

FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several large, overlapping, rounded shapes in various colors: orange, pink, red, brown, green, olive, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others.

COSHH Policy

www.family-care.co.uk

COSHH Policy

Implemented/Reviewed: September 2026

Date of Next Review: September 2027



1. About this policy

Family Care Group is committed to the minimisation of the risks associated with the use of hazardous substances in our workplace at all times.

We will achieve this by putting in place a number of risk control measures in accordance with the hierarchy of control, as follows:

- Elimination of hazardous substances where reasonably practicable
- Substitution with less hazardous alternatives
- Engineering controls (e.g. local exhaust ventilation)
- Administrative controls (safe systems of work)
- Personal Protective Equipment (PPE) as a last resort

Our first consideration will always be to eliminate the use of hazardous substances wherever practicable. If this can't be achieved, then all reasonable steps will be taken to find hazardous substances that are less hazardous.

Before any new hazardous **substance is introduced**, a **documented COSHH risk assessment will be completed and approved prior to its use.**

2. What the Law Requires

Use of hazardous substances in all workplaces is governed by the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** (COSHH).

The regulations require us to:

- Assess the risks from hazardous substances
- Prevent or adequately control exposure
- Ensure control measures are used and maintained
- Monitor exposure where appropriate (including compliance with Workplace Exposure Limits (WELs) as defined in EH40)
- Provide information, instruction and training
- Undertake health surveillance where required
- Prepare plans and procedures to deal with accidents, incidents and emergencies

Where applicable, the company will also comply with:

- **GB CLP Regulation** (Classification, Labelling and Packaging)
- **UK REACH Regulation**
- **Environmental Protection Act 1990** and **Hazardous Waste Regulations 2005**

3. Roles and Responsibilities

3.1 Board of Directors

The Board of Directors has overall responsibility for ensuring appropriate arrangements are in place for the management of hazardous substances across Family Care Group.

3.2 Managers

Managers must:

- Ensure COSHH assessments are completed and reviewed where required
- Maintain an up-to-date register of hazardous substances used within their service
- Ensure Safety Data Sheets (SDS) are available for all hazardous substances
- Ensure hazardous substances are stored securely and in accordance with manufacturer guidance



- Ensure staff receive appropriate information, instruction and training
- Monitor compliance with COSHH requirements and take corrective action where necessary

3.3 Employees

Employees must:

- Follow COSHH assessments and safe systems of work
- Use control measures and PPE as instructed
- Store hazardous substances correctly after use
- Report any defects, spillages, incidents or concerns to their manager
- Co-operate with any training or monitoring arrangements

Failure to comply with these requirements may result in disciplinary action.

4. Company Procedures

It is company policy that the following procedure will be adopted by all staff having responsibilities for the purchase and safe use of hazardous substances on all company premises.

4.1 Information and Safety Data Sheets (SDS)

Prior to the use of any hazardous substance, adequate information must be obtained. This information is found on Safety Data Sheets (SDS), which must be provided by the supplier or manufacturer of the hazardous substances.

If a new hazardous substance is required for use on our premises, an SDS must be obtained before the hazardous substance is purchased for the first time.

4.2 COSHH Risk Assessments

All hazardous substances used on our premises will be subject to a **formal COSHH risk assessment**.

- Assessments will identify hazards, exposure routes, and required control measures
- Assessments will be recorded and reviewed at least annually or when there are significant changes
- Substances with higher hazard classifications will require enhanced control measures

4.3 Control of Substances

For any hazardous substance with low hazard properties, implementation of the control measures stated on the SDS will normally be sufficient.

For higher hazard substances, managers are required to source less hazardous alternatives wherever possible. Where this is not possible, effective control measures must be implemented.

Hazardous substances must not be mixed unless specifically authorised within the SDS and assessed as safe.

4.4 Storage and Labelling

The company will provide proper storage facilities based on the properties of the hazardous substances used.

- Storage arrangements will follow SDS guidance
- Incompatible substances will be stored separately
- Flammable substances will be stored in appropriate containers/cabinets
- All substances must be correctly labelled in accordance with CLP regulations
- Decanted substances must also be labelled appropriately

Managers will be responsible for the regular review of all storage arrangements.



4.5 Register of Hazardous Substances

A register of all hazardous substances and associated COSHH assessments will be maintained and kept up to date.

4.6 Disposal

All hazardous substances will be disposed of in accordance with:

- SDS guidance
- Environmental legislation including the Environmental Protection Act 1990 and Hazardous Waste Regulations 2005

4.7 Spillage and Emergency Procedures

Spillage must be dealt with in accordance with the SDS.

In addition:

- Suitable spill kits will be provided where necessary
- Employees must follow emergency procedures in the event of exposure
- Incidents must be reported in line with company accident reporting procedures

4.8 Contractors

Contractors working on company premises must provide suitable COSHH assessments for any hazardous substances they bring on site and comply with company procedures.

4.9 Employees Responsibilities

Every employee is expected to give their full co-operation to the company with regard to any controls in place that ensure the safe use and storage of hazardous substances on site.

All safe systems of work must be followed at all times.

Where PPE is required, employees must:

- Wear PPE as instructed
- Maintain and store PPE correctly

Any refusal to follow these instructions will render the employee liable to disciplinary action.

Employees are also expected to bring any concerns to their manager or supervisor.

5. Staff Training

The company will provide information, instruction and training to all staff in the safe use and handling of hazardous substances.

Further training will be given when required, for example upon:

- Introduction of new hazardous substances
- Changes to working practices

6. Health Surveillance

Where the risk assessment identifies potential exposure to substances that may cause ill health, appropriate **health surveillance** will be implemented in line with COSHH requirements.

7. Monitor and Review

The company will monitor the effectiveness of this policy by carrying out regular safety audits covering:

- The use of hazardous substances
- The maintenance of control systems
- Compliance with Workplace Exposure Limits where applicable
- The adherence by all staff to safe working practices
- The provision of information to employees

- The storage and labelling of hazardous substances
- Contractor compliance

