



Advanced Access Platforms Policy on COSHH

The aim of the Policy is intended to set out the values, principles and policies underpinning this organisation's approach to COSHH. By implementing COSHH guidelines thoroughly and fully the organisation aims to protect staff who come into contact with hazardous substances as part of their work.

COSHH Policy: To comply with COSHH this organisation will:

- Ensure that the exposure of staff (or anyone else) in the organisation to hazardous or potentially hazardous substances is minimised and adequately controlled in all cases.
- Ensure that a COSHH risk assessment is carried out of all work in the organisation that involves exposure to hazardous substances as defined above.
- This includes regular assessments of the organisation's premises as well as assessments made during the initial health and safety assessments of service users' homes.
- Ensure that COSHH assessments are reviewed and performed regularly or whenever there is a substantial modification to the work process.
- Ensure that all staff who come into contact with, or have to use hazardous substances in their work, receive comprehensive and adequate training and information and are issued with appropriate protective clothing or equipment.

In this organisation all COSHH risk assessments should be made using five steps:

- 1. Identify hazardous substances in the workplace.**
- 2. Identify risks associated with those substances.**
- 3. Decide what can be done to minimise the risks.**
- 4. Record the findings/actions.**
- 5. Keep the findings of risk assessments on file.**

All COSHH assessments should be based on the manufacturer's and supplier's safety guidance which accompanies most products. A file of such information will be kept in the main office.



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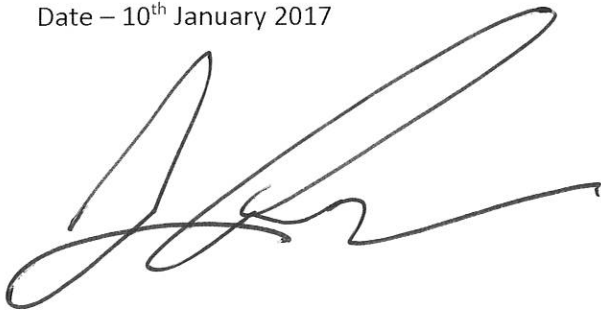
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Training All new staff should be encouraged to read the policy on COSHH as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about health and safety. Staff expected to perform COSHH assessments will be offered suitable training for the role.



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Authorised by – John Corcoran