

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

Total Care Cleaning Ltd

Document Ref: TCC-IMS-POL-HS-006

Version: 1.0

Approved By: Byron Phillips-Noble – Director

IMS Lead: Jack Lambourne – Supervisor

Review Period: Annual or upon legislative change

1. Policy Statement

Total Care Cleaning Ltd recognises its legal duty to protect employees, contractors, clients and members of the public from exposure to substances hazardous to health arising from our cleaning activities.

We are committed to complying with the Control of Substances Hazardous to Health Regulations 2002 (as amended) and relevant supporting legislation including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- REACH Regulation (EC) No 1907/2006
- Classification, Labelling and Packaging (CLP) Regulation (EC) No 1272/2008

The objective of this policy is to prevent ill health caused by exposure to hazardous substances and to ensure that risks are eliminated or adequately controlled.

2. Scope

This policy applies to:

- All cleaning chemicals and substances used by the organisation
 - Hazardous by-products generated during cleaning activities
 - Biological hazards encountered during cleaning
 - Employees, subcontractors and agency staff
 - All client premises and operational locations
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3. Definition of Hazardous Substances

Substances hazardous to health may include:

- Cleaning chemicals (acids, alkalis, solvents, disinfectants)
 - Sprays and aerosols
 - Biological contaminants (bodily fluids, mould, bacteria)
 - Dusts (construction dust during builders cleans)
 - Descaling agents
 - Degreasers
 - Solvent-based products
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4. Responsibilities

Director

- Overall accountability for COSHH compliance
- Ensuring adequate resources are provided
- Ensuring suitable risk assessments are conducted

IMS Lead / Supervisor

- Maintaining COSHH register
- Ensuring Safety Data Sheets (SDS) are current
- Conducting COSHH risk assessments
- Implementing control measures
- Monitoring compliance

Employees

- Follow control measures identified in COSHH assessments
 - Use PPE correctly
 - Report spillages or exposure incidents
 - Do not bring unauthorised chemicals onto site
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5. COSHH Risk Assessment Process

For each hazardous substance, we shall:

1. Obtain and review the latest Safety Data Sheet (SDS)
2. Identify hazards and exposure routes
3. Assess who may be affected
4. Evaluate frequency and duration of exposure
5. Determine risk level
6. Implement control measures
7. Record findings
8. Review annually or when changes occur

Assessments are site-specific where necessary.

6. Hierarchy of Control

We apply the following hierarchy:

1. Elimination – Avoid hazardous substances where possible
 2. Substitution – Use less hazardous alternatives
 3. Engineering controls – Dilution systems, ventilation
 4. Administrative controls – Training, safe systems of work
 5. PPE – Gloves, goggles, aprons as last line of defence
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7. Control Measures

Control measures may include:

- Pre-diluted chemical systems
- Locked chemical storage cupboards
- Clear labelling in accordance with CLP
- Prohibition of chemical mixing
- Ventilation during use
- Spill kits in vehicles
- COSHH awareness training
- Safe decanting procedures

8. Storage & Handling

We ensure:

- Chemicals are stored in original containers
- Containers remain labelled
- Incompatible substances are separated
- COSHH files are accessible
- Storage areas are secure and ventilated

9. Personal Protective Equipment (PPE)

PPE is provided where required, including:

- Chemical-resistant gloves
- Eye protection
- Aprons
- Respiratory protection (where necessary)

PPE suitability is assessed during COSHH assessment.

10. Training & Competence

All employees receive training on:

- Understanding hazard symbols
- Safe chemical handling
- Dilution procedures
- Emergency procedures
- Spill response

Training records are maintained.

11. Monitoring & Health Surveillance

Where exposure risk justifies it, monitoring or health surveillance may be considered.

In most commercial cleaning environments, risk is controlled through dilution systems and PPE; however, any recurring skin or respiratory complaints are investigated.

12. Emergency Procedures

In the event of:

Chemical Spill

- Stop work immediately
- Isolate area
- Use spill kit
- Follow SDS guidance
- Report incident

Exposure

- Rinse affected area
 - Seek medical advice if required
 - Record in accident log
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13. Record Keeping

We maintain:

- COSHH Register
- Safety Data Sheets
- COSHH Assessments
- Training Records
- Incident Reports

Documentation is controlled under our Integrated Management System.

14. Review & Continuous Improvement

This policy is reviewed annually or:

- Following an incident

- Following introduction of new chemicals
 - Upon legislative change
 - During Management Review
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15. Commitment

Total Care Cleaning Ltd is committed to preventing occupational ill health through structured chemical management and safe working practices.

Signed,

Byron Phillips-Noble

Byron Phillips-Noble
Director
Total Care Cleaning Ltd