



# Skipton Town Council

<b>Policy Name:</b>	Control of Substances Hazardous to Health (COSHH) Policy
<b>Date of Last Review:</b>	15 <sup>th</sup> May 2025
<b>Version Number:</b>	1
<b>Responsible Officer:</b>	Estate Supervisor
<b>File Location:</b>	Estate Team Procedures
<b>Next Review Due:</b>	14 <sup>th</sup> May 2026
<b>Added to Policy Register:</b>	NO

## **1.0 Introduction and Context**

- 1.1 The Control of Substances Hazardous to Health Regulations is a legal framework for controlling the exposure of persons to hazardous substances arising from work activities. The Regulations set objectives in terms of standards of protection to be achieved and forms part of the wider legislation on the management of health and safety at work. The fundamental principles of good occupational health practices are the foundation of the Regulations and these require employers to make an assessment of risks to health which arise from exposure to hazardous substances in the workplace.

## **2.0 Aims & Objectives**

- 2.1 Skipton Town Council has a duty of care to its staff and will put in place sound practices to ensure that COSHH regulations are adhered to and that staff have the correct PPE and procedures to mitigate risk from harmful substances.
- 2.2 To fully meet the Council's Obligations under the Control of Substances Hazardous to Health (COSHH) Regulations 2002

## **3.0 Scope**

- 3.1 This policy will apply to all staff within the Council, it will apply whilst performing any duties that require the use of controlled substances regardless of location.
- 3.2 Primary responsibility for ensuring COSHH regulations are followed rests with the Council however the staff member must follow all direction given to them regarding COSHH procedures and ensure that the correct PPE is selected and worn whilst carrying out any task involving controlled substances. Failure to do so will lie with the individual and the Council will not be held liable for any injury or damage sustained as a direct result of failure to adhere to the clearly stated procedure.

- 3.3 Before choosing to use a controlled substance the individual must first consider whether a none harmful alternative can be deployed, however if this is not possible, a risk assessment will be carried out before commencement of the activity, careful consideration should be given to the effect the product will have on passers-by / biodiversity and wildlife in the vicinity of deployment. The individual must select the correct PPE and ensure that it is worn throughout the duration of use.
- 3.4 The Council will ensure that staff are familiar with Health and Safety policies and procedures in particular with relation to substances in use at work including the following:
- The risks
  - The controls
  - What to do in an emergency
  - The results of any monitoring
  - Where the COSHH assessment documents are kept.
- 3.5 The Council will ensure that stringent records are kept of COSHH deployment, storage location and data sheets for each controlled substance.

#### **4.0 Procedure**

- 4.1 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require risk assessments to be carried arising from the use of hazardous substances at work.
- 4.2 Once an assessment has been carried out, any identified control measures / precautions must be taken to minimise hazards and the risk.
- 4.3 The steps in complying with COSHH regulations are:
- establish inventory of all substances in use including their data sheets,
  - sort all substances into priority groups risk based high to low,
  - create COSHH risk assessments for each product in use.
  - Ensure simple documentation and guidance is available to all staff and easily accessible.

#### **5.0 The COSHH risk assessment**

- 5.1 The COSHH risk assessment should define the inherent hazards associated with substances used and detail all precautions to be taken to control the risk associated with its use.
- 5.2 A suitable record of all COSHH Assessments needs to be kept and a management system should be established which allows for the periodical review of the assessments to be made and for the implementation of any necessary changes.

5.3 The assessment should be adaptable to any new situations as they arise, e.g. a change in the substance used or the method used. When carrying out a COSHH risk assessment, actions should be considered in the following order:

- Elimination: COSHH Regulations state the most effective method of decreasing exposure. For example, could a water based product replace solvent based products?
- Substitution: If the substance cannot be eliminated could the same substance be used in a different form? For example, could a solid be used instead of a liquid etc?
- Change of Work Method: Could the method of work be revised to minimise risk to health?
- Change Work Patterns: Could job rotation or working times be looked at to reduce exposure?
- Isolation and Segregation: Could the hazardous substances be isolated to minimise exposure. This could include barriers or ventilation.

## **5.0 Related Documents (links to procedures etc)**

5.1 [COSHH Blank Risk Assessment](#)

5.2 [COSHH Regulations 2002](#)

5.3 Health and Safety Policy

5.4 [Health and Safety at Work Act 1974](#)

5.5 [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

5.6 [The Management of Health and Safety at Work Regulations 1999](#)

5.7 PPE Policy

5.8 [Personal Protective Equipment Regulations 2002](#)