



The Control of Substances Hazardous to Health- (COSHH)
Policy and Procedure

Notice to employees using a paper copy of this policy
The company Policies folder holds the most recent version of this document and
all employees must ensure that they are using the most recent guidance.

Document Control

Document Name	The Control of Substances Hazardous to Health- (COSHH) Policy
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Purpose	Libertatem Healthcare believes that staff and the people we support should be as safe as possible from the threat of harm through coming into contact with chemicals or other dangerous substances and that the best way to ensure this state of safety exists is to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
Compliant with CQC Regulation	12
Approval Date	03.07.2019
Publication Date	03.07.2019
Review Date	June 2022
Distribution	All staff

Version Control

Version	Date	Amended by	Comments
V1.0	Feb 2017	Jonathon Short	New document implemented
V2.0	08.11.2017	Karen Hodgkinson	Reviewed and updated
V3.0	26.06.2019	Karen Hodgkinson	Reviewed, document and version control standardised

Contents

Subject	Page Number
Outcome	4
Scope	4
Purpose of this document	4
Aim of the Policy	4
COSHH policy	5
Appendix 1 CLP Hazard warning labels	7

Outcome

Libertatem Healthcare group will secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances by assessing the risks to prevent or control any ill health effects or accidents arising from activities involving substances hazardous to health.

Scope

This policy applies to all employees deployed by Libertatem Healthcare who provide a service to service users in their own home or an establishment.

Purpose of this document

COSHH stands for The Control of Substances Hazardous to Health Regulations 2002. The Regulations aim to protect people who come into contact with hazardous substances as part of their work. Under COSHH every employer must, by law, ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled to within statutory limits.

Libertatem Healthcare believes that staff and Service Users within the organisation should be as safe as possible from the threat of harm through coming into contact with chemicals or other dangerous substances and that the best way to ensure this state of safety exists is to comply with the law as set out in the *Control of Substances Hazardous to Health Regulations 2002* (COSHH).

Aim of the Policy

This policy is intended to set out the values, principles and practices underpinning Libertatem Healthcare's approach to COSHH. By implementing COSHH guidelines thoroughly and fully. Libertatem Healthcare aims to protect staff who come into contact with hazardous substances as part of their work. COSHH 2002 came into force on 21 November 2002 and replaced earlier Regulations dating from 1999.

Libertatem Healthcare recognises the introduction of European Regulation (EC) No 1272/2008 -The Classification, labelling and packaging of substances and mixtures (CLP) which came into force in January 2009. The CLP Regulation provides a harmonised classification and labelling of chemicals across the European Union and the United Kingdom. Appendix 1- has been prepared as an easy reference document for use by our staff to understand the new hazard labels in use on all packaging and help facilitate safe practice.

COSHH Policy

Training- The cooperation and assistance of all staff is of utmost importance to ensure safe practices are employed at all times. To help staff fully understand their role and ensure they are able to safely undertake their duties all staff will receive mandatory COSHH training which will be updated annually.

Assessment of risk-To ensure that the exposure of staff (or anyone else) in the organisation to hazardous or potentially hazardous substances is minimised and adequately controlled in all cases COSHH risk assessments will be undertaken. This will include regular assessments of the organisation's premises as well as assessments made during the initial health and safety assessment in the homes of people we support.

The COSHH risk assessment will follow a 5 steps process:-

- identify hazardous substances
- identify and assess the risk associated with those substances
- decide on the process/ safe system of work that is to be undertaken to control or eliminate the risk
- record the findings and subsequent actions
- keep the findings of risk assessments on file

All COSHH risk assessments should be based on the manufacturer's and supplier's safety guidance which accompanies all products.

The COSHH risk assessments will be reviewed annually or if any changes are identified or whenever there is a substantial modification to the work process required.

Safe Systems of work- All staff must ensure they familiarise themselves with the safe systems of work advised for each care environment and ensure any unsafe practices, any new hazards or any defects noted are reported to the management team to enable reassessment.

All staff will be provided with and must utilise the appropriate protective clothing or equipment as identified in the risk assessments.

All staff must ensure they are familiar with the hazard warning labels and must fully read the instructions prior to utilising any substance (see appendix 1)

All staff will ensure that substances are stored in their original container and must never decant substances into unlabelled containers.

All staff will ensure that substances are utilised as instructed by the manufacturer (this includes any dilution instructions)

All staff will ensure substances are stored as per manufacturer's instructions.

Health Surveillance

Health Surveillance of employees may be required to help prevent employees from health risks at work. Libertatem Healthcare will; where necessary; implement a health surveillance process where a risk has been identified. Where appropriate we will request health surveillance from an occupational health service practitioner. The results of assessment will be interpreted for each individual and work practices modified as required.

Any employee whose health status changes or feels that their health is affected by any exposure to substances in the work place must report their concerns to management to enable appropriate assessment to be undertaken.

Appendix 1

Labelling of containers

It is a legal requirement of the Classification, Labelling and Packaging of Substances and Mixtures (CLP) regulations to ensure that all substances supplied are correctly labelled.



Corrosive (Symbol: Corrosion)



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



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Gas under pressure (Symbol: Gas cylinder)



Serious health hazard (Symbol: health hazard)



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



Oxidising (Symbol: flame over circle)



Acute toxicity (Symbol: Skull and crossbones)

<http://www.hse.gov.uk/chemical-classification/labelling-packaging/hazard-symbols-hazard-pictograms.htm> [accessed online 07/11/2017]