

# FamilyCare

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An abstract graphic composed of several large, overlapping, organic shapes in various colors: pink, red, orange, brown, green, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others. The overall effect is a vibrant, multi-colored composition that fills the lower two-thirds of the page.

## COSHH Policy

[www.family-care.co.uk](http://www.family-care.co.uk)

# COSHH Policy

Implemented/Reviewed: July 2025

Date of Next Review: July 2026



## 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. 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. If this cannot be achieved, the risks will be controlled by the introduction of measures such as local exhaust ventilation. Personal protective equipment (PPE) will only be issued where no other effective means of controlling the hazard are available. Before any new hazardous substances is introduced, a risk assessment will be undertaken 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 2004) (COSHH). The regulations require us to reduce the risks from the use of hazardous substances at work and to introduce control measures to manage any remaining risks. COSHH also requires the company to train employees to use hazardous substances safely and to monitor the effectiveness of all control measures. COSHH also requires the company to store hazardous substances in such a way that ensures they are safe and avoids the risk of fire, explosion and environmental damage.

## 3. 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.

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 of the hazardous substances. (Supermarkets carry copies of SDS for all cleaning products they stock on their websites). If a new hazardous substance is required for use on our premises, a SDS must be obtained from the supplier before the hazardous substance is purchased for the first time. Where necessary, further information is available from the supplier and other resources such as the HSE website.

All hazardous substances used on our premises will be assessed. For any hazardous substance with low hazard properties this will be a straightforward exercise. Implementation of the control measures stated on the SDS will be sufficient. For high hazard substances, such as any with potential serious effects, managers are required to source less hazardous alternatives if at all possible. Where this is not possible, sound, effective controls will be required. Hazardous substances should not be mixed with another unless specifically authorised in the SDS and this should be assessed to ensure that no adverse reaction could occur. The SDS will provide information on incompatible hazardous substances. The importance of this procedure cannot be overstated as even some everyday cleaning hazardous substances can cause a serious reaction (even an explosion) if they are mixed.



The company will provide proper storage facilities based on the properties of the hazardous substances used. The correct storage information will be obtained from the SDS. Special arrangements will be made where flammable liquids and hazardous substances hazardous to the environment are used. Managers will be responsible for the regular review of all storage arrangements.

It is the policy of the company that all hazardous substances will be disposed of in accordance with the guidance given on the SDS. Spillage must be dealt with in accordance with the information from the SDS.

## **4. 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 the safe system of work requires that PPE is worn all employees are expected to comply fully by wearing and correctly maintaining and storing the PPE in accordance with the manufacturers and company instructions. 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. These concerns will be dealt with promptly and should any further action be required, the employee raising the concern will be kept fully informed as to any course of action intended.

## **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, e.g. on the introduction of new hazardous substances or new operating procedures. All training will be delivered in a practical form to ensure that the hazards and controls are clearly understood.

## **6. Monitor and Review**

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

- The use of hazardous substances
- The maintenance of control systems
- The adherence by all staff to safe working practices
- The provision of information to employees
- The storage of hazardous substances
- The safe working procedures of contractors