



**Somerset  
Council**

# **HS08 Health & Safety Hazard Substances Policy**

<b>Organisation</b>	Somerset Council
<b>Title</b>	HS08 Hazardous Substances Policy
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<b>Owner</b>	The Health and Safety Service
<b>Protective Marking</b>	Official - Unclassified
<b>Primary Legislation</b>	<a href="#"><u>The Control of Substances Hazardous to Health Regulations 2002</u></a>

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## Policy on a page

Somerset Council (SC) has a duty to protect its employees and others from the risks of ill health as a result of being exposed to hazardous substances. Such substances include chemicals, dusts and fumes (further examples included in HSG08 Hazardous Substances Guidance).

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires employers to assess and control the risks arising from hazardous substances in the workplace; this policy explains how we do this.

In order to comply with the above, this policy provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Employees, and Volunteers.**

## Key Messages

- 'Hazardous substances' includes not only those substances used directly in work activities (e.g. cleaning fluids, adhesives, paints), but also substances generated during work activities (e.g. fumes from soldering and welding), and naturally occurring substances (e.g. grain dust).
- All hazardous substances require a COSHH risk assessment to be completed for them.
- All employees should be provided with user friendly information and appropriate training on the nature of the hazardous substances they work with.
- This policy does not refer to asbestos, lead or radioactive substances, which have their own set of regulations.

**This "policy on a page" is a summary of the detailed policy document please ensure you read, understand, and comply with the full policy.**

# Responsibilities

## Somerset Council will:

- Ensure that engineering controls are properly maintained and monitored by planned preventive maintenance and that their performance is monitored to ensure continued effectiveness.
- Ensure that where health surveillance is required, qualified professionals are engaged to carry out this requirement.
- Keep employee health records of all exposures to substances hazardous to health for a minimum of 50 years.
- Consult with employees and their representatives regarding the implementation of the above.

## The Health and Safety Service will:

- Audit compliance with the policy.
- Provide advice, training, and guidance on compliance with this policy.
- Regularly review the policy to ensure that it is current.
- Consult with the regulatory authorities.
- Monitor Health and Safety Activity reports relating to data from the COSHH app.

## Managers will:

- Identify substances that may be harmful.
- Ensure that no new substances are introduced into the workplace without prior assessment.
- Appoint competent persons to carry out COSHH risk assessments and to advise on the control of risks.
- Ensure that assessments are completed on all operations involving potential exposure to substances hazardous to health, and that appropriate control measures are taken.
- Ensure that control measures written on COSHH risk assessments are implemented.
- Provide all employees with user friendly information and appropriate training on the nature of the hazardous substances they work with.
- Inform employees about any monitoring and health surveillance results.
- Ensure that appropriate monitoring and health surveillance arrangements are identified.
- Ensure that all hazardous substances are safely stored.
- Consult with employees and their representatives regarding the above steps.

## COSHH Assessors will:

- Seek first to eliminate hazardous substances or substitute them to reduce their risk.
- Produce suitable and sufficient COSHH risk assessments where elimination or substitution is not practicable. Schools complete the [HS F08](#) assessment form and corporate users fill in the COSHH assessment app within the [Safety Portal](#).
- Recommend control measures that are proportionate to the risks posed by that substance.
- Consider the hierarchy of controls, only recommending personal protective equipment (PPE) once elimination, substitution, engineering and administration controls have been considered.
- Carefully assess the type and use of PPE according to manufacturers' instructions.
- Monitor and regularly review the effectiveness of arrangements in controlling the risk from hazardous substances.
- Revise COSHH assessments where appropriate and discuss the results with the relevant manager.
- Keep records of the above.

## Employees will:

- Comply with the findings of relevant COSHH risk assessments and any supplementary guidance.
- Use any protective equipment provided in the appropriate manner.
- Return equipment after use to any storage place.
- Report any defects in procedures, protective equipment, or plant.
- Attend medical examinations at the appointed time and give any information about their health as may be reasonable.
- Undertake any training deemed necessary.

## Managers of contractors will:

- Make contractors aware of this policy and any other factors that may affect the contractors' assessment.
- Ensure that a written risk assessment has been undertaken where hazardous substances are to be used.
- Monitor the contractor to ensure that any control measures identified by their assessment have been implemented.
- Advise contractors of any risks to them from SC activities, in the areas they are working, where the risk assessment has indicated a hazard.

## Contractors will:

- Undertake a written risk assessment where hazardous substances are to be used.
- Implement any control measures, including emergency procedures, identified by the assessment to provide adequate information, instruction, training, and supervision to their staff.

## Governance Arrangements

### Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

### Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

<b>Responsible</b>	Health and Safety Service
<b>Accountable</b>	Chief Executive
<b>Consulted</b>	JNF Union Group, Health, Safety and Wellbeing Steering Group HSWSG
<b>Informed</b>	All members, employees, volunteers & 3rd parties (on request)

## Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

## Version History

Revision Date	Author	Version	Description of Revision
19/02/2016	Fiona Packer	V1.0	Draft copy
01/04/2016	Fiona Packer	V2.0	Final Revision
01/09/2016	Fiona Packer	V3.0	Final Revision
01/03/2018	Fiona Packer	V4.0	Amended to reflect B-Safe (new H&S management system) & new links to OH assist
18/12/2019	Julie Rutter	V5.0	Amended to reflect change to OH provider, CLP regulations, updated links and minor text amendments
	Pam Price	V6.0	Changes to COSHH assessment form (schools) & COSHH assessment app (corporate)

## Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation and chair of HSWSG	Alyn Jones	
HR Committee	Committee	