

SDM Holdings Ltd COSHH Statement and Process

Purpose

SDM HOLDINGS Ltd accepts that some work activities may involve the limited use of some hazardous substances which have the potential for harming health.

This procedure will outline the steps required to reduce the risks as far as possible, and where the risks cannot be reduced and/or controlled provide information on a safe system of work.

Scope

All staff, individuals we support and volunteers who will come in contact with chemicals or substances as defined below.

Definitions

A substance that is hazardous to health is simply any substance or mixture of substances (a preparation) which can cause, or has the potential to cause, damage to health.

Hazardous Substances are classified as:

- Very toxic;
- Toxic;
- Harmful;
- Corrosive;
- Flammable;
- Explosive;
- Sensitising or irritant;
- Carcinogenic, mutagenic or teratogenic;
- Biological agents;
- Substantial quantities of dust.

The key words are hazardous to health – and there will be chemicals and substances in use that are not significantly hazardous e.g. washing up liquid, soap and general domestic products.

Legislation

This procedure is written with reference to The Control of Substances Hazardous to Health 2002 (COSHH).

Process

When dealing with substances it is important to be aware they have the possibility to cause harm.

All substances must be purchased from a reputable supplier and be in their original containers (with the original label) which must have safety labelling or safety information (usually on the back of the bottle) and be legible and clear. Substances must not be decanted into other containers marked or unmarked.

Only domestic quantities“ of substances should be stored and be in use at any one time.

Compiling an Inventory

Within services and offices hazardous substances may be used as part of normal work activities e.g. cleaning materials, photocopier toner etc. An inventory must be kept in each site containing each type (not necessarily quantities) of substances used or handled.

The Risk Assessment (see Appendix 1) will easily double up as the inventory as all the chemicals in use will be listed.

If possible try to reduce the amount of chemicals used in each workplace i.e. make use of “multi-purpose” cleaning agents as much as possible.

This stops staff and individuals over buying and creating stockpiles of different substances.

Checklist for Hazardous Substances

If the materials are hazardous consider whether they are actually required.

If the material is required, consider whether there are less hazardous forms (e.g. non-bleach cleaning products).

Ensure that workers are aware of the precautions to be followed

for:

- Using the substance;
- Storing the substance;
- Disposing of the substance;
- What to do if an individual or member of staff adversely come in contact with the substance e.g. inhalation, splashes or ingestion.

Risk Assessment

Each hazardous substance identified should be subject to a Hazardous Substance Risk Assessment and must not be used where there is no assessment in place.

Hazardous substances must be kept in a lockable facility where there is the potential risk of an individual or member of staff being harmed by such substances.

Staff must be aware that certain substances do not mix well with others and can create a dangerous situation, direction must be followed for each substance in use.

If there are no or insignificant risks i.e. limited domestic products in small quantities used safely- there may be no need for a detailed risk assessment advice should be sought from the Quality Manager.

Any risk assessment that is carried out will include:

- Details of the Product Group: This is the generic grouping, for example, “solvent based paints” information about the product can be found on the container or from the Manufacturers Safety Data Sheets (MSDS);
- Date of Assessment: The assessment must be up-to-date and for most substances a review is required at least every year. For highly hazardous materials (that HAVE to be used) it is likely that assessments will be reviewed and revised more frequently;
- Hazard Classification: The information on the label and safety data sheet indicates whether the material is toxic, flammable or an irritant. This gives an immediate indication of the intrinsic hazard associated with the product group.
- The classification allocated and all the other information should be applicable to the most hazardous materials in the generic grouping;
- Health Risks: Indicate the key risks to the health of staff and workers exposed to the material. For example - a product carrying the risk phrase "Irritating to eyes" should be matched by the applicable precautions, "Avoid contact with eyes".
- Awareness of concentrated" substances should also be highlighted – i.e. appropriate quantities/dilution etc;
- Current Control Measures: Any measures that must be in place to minimise the risk e.g. protective equipment, specific method of use, staff instruction etc.

Use of Hazardous Materials

Materials used at work should be treated with respect, care being taken to read warning labels on containers and any written advice provided in assessments. Any worker who feels that the use of a material is causing any health problems should report this to his/her manager as soon as possible.

If there is any suspicion that a worker may be affected by the use of a material at work, the appropriate manager may request that the worker should visit a General Practitioner.

Protective Equipment

Protective equipment should only be provided as a last resort where there are no other alternatives but to deal with the risk. Staff must use protective equipment specified in the assessment when handling hazardous substances e.g. wearing gloves when using oven cleaner.

Spillages

In the event of any spillage of any substance care should be taken to ensure this is mopped up immediately and the area made safe. Reference should be made to any specific instructions from the manufacturers with regards to spillages accidental or otherwise. There is a Spill Control Procedure in place as part of SDM Holdings Ltd Management System.

Signature/Realise Confirmation



26.07.24

Marc Chauveau
Managing Director



26.07.24

Nicola Peters
Quality & Compliance Manager