

Control of Substances Hazardous to Health (COSHH) Policy

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1. Introduction
2. Aims of the Policy
3. Definitions
4. Roles and Responsibility
5. Legal Implications
6. Review
7. Corporate Procedure

1.0 INTRODUCTION

- 1.1 This policy sets out the ways in which Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities as defined in the Control of Substances Hazardous to Health Regulations 2002.

2.0 AIMS OF THE POLICY

- 2.1 The aims of this policy are dictated by COSHH 'Hierarchy of Controls' which rank each control in its order of effectiveness, which are as follows:

- Elimination - get rid of the substance or process
- Substitution - change for something else
- Total enclosure - Cubical
- Partial enclosure - Screens
- Local exhaust ventilation- reduce dust and fumes
- Limit quantities of hazardous material - Process control
- Keep numbers of personnel exposed to a minimum - Procedural control
- Reduce the period (times and number) of exposures.
- Prohibit smoking, eating and drinking in contaminated areas.
- Provide adequate hygiene facilities.
- Suitable and sufficient warning signs.
- Safe storage and labeling of containers.
- Personal protective equipment - *always as a last resource*

3.0 DEFINITIONS

- 3.1 *Substances Hazardous to Health* are defined as any workplace substance (liquid, gases, powders, fibers, chemicals) which can be inhaled, ingested or come into contact with the skin or eyes and has

the potential to cause injury by way of its chemical, physical or toxicological properties or has the potential to harm the environment:

- a) Those substances specified as very toxic, toxic, corrosive or irritant in the Chemical (Hazard Information and Packaging for Supply) Regulations - CHIP 4 and associated amendments;
- b) A substance that has been given a maximum exposure limit (MEL) or an occupational exposure standard (OES);
- c) A micro - organism which creates a hazard to health;
- d) Substantial concentrations of dust; and
- e) Any substance not mentioned above which creates a comparable hazard.

3.2 *Material Safety Data Sheet (MSDS)*. This document is provided by the suppliers or manufactures of all substances and contains essential health and safety information about the substance. The information contained within the MSDS covers everything from the substance composition, emergency first aid requirements, storage requirements, what PPE to wear, spillage response etc.

4.0 ROLES AND RESPONSIBILITY

4.1 Chief Executive/Corporate Directors

Overall responsibility for the implementation of the policy rests with the Chief Executive and Corporate Directors.

4.2 Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.4 Managers/ Team Leaders/ Headteachers

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their sections.

4.5 Corporate Health & Safety Section

The Corporate Health & Safety Section will provide advice and guidance in order to ensure compliance with legislation and associated guidance.

4.6 Employees

All employees appointed to duties under this Policy and the associated Guidance shall receive adequate information, instruction and training in order to undertake those duties or to “use” the hazardous substances concerned.

5.0 LEGAL REQUIREMENTS

5.1 The following legislation contains direction relevant to this Policy and the associated guidance:

- The Health and Safety at Work etc Act
- The Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- The Personal Protective Equipment Regulations
- The Chemical (Hazard Information Packaging for Supply) Regulations.

5.2 The Corporate Health and Safety Section will provide guidance, advice and support about relevant legislation on request.

6.0 REVIEW

The operation of the policy will be the subject of periodic review.

7.0 CORPORATE PROCEDURE

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/00/01](#).