

Low Farm Therapy Centre

CONTROL OF HAZARDOUS SUBSTANCES POLICY

Written by Nick Lo and Ruth Lo October 2015

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Low Farm Therapy Centre (hereafter known as 'the Centre') has a duty of care to staff, children/parents/carers attending the Centre, and visitors to reduce any risks from harmful substances that might put people's health at risk, and to comply with the Control of Substances Hazardous to Health regulations 2002.

Hazardous substances include those used directly in work activities (e.g. Adhesives, paint and cleaning agents) and naturally occurring substances (e.g. Excessive dust).

The Centre will do the following to comply with COSHH and to reduce any risk from the effects of hazardous substances.

Carry out risk assessments in all areas of the Centre, identifying any potentially dangerous substances.

Put into place any action required to reduce any risks and where possible remove the risk entirely.

Display and make available COSHH information sheets where substances are being used.

Lock away all substances in a ventilated and labelled cupboard. This will be checked as part of the daily risk assessment.

Make sure that all substances are properly labelled and in their correct containers.

Carry out training and inform employees of any risks associated with substances or actions.

Actively reduce the number of potentially harmful substances on site.

At risk areas:

These include cleaning cupboards which contain some potentially harmful substances.

These will be monitored and risk assessed.

Procedures:

The Director of Operations will be responsible for carrying out risk assessments on chemicals or activities that use chemicals or make dust. They will also be responsible for ensuring they have the appropriate COSHH data sheets for any chemicals or liquids and that these are available to all who might come into contact. They will also be responsible for ensuring safe secure storage.

Any accidents or spillages must be reported immediately to the Director of Operations. In the event of an accident advice should be sought using information from the COSHH sheets and appropriate first aid administered. The area should be made safe and 999 called if deemed necessary.