

Duncan Private Hire COSHH Policy statement

The COSHH Regulations are intended to prevent workplace disease resulting from exposure to hazardous substances for all persons at work and others who may be affected by such work

Basic occupational hygiene principles are followed by the regulations which introduce a control framework by requiring an adequate assessment of the risks to health arising from work activities associated with hazardous substances;

- The introduction of adequate control measures
- Maintenance of the measures and equipment associated with them
- Monitoring the effectiveness of the measure and the health of employees

Using hazardous substances can put people's health at risk. The level of harm may range from minor irritation to death

They can include:

Substances used directly in work activities e.g. latex, cleaning agents, glues, paints and naturally occurring substances e.g. blood, bacteria

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant

- **For example:**
 - Household washing up liquid doesn't have a warning label but bleach does - so COSHH applies to bleach but not washing up liquid when used at work however, a COSHH assessment may still be undertaken if considered necessary by the person undertaking the assessment

It is important that all of Duncans staff follow basic Health and Safety advice such as; keeping cleaning materials out of the reach of all clients/transport users. Staff should ensure that, when handling any cleaning materials the latex gloves and aprons provided must be worn. Staff must inform the Manager immediately of any adverse reaction to any substances used, so that alternative chemicals can be sourced or the manufacturer informed. All staff should request a resupply of stock as and when required.

COSHH Risk assessment

The COSHH Regulations require an assessment of risk to be undertaken for hazardous substances. As Duncans use locally purchased, of the shelf products, there is no requirement for additional assessments. A manufacturers Safety Data Sheet (SDS) for the Springfresh product used is available on request

Training

Staff will be informed during their induction process the correct procedure for handling cleaning products.

Staff may also undergo Health and Safety formal training sessions

Manager's signature: *Clark Ferguson*, 04 Jun 2019