



# COSHH Policy

March 2024

<b>POLICY IMPLEMENTATION CHECKLIST</b>	
Policy Guardian:	PAUL MURPHY
Author:	EVH
Approved by Director:	19 March 2024
Effective From:	27 March 2024
Date of Next Review:	March 2029
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

## PURPOSE

- 1) To ensure that Forgewood Housing Co-operative complies with the obligations placed on it by the COSHH Regulations.
- 2) To ensure that control measures are in place to prevent or control exposure of employees to identified hazardous substances.

## REFERENCES

- 1) Health & Safety at Work etc. Act 1974
- 2) Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)
- 3) European REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Regulations
- 4) INDG 136 (Rev 5) – Working with Substances Hazardous to Health

## KEY LEGAL REQUIREMENTS

See summary at [Section 8](#) – see EVH website – [www.evh.org.uk](http://www.evh.org.uk)

## PROCEDURES

- 1) **COSHH Assessment**
  - 1.1 A survey of **ALL** the hazardous substances used within the Organisation's business area will be undertaken. The survey will also take account of any dusts, fumes, vapours etc. to which personnel may be exposed.
  - 1.2 This survey will be done irrespective of the quantities of hazardous substances used or stored so that those which are hazardous can be identified.
  - 1.3 A documented Risk Assessment of all processes that involve the use of hazardous substances will be carried out. This "COSHH Assessment" will include an investigation of the use of all hazardous materials involved in that process, an appraisal of the hazards and risks to health associated with the use of those

substances, their interaction and by-products, determination of whether it is possible to eliminate or substitute the substance(s), investigation of available control measures and provision of suitable training.

- 1.4 Measures will be taken to eliminate or control exposure to identified hazardous substances, so far as is reasonably practicable.
- 1.5 The COSHH Assessment will be reviewed on a regular basis, as will any control measures or PPE that have been put in place.
- 1.6 Employees will be required to assist with COSHH procedures:-
  - i) by using control measures when and as required
  - ii) by reading hazard labels on containers before using chemical substances
  - iii) by using tools fit for the purpose
  - iv) by co-operating with the Organisation on Health & Safety programmes
  - v) by using safe working procedures when doing any job
- 1.7 Employees are encouraged to report anything, which they find unusual in the normal course of their job. For example, a burst or leaking container must never be assumed to have been already noticed and reported.
- 1.8 The HSA will inspect and examine on a regular basis, any safety equipment put in place by the Organisation as recommended by the equipment suppliers or by legislation.
- 2) Suppliers
  - 2.1 Under the European Reach Regulations, suppliers must provide "Safety Data Sheets (SDS's)" for all products containing hazardous substances. These sheets will be requested, if not supplied, for **ALL** the products containing hazardous substances used by the Organisation.
  - 2.2 The Organisation will follow recommended handling procedures, control measures or personal protective equipment (PPE) requirements, as stipulated by the manufacturer/supplier.

2.3 The SDS's sent by the suppliers will be filed by the HSA alongside the COSHH Assessment and made available for perusal by all employees. Employees will be informed of any known hazardous substances in use in the Organisation.

2.4 A request form for seeking hazard information from suppliers has been prepared for use on occasions when the information has not been forthcoming (see [Appendix 11](#)).

### 3) Training

3.1 All hazardous substances must be handled with caution, initially assuming there is a potential for harm.

3.2 All staff likely to be exposed to hazardous substances will be informed of the hazards and risks to health, the findings of the COSHH Assessment and the correct use of any control measures or good working practices.

3.3 Where special training may be required, the issue and use of chemical substances will be limited to those who have had such training.