

COSHH Policy

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Regulations:

Control of Substances Hazardous to Health Regulations 2002.

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1. Introduction:

This HND Children's Care Ltd Policy defines the precautions to be taken, and the arrangements in place, to ensure that substances used at the Home that are potentially hazardous to health are controlled within limits established by the C.O.S.H.H. Regulations, latest revision.

These substances will include the followings that are in every-day use:

- Detergents / washing powders / washing-up liquids / other cleansing agents.
- Antiseptics / disinfectants / other germicidal and biocidal agents.
- Oven cleaners / scouring powders / other kitchen materials.
- Pesticides / insecticides / rodenticides / other toxic pest control materials.
- Drain cleaners / wood preservatives / herbicides.
- Drugs and medicines.

2. Policy:

The responsibility for carrying out a planned programme of C.O.S.H.H. assessments will be that of a "Competent Person" appointed for the purpose as set out in the Management of Health & Safety at Work Regulations 1999. (This can be the manager or appointed delegate).

A register / log is kept of all hazardous substances used in the home. For each substance this



register will identify the following:

- Description of the substance.
- Location in the home where the substance is normally used.
- Location in the home where the substance is normally stored.
- Purpose of the substance.

For each substance on the Register there will be a copy of the Hazard Data Sheet ("Hazchem" Sheet) (Safety Data Sheet) kept on file, or a reference / link present regarding where this can be quickly found.

For each substance on the register an assessment is made of the likely hazards presented by the substance to the human body. This assessment will be made by the competent person and used to record all data and information gathered during the assessment. The assessment will focus upon the following elements if required:

- Persons using the substance, i.e., those at risk.
- Route of exposure to the body by the substance.
- Storage requirements, including special requirements.
- Method of use, e.g., duration of use, how often, methodology.
- Personal Protective Equipment required when using the substance.
- Maximum Exposure Limits, ref. HSE document latest edition.
- Occupational Exposure Standards, ref. HSE document, latest edition.
- Assessment of exposure risks.
- Requirements for action, and follow-up to ensure effectiveness of such action.

Where a significant risk is identified details are recorded on the Form. This Form also provides for recording follow-up checks to verify that preventive / corrective action has been completed and has been effective in reducing the risk to an acceptable level. This follow-up check will be carried out by the competent person and final sign-off of the form is required from the home manager.

END.