

Control of Substances Hazardous to Health Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V6.0	June 2021 HSS	Scheduled review	Facilities Supervisor	Biennially and as required
Related policies <p>This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:</p> <ul style="list-style-type: none"> • Accident Reporting and Recording Policy • Contractors policy • Control of Asbestos at Work Policy • COSHH - Control of Substances Hazardous to Health Policy • Display Screen Equipment Policy • Electricity at Work Policy • Emergency Procedures Bomb Threat Policy • Environmental Policy • Fire Safety Policy • First Aid Arrangements Policy • Legionnaires Disease Policy • Lone Workers Policy • Manual Handling Policy • Noise Control Policy • Personal Protective Equipment (PPE) Policy • Risk Assessment Policy • Stress at Work Policy • Visitors Policy • Waste Management Policy • Working at Height Policy • Fire Strategy Plan 				
External Reference <ol style="list-style-type: none"> 1. The Management of Health and Safety at Work Regulations 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students. 				

1. GENERAL STATEMENT

- 1.1. ICMP acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law
- 1.2. The person responsible for the implementation of this policy is the Head of Facilities.

2. POLICY STATEMENT

- 1.3. It is our policy to:
 - 1.3.1. Only use low hazard products akin to any household products and as such there is no requirement for hazardous substance assessment form. Data sheets on products used are kept alongside the chemicals in a locked COSHH locker.
 - 1.3.2. Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out. If hazardous substances are to be introduced the following will apply.
 - 1.3.3. Ensure those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
 - 1.3.4. Maintain records of all hazardous substances used or created on the premises and keep manufacturers' safety data sheets, where appropriate.
 - 1.3.5. Assess the risks to health from exposure to hazardous substances and determine the control measures needed.
 - 1.3.6. Record the assessments and review them periodically or when changes occur.
 - 1.3.7. Introduce effective control measures to ensure exposure to substances hazardous to health are eliminated or reduced to the lowest possible level.
 - 1.3.8. Monitor exposure to hazardous substances, and undertake an appropriate form of health surveillance, if necessary.
 - 1.3.9. Inform, instruct, and train staff about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.
 - 1.3.10. Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances and fulfil our legal duties in relation to statutory examinations, where required.