

**COSHH Control of Substances Hazardous to Health (COSHH) Regulations 2002 Policy** (Risk Assessment needed.)

The Directors at The Teignbridge Community Project are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The Directors have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in The Teignbridge Community Project, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

**COSHH**

Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) requires employers to: assess the risks that arise from the use of hazardous substances. This will include any arrangements to deal with accidents, incidents or emergencies, such as those resulting from serious spillages.

**COSHH Policy Statement of intent**

We understand the importance of protecting the health and safety of all our employees, clients, support workers, customers, vulnerable adults and children attending the setting. This policy has due regard to the related statutory legislation, including but not limited to the following:

• Health and Safety at Work etc. Act 1974

• Control of Substances Hazardous to Health Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002, state that every employer should prevent the exposure of substances hazardous to health, to their employees. Where exposure cannot be prevented, employers should ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures. In accordance with these regulations, we have created this policy to ensure that all adult team members are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at our setting.

**The main aims of this policy are:**

• To assess the risk of hazardous substances used in The Teignbridge Community Project’s premises and the impact they may have on health.

• To implement appropriate control measures in order to manage identified risks.

• To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.

• To regularly monitor the extent to which adults and children are exposed to hazardous substances and conduct health surveillance where necessary.

• To provide training for employees on the hazards, risks and precautions needed for effective control.

**Definitions: Hazardous substances:**

For the purpose of this policy, a hazardous substance is a substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment. There are many examples of hazardous substances which can cause ill health, including:

• Substances used directly in activities, e.g. cleaning agents, adhesives and paints.

• Substances generated from activities, e.g. fumes.

• Naturally occurring substances, e.g. grain dust.

• Biological agents such as bacteria and other micro-organisms.

Material Safety Data Sheet (MSDS): For the purpose of this policy, an “MSDS” is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer, and indicates whether a substance is classified as hazardous.

**Roles and responsibilities:**

The Directors at The Teignbridge Community Project are responsible for:

• The day-to-day implementation of this policy and ensuring that all adult team members are aware of their roles and responsibilities, as well as the necessary control measures they need to undertake.

• Ensuring that adult team members receive effective COSHH training.

• Ensuring that, where possible, the use of hazardous substances is avoided.

• Conducting risk assessments where the use of hazardous substances cannot be avoided and ensuring effective control measures are in place.

• Providing less harmful alternatives, where possible, for hazardous substances which must be used.

• Ensuring that an up-to-date record is kept of all hazardous substances which are used in the setting, and that these are clearly labelled.

• Providing safe storage and disposal arrangements for hazardous substances.

• Purchasing personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with the Health and Safety Policy. • Ensuring that health surveillance is undertaken where necessary.

• The evidencing of Management Monitoring schedules.

**Other adult team members are responsible for:**

• Familiarising themselves with this policy and the procedures they must follow.

• Using all hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer’s instructions, including the required control measures.

• Using PPE when necessary and reporting any damage to the Directors at The Teignbridge Community Project.

• Attending COSHH training sessions.

• Making themselves available for any health surveillance and reporting any health and safety concerns to the Directors at The Teignbridge Community Project.

• All cleaning products to be kept in a locked cupboard not accessible to children or vulnerable adults.

• All cleaning products are to be labelled and in their original containers.

• Cleaning gloves are provided for employees to use.

• Gloves are to be used when administering first aid

• Gloves are to be used when cleaning bodily fluids

• Should a child or vulnerable adult ingest a hazardous product, first aid must be administered and advice sought (call 111). An accident/incident form must be completed.

Following an incident of a child ingesting a hazardous product, an investigation

should take place, learning opportunities identified and recommendations made to improve practice. Notifications should also be made to report the incident and any actions taken.

**Appointed People**

***Appointed people*** should be made known to staff, volunteers and clients alike; as the designated people to whom concerns should be addressed. **The appointed people at The Teignbridge Community Project are:**

**Colette Palmer Contact number: 07790930938**

or **Anna Lofthouse Contact number: 07445158419**

Reviewed: 2024

Next Review: 2026

**Important Information:**

Please ensure employees are aware and read this policy prior to commencing employment at The Teignbridge Community Project. Paper copies are available.

Employees must sign the Policy Training Schedule once they have read and understood this policy.

Employees must refresh on their knowledge of this policy, every 12 months. Thank you.

*Signed:* ……………………………………………………………………….. *Date:* ………………..

**Anna Lofthouse, co CEO, The Teignbridge Community Project**

*Signed:* ……………………………………………………………………….. *Date:* ………………..

**Colette Palmer, co CEO, The Teignbridge Community Project**