

Heritage Care at Home Ltd

Control of Substances Hazardous to Health Policy

Policy reviewed and valid from: 01/01/20



Purpose and Scope

Heritage Care at Home Ltd recognises the importance of managing the risks associated with substances hazardous to health. This Policy establishes the framework within which such management can take place. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provides a legal framework to protect people against health risks arising from hazardous substances used or encountered at work. This Policy details Heritage Care at Home Ltd's approach to meeting its legal and moral obligations relating to hazardous substances.

Heritage Care at Home Ltd has a 'Duty of Care' to its employees and those who might be adversely affected by its activities, and must comply with the requirements of:

1. The Health and Safety at Work etc. Act 1974
2. The Control of Substances Hazardous to Health (COSHH) Regulations 2002
3. The Management of Health and Safety at Work Regulations 1999
4. The Personal Protective Equipment Regulations 1992
5. NHS compliance standards
6. Other relevant statutes/directives as they relate to substances hazardous to health.

The principles of this Policy are:

- To ensure, as far as is reasonably practicable, that no individual is exposed to avoidable risks to their health resulting from hazardous substances used or encountered through the activities of Heritage Care at Home Ltd.
- To ensure that the least hazardous substances are purchased and used within the organisation
- To ensure that COSHH Risk Assessments are carried out for all substances or groups of substances, to which a person may be, exposed as a result of the activities of Heritage Care at Home Ltd, before work commences which might cause such exposure.
- To ensure that reasonable steps are taken to prevent or control exposure to hazardous substances.
- To ensure that employees exposed to substances with known adverse health effects are identified to the relevant Department who will determine the requirement for health surveillance.
- To ensure that Information, Instruction and Training (IIT) will be provided for all employees on:
 - the hazardous substances to which they may be exposed,
 - the results of COSHH Risk Assessments,
 - the methods of controlling exposure,
 - the use of Personal Protective Equipment (PPE), and
 - The safe systems of work to be followed.

Definitions applied within this policy:

Employees are:

- Direct employees of Heritage Care at Home Ltd
N.B. COSHH does not apply to: drugs, lead, asbestos, and substances whose hazard is due to their explosive, radioactive, flammable, temperature (high or low) or high-pressure characteristics.
- Substances will be present in the working environment in many forms and concentrations. Substances are any natural or artificial materials, whether in the form of a solid, liquid, gas or vapour, including micro-organisms.

Responsibilities

Directors / Management Team will have overall responsibility for ensuring that this policy is effectively implemented. They will also:

- Assist in investigating incidents when requested to do so.
- Inform Infection Control of any reported incident relating to exposure to biological agents.
- Ensure that competent advice and support, in relation to health surveillance and ill-health issues arising from hazardous substances, are provided to those employees directly employed by Heritage Care at Home Ltd.
- Ensure that Managers are made aware of any relevant advice required to enable continued safe working practice.
- Advise the Health and Safety Department and Manager accordingly of any identified RIDDOR reportable diseases or ill health.
- Ensure that employees under their control receive Information, Instruction and Training appropriate to the nature of the risks they may face from hazardous substances.
- Ensure that appropriate Personal Protective Equipment is provided, for the control of any residual risk when all other control measures have been implemented, and that training is given in the correct use and application of the Personal Protective Equipment.
- Ensure that waste and spillages are dealt with in a safe manner

Employees

All employees will:

- Co-operate and assist with COSHH Risk Assessments as required, and bring to the notice of management, any changes in labelling, packaging or physical properties of substances they use at work.
- Attend for Health Surveillance when required, and are encouraged to participate in relevant vaccination programmes.
- Promptly report all incidents concerning the use, storage and disposal of hazardous substances, to Health & Safety, in accordance with the Policy and Procedure on the Reporting, Recording and Investigation of Incidents.
- Report any adverse ill health effects arising from exposure to hazardous substances to both the Health & Safety Department and the relevant Department.
- Attend training as required.
- Make themselves aware of and follow safe systems of work and control methods provided for their safety.