

POLICY AND PROCEDURE



Solihull
Life
Opportunities

Health & Safety Control of Substances Hazardous to Health (COSHH)

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Category: staff and volunteers

Introduction

Under the Control of Substances Hazardous to Health Regulations 1999 Solihull Life Opportunities is required to make arrangements to prevent or control the exposure of its staff and volunteers to all substances which may affect their health.

The Regulations apply to substances classified as being very toxic, toxic, harmful, corrosive, sensitising or irritant under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994.

The emphasis must be on prevention of any exposure by eliminating the use of the harmful substance and where this is not possible by substituting a less harmful substance.

Policy Statement

- SoLO shall take all reasonable steps to ensure that the exposure of staff, volunteers and visitors to substances hazardous to health is prevented or controlled to within statutory limits
- risks in the use of hazardous substances shall be assessed and appropriate means of control introduced as necessary
- where necessary, appropriate personal protective equipment shall be provided
- the results of risk assessments and safety information on substances shall be brought to the attention of staff as appropriate

Policy Name: Health & Safety: Control of Substances Hazardous to Health (COSHH)
Organisation: Solihull Life Opportunities
Date policy issued: April 2008 Approved by: SoLO Board of Directors Date: April 2008
Amended Approved by: SoLO Board of Directors Date:

1

Next Review Date: April 2010

Pages in this document - 3

Guidance

Responsibility

The overall responsibility for the SoLO COSHH Policy and Guidance rests with the Board of Trustees, delegated to the CEO.

The person with specific delegated responsibility for implementing and monitoring the Policy and Guidance - ensuring that hazardous substances are controlled by appropriate means, that the risks posed by substances are assessed and that staff using such substances are trained and supervised as appropriate – is the designated Health & Safety Officer with regard to office premises, or the Project Manager with regard to individual Projects.

In order to ensure that the COSHH Policy and Guidance is maintained, all staff and volunteers must:

- Comply with any safety instructions and directions issued by SoLO
- Take reasonable care for their own health and safety and that of other persons (e.g. other employees, members of staff or volunteers)
- Co-operate with the management of SoLO to ensure that the aims of the Policy and Guidance are achieved and any duty of requirement imposed is complied with
- Report and co-operate in the investigation of all accident or incidents that have led or may lead to injury
- Report any potential risk or hazard to the appropriate person.

Arrangements

All responsible parties (i.e. Project Managers, or the Health & Safety Officer, will:

- Create and maintain an inventory of all substances hazardous to health used or stored within the SoLO office premises, or on Project, in the form of a COSHH Register
- Where necessary, ensure that manufacturers' safety data information sheets are obtained which specify the chemical content, hazards, controls, precautions, first aid measures, and any other considerations relating to the use, transport, storage or disposal of the substance
- Carry out risk assessments of substances hazardous to health which shall be recorded on a COSHH Risk Assessment form
- Investigate the possibility of eliminating a hazardous substance altogether or substituting a less hazardous alternative
- Where necessary, instruct and inform staff and volunteers in the use of personal protective equipment

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2

Next Review Date: April 2010

- Make available to staff and volunteers the COSHH Register, including risk assessment reports and safety data sheets
- Control the introduction of new substances into work areas through pre-purchase assessments and only introduce new hazardous substances if no alternative is available
- Apply an appropriate level of supervision to inexperienced staff or volunteers when they are using hazardous substances and ensure that they are aware of first aid provision

Records

The following COSHH records shall be maintained:

- Register of hazardous substances
- COSHH risk assessment reports
- Training records relating to hazardous substances

Linked with the following policies:

- Health and Safety Policy

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3

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Pages in this document - 3