



Policy:	Control of Substances Hazardous to Health (COSHH)	Reference:	CSHSES0013
		Review Date:	05/2023

Purpose.

The purpose of this procedure is to ensure that hazardous substances, either brought onto site by SES Engineering (Newark) Ltd or any sub-contractor have been assessed in accordance with the COSHH regulations, by a competent person to ensure the risks to health from exposure, either by the user or other persons, are prevented.

Scope.

The procedure applies to all premises and sites under the control of SES Engineering (Newark) Ltd.

Definitions.

- Substance* Any natural or artificial substance whether in solid/liquid form or in the form of a gas or vapour.
- Substance Hazardous to Health* Any substance, including any preparation that is toxic, very toxic, harmful, corrosive, or irritant. Dust of any kind when present at a substantial concentration in air.
- COSHH Assessment Schedule* A controlled schedule held and maintained on site, which identifies COSHH assessments relating to substances hazardous to health on site.
- COSHH Risk Assessment* Means an examination by a competent person of a hazardous substance, to determine the risks to health that a substance may cause and to advise on the control measures to protect persons from the risk of exposure. (Ref: SES/005).

Procedure.

Using chemicals or other hazardous substances at work can put peoples' health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. Employers are required to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002. (COSHH).

A controlled COSHH Assessment schedule will be maintained on site, in which all assessments will be logged. COSHH is a useful tool of good management which sets 8 basic measures that employers, and employees must take:

1	Assess the risks	Assess the risks to health from hazardous substances used in or created by your workplace activities. (Ref: SES/005).
2	Decide what precautions are needed.	You must not carry out work which could expose your employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with COSHH.
3	Prevent or adequately control exposure.	You must prevent your employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it. The advice in this leaflet, and in the other guidance it refers to, will help you to make correct assessments and to put the appropriate controls in place.
4	Ensure that control measures are used and maintained.	Ensure that control measures are used and maintained properly and that safety procedures are followed.
5	Monitor the exposure.	Monitor the exposure of employees to hazardous substances, if necessary.
6	Carry out appropriate health surveillance.	Carry out appropriate health surveillance where your assessment has shown this is necessary or where COSHH sets specific requirements.



7	Prepare plans & procedures to deal with accidents/incidents & emergencies.	Prepare plans and procedures to deal with accidents/incidents and emergencies involving hazardous substances, where necessary.
8	Ensure employees are properly informed.	You should provide your employees with suitable and sufficient information, instruction, and training.

Hazardous substances include:

- Substances used directly in work activities (e.g., adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g., fumes from soldering and welding).
- Naturally occurring substances (e.g., grain dust).
- Biological agents such as bacteria and other micro-organisms.