



TOLLCROSS
housing association

Control of Substances Hazardous to Health (CoSHH) Policy

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Policy Created	July 2015
Date of Last Review	28 th January 2019
Date of Current Review	31 st January 2022
Date of Next Review	October 2025
Reviewed By	Management Committee

CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	NA
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

1. Policy Statement

As an Employer, Tollcross Housing Association is required to control the exposure of staff to hazardous substances in the course of their working activity.

The Association's overall responsibility is to provide a safe working environment for all of its employees, and ensure they are appropriately and adequately trained.

2. Scope

This policy has been drawn up to give Association employees support and guidance relating to Control of Substances Hazardous to Health (COSHH) Regulations and will deal with all COSHH Substances utilised within the organisation and other areas outside of the Association where Association employees may work.

3. Definitions

The COSHH 2002 Regulations, as amended define a hazardous substance as follows:

- Hazard; 'in relation to a substance, means the intrinsic property of that substance which has the potential to cause harm to the health of a person, and 'hazardous' is construed accordingly'.
- Risk; 'In relation to the exposure of an employee to a substance hazardous to health, means the likelihood that the potential for harm, to the health of a person will be attained under the conditions of use and exposure and also the extent of that harm.

4. Regulations

4.1 CoSHH Regulations

The CoSHH Regulations 2002, as amended require the Association to ensure the following:

- Provide a written assessment regarding risks to health caused by exposure to a hazardous substance.
- All reasonable steps have been taken to minimise employee's exposure of the substance.
- That exposure to COSHH substances is kept below the Maximum Exposure Limit and any specified Occupational Exposure Standard as published in EH40
- All reasonable steps have been taken to eliminate or reduce the risk and find an alternative substance.
- Health surveillance has been introduced where required.

Although many potential hazardous substances are used on a daily basis that may present a negligible risk, others will require adequate monitoring and surveillance and all must come within the remit of the COSHH regulations.

4.2 European REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Regulations

The European REACH Regulations require the following be adhered to:

- Suppliers provide (or the Association request) “Safety Data Sheets” (SDS) for all products containing hazardous substances. This will be for all products containing hazardous substances used by the Association.
- Association shall follow recommended handling procedures, control measures or personal protective equipment (PPE) requirements, as stipulated by the manufacturer/supplier.

5. Equalities

- 5.1.1 An Equality Impact Assessment (EIA) has been carried out when preparing this policy. In line with good practice the completed EIA will be published alongside the Control of substances hazardous to Health Policy.
- 5.1.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.
- 5.1.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

6. Responsibilities

6.1 Employees

All employees are expected to take reasonable care to ensure the safety of themselves, their colleagues, patients and the public at all times. Therefore all members of staff are expected to comply with Association Policies and Procedures, which are provided for their protection.

All employees are expected to participate in appropriate training relevant to CoSHH Risk Assessments and inventory.

6.2 Health and Safety Administrator

- Produce a written assessment of any CoSHH substance.
- Make SDS available to all staff and visitors to premises.
- File SDS from suppliers alongside the assessment.
- Review COSHH as part of the annual general risk assessment and forward a copy of the findings to the Health and Safety Board
- Keep a record of all risk assessments; copies of the risk assessments should be forwarded to the Health and Safety Board. The Health and Safety Board should be advised of any problems arising from the risk assessment.

6.3 Health and Safety Board

The Health and Safety Board will provide support and guidance to the Chief Executive, Directors, Line Managers, the Health and Safety Administrator and employees.

7. Personal Protective Equipment

Where personal protective equipment is required as part of a COSHH assessment, refer to Personal Protective Equipment Procedure for further information.

8. Monitoring and Compliance

Adherence to this policy will be monitored by the Association Health and Safety Board. All changes to the policy will be discussed and endorsed through the Association's Management Committee.

9. Legislation & Guidance

Control of Substances Hazardous to Health Regulations 2002, as amended.

10. Policy Review

This policy shall be reviewed at least every 3 years or earlier, if required by changes in legislation or deemed necessary by Management Committee.