly flammable and as such, we store the larger quantity refill bottle away from any visiting learners, contractors, and members of the public, in a storeroom that is only accessible by Enable employees. The hand sanitiser stations on the premises are checked, maintained, and refilled regularly.

Implementation

The activities which result from the introduction of this policy will be examined and the activities of each component monitored. This review process will lead to a regular revision of the policy. Locally, risk-assessments should be reviewed as a result of an annual inventory check or where there have been any changes to work practices or following a significant incident. This will be continued on a regular basis due to the Coronavirus pandemic.

Signed: _____

Position: _____

Date: _____