Title of Policy:	**Control of Substances Hazardous to Health**
Section:	**Health and Safety**

Purpose

Employees of Carers Choices may, on occasion have to use substances which, if handled incorrectly, may cause significant health problems. This policy outlines some of the risks, and the procedures which must be followed to reduce such risks to the minimum possible.

Statement

Some substances which are present, or used, in the workplace may be hazardous to health. These include chemicals, fumes, dusts and bacteria. Repeated exposure to hazardous substances can be linked to serious diseases that may take years to develop. Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure.

These measures should be checked periodically, to ensure that they remain effective. Control of Substances Hazardous to Health (COSHH) does not cover lead, asbestos or radioactive substances, because these have their own specific regulations. Labelling on medicines, pesticides and cosmetic products also has different legislation. The aim of this policy is to ensure, so far as is reasonably practicable, that exposure of employees while they are at work, and other people on our premises, and in the homes of Clients to substances hazardous to health is prevented or adequately controlled, and to comply with all relevant legislation, including the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)
- Personal Protective Equipment at Work Regulations 1992

Procedure and Guidance

To ensure that exposure to hazardous substances is prevented or adequately controlled, Carers Choices will:

- assess the risks from hazardous substances used or produced within the workplace
- introduce measures to ensure that exposure levels are kept to a minimum
- provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances
- inform employees of risks to their health from hazardous substances
- review this policy at least annually, or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- create a register of hazardous substances used or produced in any process
- use safety data sheets (SDS) to identify risk-control measures
- carry out specific risk assessments for all hazardous substances and relevant processes
- issue personal protective equipment where no other appropriate control measures are satisfactory
- carry out health surveillance or health monitoring, if appropriate
- ensure that no eating or drinking takes place near the areas where the hazardous substances are found
- provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment	Health and Safety at Work etc. Act 1974

	Management of Health and Safety at Work Regulations 1999 **Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)**

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden

Carers Choices
The White House, Kiln Road, Benfleet, Essex, SS7 1BU

| Telephone: 0300 3021212 | Email: care@carerschoices.org |
| On-Call: 01268 881139 |