

Policy

Control of Substances Hazardous to Health

References:

- A. Control of Substances Hazardous to Health Regulations 2002.
- B. Personal Protective Equipment (PPE) at Work Regulations 1992 (2002)
- C. HSE L25 (Personal Protective Equipment at Work).

1. Introduction

- 1.1. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it. All businesses that use potentially hazardous materials or substances are required to have a set of procedures setting out the precautions to be in place for the safe storage, use and handling, before and after using it.
- 1.2. At Lyme Regis Town Council we shall ensure that we comply with our statutory obligations with regards to references A to C and any other relevant legislation.

2. Aim

- 2.1. This policy is intended to set out our approach to ensuring effective COSHH management; by its implementation we aim to protect both employees and others who may come into contact with hazardous substances.

3. Scope

- 3.1. Hazardous substances includes substances or mixtures of substances classified as dangerous to health under current regulations, this includes chemicals which may be classified as explosive, flammable, oxidising, corrosive, acute toxicity, hazardous to the environment, health hazard, serious health hazard and gas under pressure.

4. Risk Control

- 4.1. To comply with the regulations, we shall ensure that exposure to hazardous substances is minimised and where exposure does occur, that it is adequately controlled using the following hierarchy:
 - 4.1.1. Avoidance of exposure.
 - 4.1.2. Substitution of the substance or change of process.
 - 4.1.3. Total enclosure of the process.
 - 4.1.4. The use of LEV (Local Exhaust Ventilation).
 - 4.1.5. Limiting the number of personnel exposed.
 - 4.1.6. Reducing the period of exposure.
 - 4.1.7. Providing suitable PPE.

- 4.2 A copy of the Material Safety Data Sheet (MSDS) will be held for every product used which has been identified as being potentially harmful to health.
- 4.3 These will be obtained from the supplier or manufacturer and periodically reviewed to ensure that they remain current. We shall ensure that COSHH risk assessments are carried out for all hazardous substances, these will be reviewed regularly and whenever there are modifications to a work process that involves a change in the use of a hazardous substance.
- 4.4 All risk assessments will use information from correctly sourced MSDSs and will be relevant to the tasks being carried out. Completed COSHH assessments will be kept on file and be made available to all employees during the induction process and at any time thereafter.
- 4.5 All personnel who are exposed to hazardous substances will receive adequate training and information and shall be issued with the correct type of protective clothing or equipment.

5. Health Surveillance

- 5.1 Where required, we will ensure that all employees are provided with appropriate health surveillance as identified by the COSHH assessment process. The need for health surveillance will be assessed on a case by case basis and all personal details will be scrutinised by the town clerk and kept securely in line with the Data Protection Act.

6. Training

- 6.1 We will ensure that employees are given suitable training in the storage, handling and use of substances which they may be exposed during the course of their work and that any person expected to carry out COSHH assessments as part of their job will also undergo suitable training. No substance will be introduced into the workplace without users being given sufficient information about it.

7. Personal Protective Equipment

- 7.1 We will ensure that PPE is suitable for use, that it is of the correct specification as per the information contained in MSDS and that users are properly trained in its use.

8. Incidents and Emergencies

- 8.1 We will ensure that employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances. A fully stocked first aid kit and trained first-aider will be available at all times whenever COSHH substances are being used. Details of first aiders will be clearly displayed at appropriate locations. Where there is no readily available clean running water, eyewash solutions will be provided.

9. Storage

- 9.1 We will ensure that safe storage (lockable where appropriate) is provided for substances being used.
- 9.2 All substances will be stored as per manufacturers' recommendations, including the use of bunded stores/tanks where required.

10. Disposal

- 10.1 We will ensure that all substances hazardous to health are disposed of in accordance with local environmental requirements and MSDS information and that the appropriate clean-up equipment and PPE is made readily available as necessary.

11. Employees Duties

- 11.1 All employees will be shown a copy of this Policy and will be required to comply with it at all times.
- 11.2 All employees are to report any accident; misuse; or risk from the use, handling or storage of substances to the Operations Manager.
- 11.3 Any employee who feels unwell or ill after having been exposed to any hazardous substance is to report this to the Operations Manager.

12. Monitoring and Review

- 12.1 It is the responsibility of all managers and supervisors to monitor the implementation of this policy and to ensure the effective implementation of any control measures contained in COSHH risk assessments. This policy will be reviewed at least annually.

13. Review

- 13.1 This policy will be reviewed annually in May or sooner if there are changes in legislation or best practice.

Implementation Date: 1 May 2024

Review Date: May 2025

John Wright
Proper Officer (Chief Executive)
May 2024