

# **West Oxford Community Association**

## **Policy on Control of Substances Hazardous to Health**

### **1. REGULATIONS RELATING TO COSHH**

West Oxford Community Association will do all that is reasonably practicable to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 1994.

### **2. STATEMENT OF INTENT**

The Community Association will take appropriate measures to protect employees, community centre users and other people who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with any work activity under the control of the Community Association.

### **3. DEFINITION OF A SUBSTANCE HAZARDOUS TO HEALTH**

The phrase "substance hazardous to health" refers to any substance (including preparations) which is:

- a) classified under the Chemical (Hazard Information and Packaging) Regulations 1994 (CHIP 2) as being: very toxic, toxic, harmful, corrosive or irritant;
- b) specified under CHIP 2 as having been assigned a Maximum Exposure Limit or an Occupational Exposure Standard;
- c) a biological agent;
- d) a dust of any kind, when present in substantial concentrations in air;
- e) a substance, not being a substance mentioned in paragraphs (a) to (d) above, which creates a hazard to the health of any person which is comparable to the hazards created by substances mentioned in those sub-paragraphs.

### **4. PRINCIPAL DUTIES UNDER COSHH**

The Community Association undertakes to:

- a) assess the risks to health from possible exposure to any hazardous substances in use;

- b) prevent or control exposure of employees and community centre users to substances hazardous to health;
- c) check that any control measures required are effective, used by employees and community centre users, and properly maintained;
- d) provide information, instruction and training for those handling hazardous substances.

## **5. RISK ASSESSMENT**

Work which exposes employees or community centre users to risk from substances hazardous to health is **prohibited**, unless a suitable and sufficient assessment of the risks created by that work to the health of employees or community centre users has been undertaken.

The purpose of risk assessment is to prevent or control exposure to substances hazardous to health. Assessments shall be undertaken on all processes involving the use of hazardous substances. Assessments shall be carried out by a competent person who is familiar with the relevant legislation and has a detailed knowledge of the process. The COSHH Risk Assessment must be undertaken in accordance with that used by the SST-CABS Risk Assessment Management System (RAMS).

## **6. CONTROL MEASURES**

Full use must be made of any control measure, personal protective equipment, or any facility provided in pursuance of these regulations. All equipment in use must be properly maintained and a defect in any equipment, which affects the control measure, must be rectified promptly.

## **7. INFORMATION, INSTRUCTION AND TRAINING**

The Community Association will ensure that employees and community centre users are given appropriate information, instruction and training about the risks of substances in use and the precautions to be taken.

## **8. DUTIES OF MANAGERS AND STAFF**

Line Managers must ensure that their staff are familiar with relevant safe handling advice and guidance, including, where appropriate, training, Risk Assessments and Substance Hazard Data Sheets, and that all appropriate protective measures are in place.

Staff must ensure that their community centre users are familiar with relevant safe handling advice and guidance, including, where appropriate, training, Risk Assessments and Substance Hazard Data Sheets, and that all appropriate protective measures are in place.

## **9. DUTIES OF EMPLOYEES**

Employees shall follow all safe working practices, guidelines and instructions and shall use any control measures in the correct manner and report promptly any defects discovered in any control measure, device or facility, or any item of personal protective equipment to their line manager.

Agreed 3/3/08