	COSHH Policy and Procedure
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## **Control of Substances Hazardous to Health (COSHH) Procedure.**

### **Purpose and Scope**

The purpose of this procedure is to define the process for the identification and management of substances hazardous to health to comply with the COSHH Regulations 2002 (as amended). The aim of this procedure is to ensure that sufficient controls are in place to prevent injury and ill health to employees and others from hazardous substances during normal, abnormal and emergency operations. This procedure applies to all Structural Repairs business activities.

### **Responsibilities**

#### Directors

Has overall responsibility for the health, safety and wellbeing of individuals at Structural Repairs. This includes providing necessary resources for COSHH Controls/PPE

#### All Staff

All staff are responsible for complying with all training and briefings given surrounding the control of substances hazardous to health (COSHH) including PPE. All staff must also report any near misses, accidents and spillages to their Supervisor or Manager.

#### HSE Consultant / Directors

The HSE consultant and/or the Director/s are responsible for:

- Undertaking an annual COSHH Risk Assessment and identifying controls required
- Reporting near misses, accidents, incidents and resource requirements to the board of Directors
- ensuring that all hazardous substances on site have been subjected to a COSHH assessment, with records maintained.
- Briefing and training all staff on the controls associated with hazardous substances
- Undertaking an annual review of all COSHH assessments and associated safety datasheets (SDS)
- Updating COSHH files in hard format around the site


#### First Aiders

Responsible for giving first aid as required and referring to COSHH Assessments for advice on first aid measures.

#### Spill Trained Personnel

Responsible for clearing up spillages and referring to COSHH Assessments for advice PPE and disposal.

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**COSHH Risk Assessment**

An annual COSHH risk assessment is to be undertaken for the whole site, identifying harmful substances produced from processes/ tasks and the controls required to prevent ill health and injury. All assessments must be undertaken by trained personnel.

**COSHH Assessments and safety data sheets (SDS)**

In addition to the COSHH risk assessment, separate COSHH Assessments are to be undertaken for each harmful substances/activity. Below is an example list of activities at Structural Repairs that could be harmful if adequate controls are not in place.

- property maintenance services
- Painting and decorating
- Home removals and storage
- Window cleaning and gardening

Where they exist, SDS must be obtained for all hazardous substances from the manufacturer so that COSHH assessments can be completed. Existing COSHH assessments must be reviewed annually and the manufacturer contacted to check that the SDS held is the latest revision. Where there are any changes to the process/activity then the COSHH assessment must be reviewed sooner to ensure that the controls are still adequate.

**New or amended product / manufacturing Process**

When there is a new product to be brought into business for use, the HSE Officer must be made aware so that any new or existing COSHH assessments are reviewed for the new process to ensure that adequate controls are in place.

**Emergency situations**

If there is a hazardous substance spill, spill trained personnel are on site to deal with the issue. All spill trained personnel must refer to the COSHH assessment to ensure that they wear the correct PPE to prevent injury/ill health. The COSHH Assessment also identifies how the waste spill is to be safely disposed of in accordance with Environmental Legislation.


Should anyone be exposed to a hazardous substance, trained first aiders are on site to deal with the emergency. The COSHH assessment identifies the first aid measures to be undertaken and when medical attention is required. All first aiders must ensure that they also adhere to the precautions for first aiders in the SDS to prevent them experiencing injury from an exposed individual. After an accident, a review is to be undertaken to ensure that the controls in place are adequate.

**DOCUMENTATION**

All COSHH Assessments are detailed on a register, with the COSHH Assessment number and hard copy file location.

**TRAINING**

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All staff which use/are near hazardous substances will be trained in the adequate use and maintenance of controls/PPE.

All staff are required to sign for PPE allocated to them and trained in its correct use, storage and maintenance.

Signed – *Neil Smuts*

Date: 24.05.2024

Name: Neil Smuts

Date of Review: 24.05.2025