
Health and Safety Policies and Procedures

CoSHH

1. Introduction

This policy sets out how *[company name]* will comply with the general requirements of the Health and Safety at Work etc. Act 1974 and the more specific requirements of the Control of Substances Hazardous to Health Regulations 2002 (CoSHH).

[company name] use chemicals and other hazardous substances during the course of their work. In order that employees and other people who may be affected by exposure to these substances are protected, *[company name]* will comply with the general requirements of CoSHH.

For the purposes of this procedure, hazardous substances include:

- Those that are classed as being dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (known as CHIP). Many commercial chemicals display a hazard warning label on the packaging in the form of an orange square with a black symbol¹.
- Biological agents directly connected with the work activity (or if the exposure is incidental to the work, for example a poorly maintained air conditioning system).
- Any kind of dust if the levels exceed those set out in the CoSHH regulations. There are exposure limits for all respirable dusts.
- Any other substance that may be hazardous to health but is not covered by CHIP, including some gasses, medicines, pesticides or chemicals produced by chemical reaction.

2. Procedure

A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer.

[name / position] will review the MSDS to ensure they remain current, usually at the same time as reviewing the main CoSHH assessments.

2.1 Assessment of risk

[company name] will ensure all products which fall into the CoSHH regime are subject to assessment.

Assessments will be conducted by *[insert names or position of the person or persons who will be doing them]* with advice and input from others as necessary.

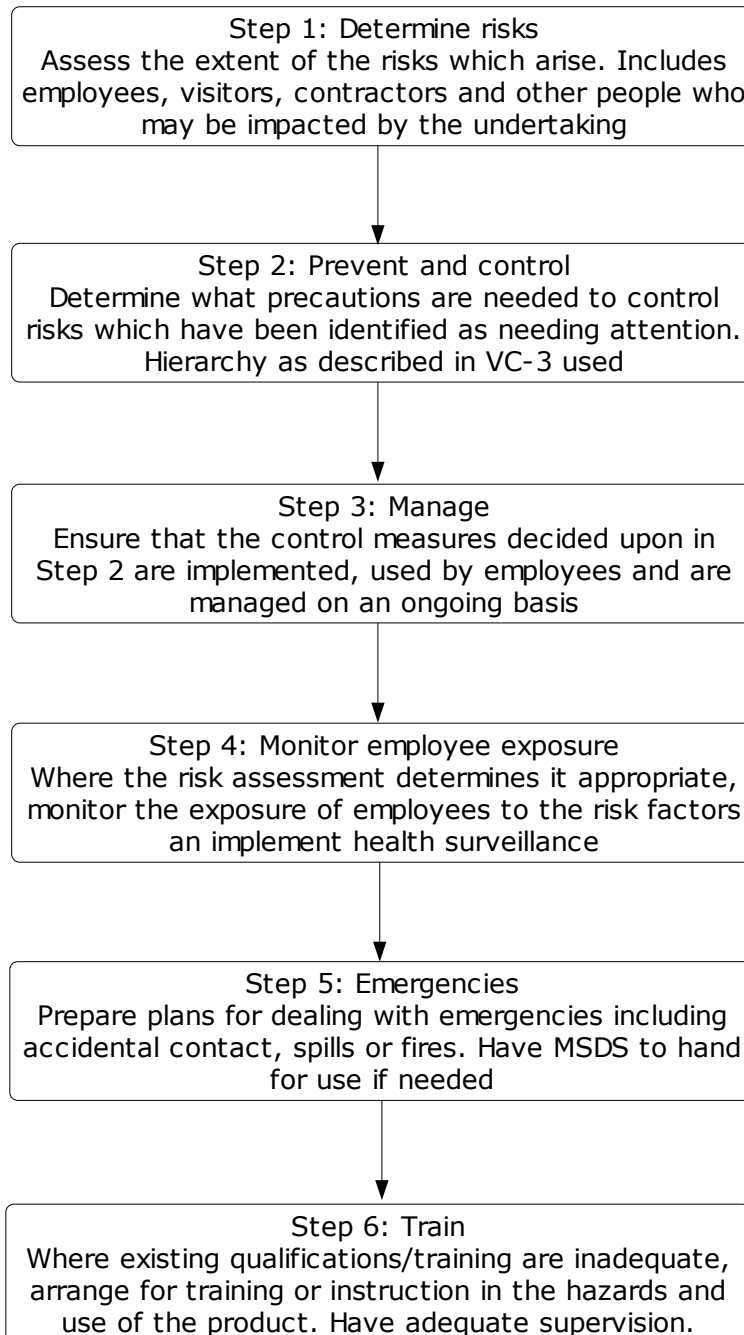
Assessments will be conducted using the current CoSHH Assessment Form template.

Assessments will be conducted in accordance with the following programme:

1 *CoSHH excludes those labelled as flammable*

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2.2 Storage and use of hazardous material

All hazardous materials will be stored in secure ventilated areas.

Care will be taken to ensure that in the event of a spill hazardous mixing does not occur, for example the mixing of a bleach with an acid.

Hazardous material stores will include spill containment and where they are a dedicated room, will not have drainage installed or any drains present will be covered and sealed unless in use. Where hazardous materials are stored in cabinets, etc. any nearby drains will be sealed when not in use.

Spill containment materials such as absorbent granules, socks, etc. will be stored by the hazardous materials for use in the event of a spill.

2.3 Maintenance of systems

[company name] will arrange for periodic inspections and maintenance of all ventilation systems used a minimum of every 14 months.

The inspection and maintenance visits will be recorded.

CoSHH assessments will be reviewed annually unless there is reason to believe they are no longer valid such as an accident taking place, a process or material being changed, etc. Date of review will be recorded on the assessments.