



COSHH Policy Statement

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1. General Statement

Handy Home Force acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees and clients to substances hazardous to health is prevented or at least controlled to within statutory limits.

Handy Home Force undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate Personal Protective Equipment [PPE] will be provided free of charge after consultation with employees and clients.

All employees and clients will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The implementation of this policy requires the total co-operation of all members of management, staff and clients.

The person responsible for implementing this policy will be Graham Stevens who will ensure:

- An inventory of all substances hazardous to health kept on site and at clients will be maintained, with appropriate hazard information.
- Formal risk assessment of hazardous substances and processes are to be carried out.
- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
- Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring.
- All employees, and others who may work in the affected areas, will be informed of the purpose and safe operation of all engineering controls.
- PPE will be used only as a last resort or as a back up measure during testing or modification of other controls.
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.
- Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.
- Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by the employees or clients General Practitioner.
- Employee health records will be kept of all exposures to substances hazardous to health .
- All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.



2. Procedures for Dealing with Health and Safety Issues

Where an employee or client raises a point related to the use of substances hazardous to health Handy Home Force will:

- (a) ensure that the hazard associated with the substance has been correctly identified
- (b) ensure that the assessment of the use of the substance is correct and up to date
- (c) ensure that the controls in place are adequate
- (d) correct any observed deficiencies in the control of the hazards
- (e) inform the employee or client, and his or her representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place those affected will be informed immediately.

3. Information and Training

Handy Home Force will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff, visitors and clients.

4. Safe System of Work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. Employees and clients will be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (eg PPE).

The following steps are to be taken to minimise the risk:

- (a) ensure hazard information is kept up to date
- (b) ensure assessments are reviewed annually and reassessed every three years or when material changes are made
- (c) ensure employees are trained in the nature of the hazards and use of control measures
- (d) ensure controls are maintained and monitored
- (e) ensure all documentation is comprehensive
- (f) encourage employees to report faults and problems.

SUMMARY POLICY STATEMENT

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The seven most important steps are:

- (a) identify the hazard
- (b) assess the risk
- (c) eliminate, prevent or control the risk
- (d) maintain and monitor the controls
- (e) monitor the health of the workforce
- (f) ensure assessments and controls are up to date
- (g) inform and train the workforce.

For further information please refer to the Government HSE website <https://www.hse.gov.uk/coshh/>

END OF POLICY