

Control of Substances Hazardous to Health Policy

HS03

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: []

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 15: Premises and equipment	Domestic, clinical and hazardous waste and materials must be managed in line with current legislation and guidance.

Key Lines of Enquiry

KLOE	How this applies to COSHH
Safe	It is essential to the safe operation of our service that substances hazardous to health are handled in the correct way.

Related Documents

This policy should be read in conjunction with our:

- CM09 - Clinical Waste Policy
- HS07 - Personal Protective Equipment Policy
- HS08 - Risk Assessment Policy

Policy Statement



Policy Aims

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to COSHH. By implementing COSHH guidelines thoroughly and fully the organization aims to protect staff who come into contact with hazardous substances as part of their work.

Such 'hazardous substances' include:

- Substances or mixtures of substances classified as dangerous to health under the current CLP Regulations.
- Any substance which has been assigned a maximum exposure limit or occupational exposure standard (as listed in the Health and Safety Executive's publication EH40—Occupational Exposure Limits)
- Substantial concentrations of airborne dust
- Harmful micro-organisms

Careville Ltd shall take appropriate measures to protect employees, service users and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of Careville Ltd.

Careville Ltd shall do all that is reasonably practicable to comply with the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** (as amended) together with any other regulations referred to in the COSHH Regulations.

For the purpose of this policy, a substance hazardous to health refers to any substance (including preparations) as defined in the COSHH Regulations.

Categories

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. The CLP hazard pictograms are very similar to those used in the old labelling system and appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single substance.



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Oxidising (Symbol: flame over circle)



Corrosive (Symbol: Corrosion)



Acute toxicity (Symbol: Skull and crossbones)



Hazardous to the environment (Symbol: Dead tree and fish)



Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)



Serious health hazard (Symbol: health hazard)



Gas under pressure (Symbol: Gas cylinder)

These categories appear under the CLP Regulations. Should any material require health surveillance, the PCT shall ensure that all employees are notified who works with or near these substances.

Responsibilities

Managers and Supervisors must:

- Identify all substances requiring a COSHH Assessment and will undertake such Assessments following suitable training.

- Decide what precautions are needed before starting work with hazardous substances.
- Ensure that all potentially affected employees are informed about relevant COSHH Assessments and that control measures are used and maintained properly and that safety procedures are followed.
- Ensure that any new substances are assessed if required and that all relevant employees are made aware of the Assessment.
- Ensure that COSHH Data Sheets and Assessments are circulated to the appropriate individuals, maintained in secure files and copied to the Health and Safety Advisor at Geneva Health International (or the Registered Manager in respect of Homecare and Home Nursing services).
- Ensure that Assessments are reviewed as required.
- Ensure that appropriate measures for dealing with spills are drafted and made available to all concerned.
- Ensure any spills are recorded in the accident/incident book.
- Dispose of clinical waste in an appropriate manner- in line with our Disposal of Clinical Waste policy.



Key Question: What Control Provisions need to be considered when dealing with hazardous substances?

- Elimination
- Substitution
- Controlled exposure by mechanical/engineering means
- The use of Personal Protective Equipment (PPE)
- The use of Personal Protection Equipment (PPE) is always the last resort and must be suitable and sufficient for the task.



Key Points to Take Away

- Careville Ltd shall take appropriate measures to protect employees, service users and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of Careville Ltd.
- Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment.
- Managers and Supervisors must decide which substances require a COSHH assessment and what precautions need to be taken.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director