



Middleton Cheney Parish Council

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Responsible: Clerk/RFO	Adoption minute ref: 23/242
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Control of Substances Hazardous to Health

1.1 Policy

The Council recognises and accepts its responsibilities as an employer for the health and safety of its employees and other persons who may be affected by its activities that involve the use of hazardous substances as detailed within the Control of Substances Hazardous to Health Regulations of 2002 (COSHH).

The Council will take all reasonable steps to eliminate where possible the use of hazardous substances by substitution at purchase stage for less hazardous alternatives. Where this is not reasonably practicable the Council will investigate the possibility of using and storing reduced amounts of hazardous substances.

The Council will further adopt the policy of installing suitable and sufficient engineering controls to isolate hazardous substances from employees and members of the public.

All of these controls will be further enhanced by the development and use of area specific safe systems of work and by the provision and use of suitable personal protective and respiratory protective equipment when dealing with hazardous substances.

Full training will be given at all levels within the Council to ensure the correct operation of these systems and the correct selection and use of personal protective equipment within operational areas to offer adequate protection.

The use of certain hazardous substances may warrant the need for suitable surveillance which the Council will undertake.

1.2 Commitment

The active co-operation of all personnel is essential to achieve the desired safe operating conditions when dealing with hazardous substances.

1.3 Responsibilities

Clerk

- a) Will ensure there is an effective policy for the control and management of hazardous substances within the Council and that adequate resources are provided to meet the requirements of said policy.

- b) Will review the Council policy for the control and management of hazardous substances.
- c) Advise all relevant staff in order to assist them to fulfil their responsibilities as outlined within the Council Control of Substances Hazardous to Health Policy.
- d) Arrange and deliver suitable training to COSHH assessors and employees to enable them to fulfil their responsibilities outlined within this policy.
- e) Will assist in the selection and sourcing of reduced hazard material.
- f) Will ensure that the Council monitor the exposure levels of identified hazardous substances to ensure that workplace exposure levels are not exceeded.
- g) Will audit the storage, transportation and use of hazardous substances at least annually.
- h) Will ensure correct disposal procedures for hazardous substances are in place to ensure compliance with current legislation.
- i) Ensure that correct spillage and disposal procedures for hazardous substances are in place.
- j) Will ensure the Council monitor all emissions to atmosphere land and water associated with hazardous substances.
- k) Audit against the COSHH policies and procedures at least annually.
- l) Will develop and maintain the Council's Central COSHH Register
- m) Will ensure that all material data sheets for substances are promptly forwarded to the end user.
- n) Will advise COSHH assessors of any change of specification of hazardous substances that comes to their attention during the dealings with supplier.
- o) Will ensure that only minimum amounts of hazardous substances are purchased to facilitate normal operation conditions.
- p) Will ensure that all hazardous substances used have been suitably assessed by a competent COSHH assessor prior to introduction.
- q) Will ensure that all hazardous substances are stored correctly and in a safe manner.
- r) Will notify the end user of any new or updated material safety data sheets.

Assessors

- a) Will be nominated by the Clerk and will undergo suitable and sufficient training to fit them to their duties as assessors.

- b) Will decide if full COSHH assessments are required for substances used.
- c) Will complete COSHH assessments before any new substance is used/trialled for the first time.
- d) Will review the COSHH Assessments annually or when there has been any significant change.
- e) Will manage the day-to-day updates of the COSHH manual.
- f) Will forward COSHH assessments to the Clerk on completion.

Employees

- a) Will not use any hazardous substances they have not been trained for.
- b) Report the misuse of hazardous substances directly to the Clerk.
- c) Report all spillages directly to the Clerk.
- d) Will not use any hazardous substances unless they have been fully assessed by the COSHH assessor.
- e) Will use all controls and personal protective equipment as instructed in the COSHH assessment.

References

MCPC COSHH Procedure

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	Alan Youel	07-08-2023		Draft	