###### COSHH Policy

will, at all times, protect their workforce from harm and in this instance put in place control measures to reduce the risk of harm when working with substances hazardous to health.

All COSHH assessments will be recorded on the appropriate form and filed in the Risk Assessment Manual retained by the Company.

The Company will ensure that copies of the COSHH risk assessments are relevant to the task are made available to all person being allotted a task prior to the commencement of work.

For this purpose, satellite copies of the Risk Assessment Manual will be maintained in each of the Company’s premises/ sites.

Responsibility for the maintenance of the satellite manual will rest with the person managing that site to whom the copy is issued.

The Company will maintain a register and library of Manufacturer’s Data Sheets, related to the products purchased by the Company.

##### Assessment

The Company will undertake the process of assessment for all substances which the Company may use, produce, or contact in the course of their undertakings to identify those substances which may cause harm to employees or others and to quantify those risks which are identified.

Specific substances may be covered by specific legislation, e.g. lead or asbestos, but these will be treated in the same manner as COSHH substances, with the additional requirements related to those substances.

The COSHH Regulations do not address the problems of fire or explosion.

Where possible, COSHH assessments will be generic, covering those substances which are encountered repeatedly and to which the exposure of employees and others does not vary significantly.

Supervisors or the employees undertaking the task will normally undertake the assessment from information supplied by the manufacturer, supplier or the Safety Adviser (M2 Safety Consultants Ltd).

COSHH assessments will be reviewed where there is significant change to substance or the employees’ potential exposure.

Where a COSHH assessment has been in force for two years, it will be reviewed to ensure its currency.

All significant findings will be recorded on the risk assessment.

##### Information and Instruction

All supervisors will ensure that those engaged on any task are familiar with the content of the COSHH assessment and where these assessment forms may be examined.

All supervisors will ensure that any person who is not a Company employee and who may be placed at risk of harmful exposure to the substance, is fully informed of those risks and the procedure for avoidance.

##### Significant Residual Risk

Where significant harmful exposure is assessed as remaining, despite control measures, then the assessment will be referred to M2 Safety Consultants Ltd for comment.

During the review period, the task will not proceed unless authorised by M2 Safety Consultants Limited.

Where the review finds the risk cannot be controlled to a level which is considered “not significant”, then the task will only be undertaken under the direct supervision of an appointed supervisor and will follow a method statement written specifically for that task and that situation.

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| **Signed on Behalf of:** |  |  |
| **Name (Print):** | Steven Callander |  |
| **Position:** | Director |  |
| **Signature:** | A black line on a white background  Description automatically generated |  |
| **Date:** |  |  |