



# COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH) POLICY

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Author	Issue Date	Version	Document Ref	Approved By	Approval Date	Next Review	Page i
L.Hancock	Feb 2024	V1.4	H&S-09	H&S Comm	Jan 2024	Feb 2026	

# DOCUMENT CONTROL

## Document Storage

Location: p:\ops team\central policies & procedures - development - word docs\h&s - health & safety policies\h&s-09 - coshh control of substances hazardous to health policy v1.4.doc

## Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

Version	Date	Author	Description of Changes
V1.2	July 2019	T Hood	Reviewed, no changes
V1.3	Feb 2022	S Barnes	Reviewed, no changes
V1.4	Jan 2024	H Ali / S Khan	Reviewed, No changes

## Approval

Version	Name	Position	Signature	Approved Date
V1.1	Badger Executive	Executive Team		4 Feb 2016
V1.4	S Khan	H&S Chair, Deputy CEO	<i>S Khan</i>	26/01/2024

## Glossary

Term	Description

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## 1 PURPOSE

To ensure that any substances used Badger are controlled in line with the requirements of UK legislation.

## 2 SCOPE

All Badger treatment centres and offices.

## 3 REFERENCES

- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Protection of the health and safety of workers from the risks related to chemical agents at work EC Directive (98/24/EC)
- Approved classification and labelling guide. Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
- EH40 / 2005 Workplace Exposure Limits – HSE.

## 4 DEFINITIONS

- EH40 – HSE document that detail European exposure limits for substances
- MSDS – Material Safety Data Sheet, issued by the supplier by law. Details all risk and precautions that need to be observed when using a substance
- WEL – Working exposure limit approved by the Health and Safety Commission for that substance in relation to the specified reference period.
- Substance hazardous to health means a substance (including a preparation) –
  - Which is listed in Part I of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is very toxic, toxic, harmful, corrosive or irritant;
  - For which the Health and Safety Commission has approved a workplace exposure limit;
  - Which is a biological agent;
  - Which is dust of any kind, except dust which is a substance within paragraph (a) or (b) above, when present at a concentration in air equal to or greater than –
    - 10 mg/m<sup>3</sup>, as a time-weighted average over an 8-hour period, of inhalable dust, or
    - 4 mg/m<sup>3</sup>, as a time-weighted average over an 8-hour period, of respirable dust;
- Which, not being a substance falling within sub-paragraphs (a) to (d), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

## 5 GUIDANCE

Hazardous substances can be present in the workplace in a variety of forms including solids, dusts, fumes, liquids, vapour, mists, aerosols and gases. They may present a risk to health by entering the body through inhalation, ingestion or through the skin. Hazardous substances include carcinogens and biological agents. Many products or substances used at work can be harmful, such as paint, ink, glue, lubricant, detergent and solvents. Ill health caused by these substances used at work is preventable. Many substances can harm health but, used properly, they almost never do.

Badger will ensure that the risks to employees or others are identified and suitable controls are implemented where necessary.

The following steps will be taken to ensure the risk of exposure to chemicals is effectively controlled;

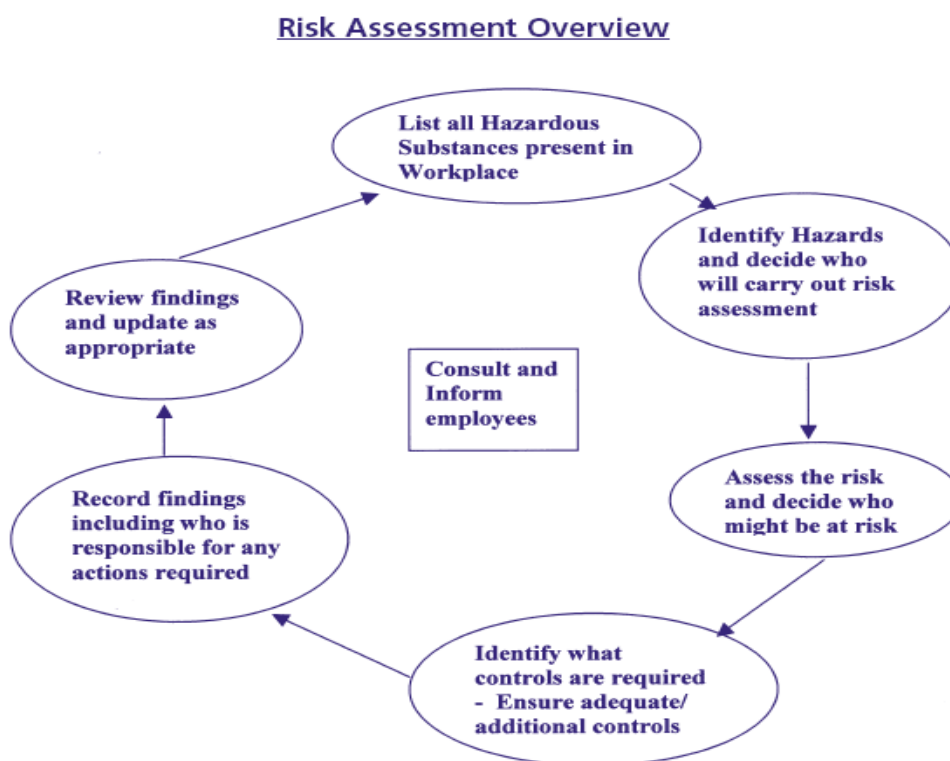
- Assess the risk
- Decide what precautions are needed

- Prevent or adequately control exposure
- Ensure control measures are used and maintained
- Monitor the exposure
- Carry out appropriate health surveillance (if required will be conducted by external consultants)
- Prepare plans and procedures to deal with accidents, incidents and emergencies
- Ensure employees are informed, trained and supervised.

Not all steps may be required controls will be identified on the COSHH assessment.

## 5.1 Assessing the Risk

Badger will adopt the following approach to ensure the risk is effectively assessed;



**COSHH assessments will be conducted by the health and safety coordinator in conjunction with a substance user.**

Risk assessments should consider;

- The use, handling, generation, release etc. of hazardous substances
- Who might be affected and likely exposure level / extent
- The nature of exposure (breathing in, swallowing, skin absorption etc.)
- Current measures to prevent or control exposure - and effectiveness thereof
- Accidental leakage, spillage or release
- Cleaning and maintenance operations.

Controls will be applied in the following order if possible;

Eliminate the use of the harmful substance

1. Use a safer product
2. Change any processes to emit less of the substance
3. Enclose the process so the substance does not escape
4. Extract emissions of the substance near the source
5. Have as few workers in harm's way as possible
6. Provide Personal Protective Equipment (PPE).

The risk assessment must be reviewed regularly and straight away if;

- There is any reason to suspect that the risk assessment is no longer valid
- There has been a significant change in the work to which the risk assessment relates
- The results of any monitoring carried out show it is unnecessary.

## 5.2 Controlling Exposure

Badger will ensure that any control measures including:

- Plant and equipment, including PPE, must be maintained in an efficient state, in efficient working order and in good repair and in clean condition.
- Systems of work and supervision or any other measure must be reviewed at suitable intervals and revised if necessary.

## 5.3 Monitoring & Health Surveillance

If deemed necessary during assessment and / or one of the substances is listed in schedule 5 of the regulations Badger will ensure that monitoring and / or health surveillance is conducted in order to:

- Ensure that workplace controls are sufficient
- Ensure that employees are not experiencing any negative effects.

## 5.4 Training

Badger will provide training to:

- Employees who are required to complete COSHH assessments as part of their duties
- Employees who may be exposed to any substances included in the COSHH regulations.

The training will provide sufficient knowledge and understanding to ensure employees can undertake their duties safely.

Advice can be sought from the health and safety manager about what training is adequate.

## 5.5 Emergency Procedures

It is unlikely that Badger will have any substances that require emergency procedures.

If required, arrangements to deal with accidents, incidents and emergencies will be established where significant risks exist. This extends to employees and persons who are on the premises where work is being carried out. Information on the procedures and systems required must be made available to the relevant accident and emergency services by including the information with the roll call information. Emergency procedures will be modified for the site to ensure the emergency services receive this information.

Usually emergency procedures would only be needed for substances that are listed in the rear of the regulations. This can include some highly toxic, corrosive and environmental pollutant products.

Specific elements of control for high risk products are;

**Guidance:**

1. Prevent exposure by elimination or substitution
2. Enclose or cover containers
3. Use closed and clearly labelled containers
4. Plan processes and systems of work to minimize the generation of, or suppress or contain, spills, leaks, dust, fumes and vapours
5. Provide adequate levels of general ventilation
6. Ensure appropriate maintenance procedures are in place
7. Minimise the quantities of hazardous substances stored and used.
8. Restrict the number of persons in areas of potential contamination.
9. Ensure washing facilities (including showers where applicable) are maintained
10. Ensure walls and other surfaces are regularly cleaned
11. Use suitable signs to indicate areas of potential contamination
12. Ensure that substances can be stored, handled, used and disposed of safely
13. Ensure all necessary PPE is used and maintained in an efficient state
14. Risk assessments must be reviewed when no longer valid or where there is a significant change
15. Exposure monitoring where necessary (e.g. air monitoring)
16. Health surveillance where necessary
17. Ensure arrangements are made for accidents, incidents and emergencies.