

## Control of Substances Hazardous to Health (COSHH) Policy

<b>POLICY REFERENCE NUMBER</b>	RM04
<b>VERSION NUMBER</b>	2
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Some restructuring and updates
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<b>CONSULTATION GROUPS</b>	HSSC, Quality Committee, Risk Management
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<b>POLICY SUMMARY</b>
By implementing this Policy (and associated Procedure), the Trust will ensure that it complies with Statutory requirements under the Health and Safety at Work etc. Act 1974; the Control of Substances Hazardous to Health Regulations 2002 (amended) (COSHH); and the Classification, Labelling and Packaging of substances and mixtures (CLP) Regulations 2009. These require each organisation to properly control the exposure of persons to substances hazardous to their health

<b>The Trust monitors the implementation of and compliance with this policy in the following ways;</b>
By adopting this policy (and associated Procedure) the Trust can produce evidence that it has set out its organisational structure for the proper control of the exposure of persons to substances hazardous to health, and has provided guidance on the assessment requirements for managing that risk.

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is  
Executive Director of Strategy & Transformation**

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None

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**1.0 INTRODUCTION**

1.1. As part of its commitment to the provision of a safe place of work and a healthy working environment for all employees, clients, visitors, contractors, volunteers and those affected by, or involved in, the Trust's activities; the Trust will ensure that:

- Assessments of the risks to peoples' health created by work involving substances hazardous to health are undertaken (in accordance with Regulation 6 of the COSHH Regulations 2002);
- Exposure of employees to substances that might be hazardous to their health is prevented. Where it is not reasonably practicable to prevent exposure to a substance, the Trust will control the exposure by applying protective measures that are consistent with the risk assessment (in accordance with Regulation 7 of the COSHH Regulations 2002);
- The control measures it implements to comply with the above are used (in accordance with Regulation 8 of the COSHH Regulations 2002);
- Where a control measure is a physical control, that control is maintained in an efficient state, in efficient working order, in good repair and in clean condition (in accordance with Regulation 9 of the COSHH Regulations 2002);
- Where a control measure is a system of work and supervision, or another measure, the control will be reviewed at suitable intervals and revised if necessary (in accordance with Regulation 9 of the COSHH Regulations 2002);
- Exposure to hazardous substances in the workplace is monitored to ensure controls are adequate (in accordance with Regulation 10 of the COSHH Regulations 2002);
- Health surveillance, where it is appropriate for the protection of the health of employees, is undertaken (in accordance with Regulation 11 of the COSHH Regulations 2002);
- Suitable information, instruction and training is provided to people who may be exposed to hazardous substances (in accordance with Regulation 12 of the COSHH Regulations 2002) and in accordance with Approved Code of Practice (ACoP) 239.
- Suitable arrangements (including first-aid, information and where necessary drills) are implemented to deal with accidents, incidents and emergencies involving hazardous substances (in accordance with Regulation 13 of the COSHH Regulations 2002).

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### **2.0 DUTIES**

- 2.1. The associated procedure states the responsibilities of the Trust Board, Directors, Managers, Supervisors and all Staff for COSHH issues within the Trust. Whilst the Trust has made clear its commitment to promote Health and Safety and put in place appropriate structures and arrangements, it cannot work alone. All staff have a duty to take reasonable care for the Health and Safety of themselves, for that of the people around them, for the work environment, and for the buildings and equipment provided and must thus comply with this policy and associated procedure.

### **3.0 ASSOCIATED POLICIES**

- 3.1. The following statutory guidelines have been considered in the development of this policy and procedural guideline:

- Control of Substances Hazardous to Health Regulations 2002
- Health & Safety at Work etc. Act 1974 (HASWA)

- 3.2. A range of other Trust policies should be read in conjunction with this document, including but not limited to the following documents:

- Corporate Health & Safety Policy (RM01)
- Fire Safety Policy (RM02)
- General Workplace Risk Assessment Policy (RM11)
- Adverse Incident (including Serious Untoward Incident) Reporting Policy (CP3)
- Trust Risk Management & Assurance Framework
- Induction / Mandatory / Core Training Procedure (HRPG21)

**END**