



COSHH Policy

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.
- Substantial concentrations of airborne dust.
- Harmful micro-organisms.

COSHH 2002 and CHIP 2002

COSHH 2002 came into force on 21st November 2002 and replaced earlier regulations dating from 1999. CHIP is the **Chemicals (Hazard Information and Packaging for supply) Regulations 2002**. 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 packaging 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 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 manufacturers and suppliers safety guidance which accompanies most products. A file of such information will be kept in the office.

The COSHH lead for the organisation is the 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 a 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 cover basic information about health and safety via the manager. Staff expected to perform COSHH assessments will be offered suitable training for the role via the Manager.

Policy adopted September 2019

Signed Manager..... Signed Secretary.....