

**HEALTH & SAFETY POLICY: SECTION 2**

**COSHH PROCEDURES**

**Date: 1 October 2017**

**Review date:1 October 2018**

Omega Care Group procedures are informed by the requirements of the Control of Substances Harmful to Health Regulations 2012.

**The substances covered under the regulations include:**

1. Those substances which are very toxic, toxic or harmful. Those that are corrosive or irritant and substances that are sensitising.
2. Substances assigned Work Place Exposure limits.
3. Carcinogens, mutagens and teratogens.
4. Any microorganisms which creates hazard to health of any person.
5. Dust of any kind when present at substantial concentration in the air.
6. Any substance not mentioned above which creates a hazard to health.
7. Asphyxiates.

In the course of the work undertaken through Omega Care the majority of substances that fall under the COSHH Regulations will be cleaning materials and the impact of work carried out by contractors.

Examples of household products include: oven cleaner; pesticides; biocides and toilet cleaners.

Examples of contractor generated concerns include: plaster dust; sawdust; paints and cement dust.

Unit managers are responsible for:

1. Identifying all substances requiring COSHH Assessment and for undertaking such assessments.
2. Informing all staff regarding the outcome of any assessments.
3. Ensuring any new substances are assessed as required and all staff are made aware of the findings.
4. Ensuring Safety Data Sheets, as provided by manufacturer, are received, evaluated and maintained within the unit Health and Safety file.
5. Undertaking COSHH Risk Assessments and implementing appropriate control measures.
6. Ensuring all COSHH (and other cleaning materials) are secured within a rigid, locked and clearly labelled storage unit. This unit must not be accessible to young people.
7. Liaising with any contractor carrying out work within the unit and establishing and controlling any hazards generated through materials and substances used in the process.

The Health and Safety Officer will have oversight of all COSHH processes.

The use of Safety Data Sheets will provide support in developing the COSHH Risk assessment but are **not** sufficient on their own.

**Product and material labelling**

Since 2015 Global Harmonised Hazard Pictograms have been in place. These replace the old warning symbols system and all consist of a diamond shape with a red border. The pictograms are in black and centred on a white background.

**Hazard** **Pictogram**

1. Acute toxicity skull and crossbones
2. Flammable flame
3. Corrosive acid poured from test tube
4. Hazardous to the environment dead tree and dead fish
5. Health hazardous/hazardous to ozone layer exclamation mark (replaces X)
6. Serious health hazard head/torso split by hazard star
7. Gas under pressure gas cylinder
8. Explosive bomb exploding

Omega Care Group will manage issues around COSHH by:

1. Eliminating the use of hazardous substance wherever possible, this includes all bleach based products.
2. Where elimination is not possible, identifying and substituting a less hazardous alternative.
3. Undertaking effective COSHH Risk Assessments.
4. Implementing all relevant and appropriate control measures and ensuring conditions around use are safe.
5. Providing personal protective equipment where appropriate.
6. Operating a safe system of access and storage.
7. Disposing of hazardous materials safely, following local guidelines.
8. Maintaining effective recording systems, and ensuring the unit Health and Safety file is comprehensive and displays currency.

**COSHH Risk Assessments**

COSHH Risk Assessments follow the same pathway as generic Risk Assessments.

1. Identify and list all hazardous substances present. Examine packaging for information and warning symbols, and obtain Safety Data Sheet (from supplier), for any substance that may require a COSHH Assessment.
2. Identify who may be harmed and how. How, can include the substance being inhaled, swallowed (directly, or indirectly through contact with unwashed hands, for example) or absorbed. Combinations of substances may create further hazards, good practice would dictate minimising the number of substances in use.
3. Evaluate the risk - low, medium or high - and decide what precautions should be put in place to prevent or adequately control exposure.
4. Record the process and decisions made on the COSHH Risk Assessment form.
5. Ensure all relevant people are informed of outcomes.
6. Review the Assessment at agreed time scales and/or circumstance change and amend controls as necessary.

**COSHH RISK ASSESSMENT**

**Substance: Usage:**

**Safety data Sheet ref**:

**Completed By: Date:**

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| **Hazard** | **Who is at risk & How** | **Current Controls in place** | **Risk Rating Low/Medium/High** | **Further Action to control** | **Revised Risk rating** | **Review** |
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