



## COSHH GUIDELINES

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### **Introduction**

DRH acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or controlled to within statutory limits.

### **Standards**

Systems of work involving the use of substances hazardous to health must be safe, so far as is reasonably practicable, under the requirements of S.2 of the Health and Safety at Work Act 1974. Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employers are required to make arrangements to control the exposure of their employees to all substances which may affect their health.

### **Risk Assessments**

Any substances used within the homes that could cause problems to the health of staff or service users should be assessed before use and safe working practices prepared for the information of all staff. These could include, cleaning products, Blood and bodily fluids, clinical waste and soiled laundry, garden products,

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### **Risk Assessments**

The assessment of risk is a comprehensive evaluation of the use of a particular substance. Pre-printed forms have been designed to make the task easy.

Specific substances that are widely used within most of the homes have already been done for you

If you use, or wish to use, products that are not included in the general list, you can use/continue to use them, although you will need to do individual assessments for each item and include them in the Coshh file.

There are now only two forms to complete:

Form 1        Is a complete list of substances that could cause health problems.

Form 2        Is a record of your risk assessment.

Each section on the Assessment Sheet should be completed, which will show the following:

- The record number
- Details of the product
- Any identified hazards
- What the product is used for
- Rules for safe use
- Storage arrangements
- How to clear up spillages
- First Aid requirements
- Whether protective clothing should be worn.

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### **Hazard Data Sheets**

These are information sheets provided by manufacturers and suppliers of products. Normally nowadays all the information required for a risk assessment is on the container. If this is not sufficient, your supplier must, by law, provide you with a data sheet on hazardous substances giving you information on how they could cause harm (eg: by inhalation or by skin contact), the type of ill effect that could result, and the precautions to be taken in use, handling, storage and disposal.

### **Quarterly Checks**

Quarterly checks should be made on all substances within the home to establish that a data information sheet is completed for all chemicals, and that storage of chemicals is kept to a minimum. A form is provided for this purpose, with guidance notes on the back. Further checks are made within quarterly audits.



**NOTE:**

**REMEMBER THERE IS A  
SEPARATE FOLDER FOR COSHH  
CONTAINING ALL THE GENERIC  
ASSESSMENTS**