



COSHH (Control of Substances Hazardous to Health) Policy

1. Introduction

The Aylesham Parish Council is committed to ensuring the health, safety, and welfare of its employees, contractors, and visitors by preventing or controlling exposure to hazardous substances. This policy outlines how the Council will manage the risks associated with substances that may be hazardous to health, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended.

2. Purpose

The purpose of this policy is to:

- Ensure a safe working environment for employees and others who may be affected by hazardous substances.
- Minimize the risk of harm from exposure to hazardous substances in the workplace.
- Comply with legal requirements for the control of hazardous substances.

3. Scope

This policy applies to all staff, contractors, members and visitors working within Aylesham Parish Council's office premises, Aylesham House. It covers all substances used in the office environment, including cleaning agents, paints, and any other chemicals or materials that could pose a risk to health.

4. Definition of Hazardous Substances

Hazardous substances can include:

- Chemicals used in office cleaning products.
- Printer toners and inks.
- Pesticides and other maintenance chemicals.
- Fumes, dusts, or vapours that may be generated during office activities.

Hazardous substances can cause harm through inhalation, skin contact, or ingestion. These substances can cause short-term or long-term health effects.

5. Responsibilities

- **Employer (as a body, Aylesham Parish Council):** The employer is responsible for ensuring that appropriate control measures are in place to protect employees from exposure to hazardous substances. This includes providing adequate training,

personal protective equipment (PPE), and ensuring that COSHH assessments are completed and reviewed regularly.

- **Manager/Responsible Person:** The person in charge of managing health and safety within the Council's offices will ensure that all procedures are followed, and risk assessments are reviewed regularly.
- **Employees:** Employees are required to follow all safety guidelines, report any hazardous incidents or conditions, use personal protective equipment when required, and cooperate with risk assessments and safety training.

6. Assessment of Risks

A comprehensive risk assessment will be carried out for each substance used in the office environment that may present a hazard to health. The assessment will cover:

- Identification of the hazardous substance.
- Potential health effects.
- The likelihood of exposure.
- Current control measures.
- Recommended control measures, including PPE and ventilation.
- Emergency procedures in case of exposure or spillage.

Risk assessments will be reviewed annually or when there is a significant change in procedures or substances.

7. Control Measures

The Council will ensure that suitable control measures are implemented to reduce the risk of exposure to hazardous substances. These may include:

- **Substitution:** Replacing hazardous substances with less hazardous alternatives where possible.
- **Engineering Controls:** Using equipment such as ventilation systems to control the level of exposure.
- **Personal Protective Equipment (PPE):** Providing staff with appropriate PPE, such as gloves or masks, when handling hazardous substances.
- **Safe Handling and Storage:** Ensuring that hazardous substances are safely stored and clearly labelled, with Material Safety Data Sheets (MSDS) readily available.

8. Training and Information

All employees will be provided with training on the safe handling of hazardous substances. This includes:

- Understanding COSHH regulations.
- Identifying hazardous substances in the workplace.
- Knowing how to read and interpret labels and MSDS.
- Understanding emergency procedures in case of exposure or spillage.

Training will be provided as part of the employee induction and on a regular basis thereafter.

9. Emergency Procedures

In the event of an emergency involving hazardous substances, the following procedures should be followed:

- **Spillage:** In case of a spillage, employees should use the appropriate spill containment measures, such as absorbent materials, and report the incident to the responsible person.
- **Exposure:** In case of exposure, employees should immediately follow first aid procedures, which will be outlined in the substance's safety data sheet and seek medical attention if necessary.
- **Fire:** In case of fire, evacuation procedures should be followed immediately, ensuring that suitable fire extinguishers are available.

10. Review and Revision of the Policy

This policy will be reviewed annually to ensure its effectiveness and relevance. Changes to substances, procedures, or regulations will be incorporated into the review process. Employees will be notified of any changes and provided with updated training where necessary.

-End of Policy-

Chair Signature	Print Name	Date
Officer Signature	Print name	Date
Date of policy adoption		
Review Date		