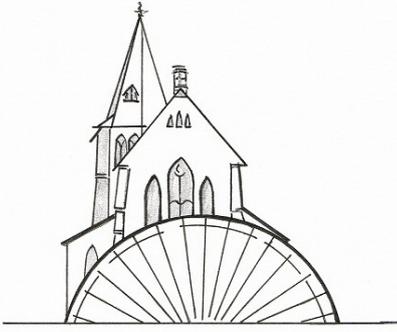


Annesley & Felley Parish Council

Parish Clerk: John Barlow
1a Dorchester Drive
Mansfield
Nottinghamshire
NG18 4QQ



E-mail: clerk@annesleyparishcouncil.gov.uk

Control of Substances Hazardous to Health Regulations (COSHH) Policy

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) applies to all workplaces in the UK. COSHH ensures that safe practices are followed when it comes to the use, handling, storage and disposal of substances hazardous to health.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) refines the responsibilities of employers and employees as mandated in the Health and Safety at Work Act 1974. While the Health and Safety at Work Act 1974 deals with general obligations, the focus of COSHH is on how to safely work with hazardous substances.

Virtually every workplace in the UK uses substances that could be considered to be hazardous to health. Ensuring that employees are able to identify such substances and are aware of how to protect themselves will ensure a safer workplace for them or anyone else that may be affected.

The Parish Council has recently carried out a review of potential Hazardous substances currently in use and has identified the following:

Cleaning solutions including bleach, oven cleaner, disinfectant and general cleaning sprays and fluids

Weed Killer

Petrol and lubricants for grounds maintenance equipment

All of the above are available “over the counter” products from high street retail outlets, therefore the Parish Council does not consider that specialist training is required, however, to protect employees and reduce any injury or risk the following has been implemented and must be adhered to:

1 Labels Must Be Legible

All hazardous substances containers must have labels that are clear and easily understood. Anyone using these substances must diligently follow the instructions for use.

2 Use the PPE Provided

Employees must use the personal protective equipment (PPE) provided - eye protection, face masks and protective latex gloves.

Employees must understand how to use this PPE and use it without fail. It is a legal duty of employees to work with employers to protect themselves.

3 Never Combine Hazardous Substances

Mixing chemicals can result in explosive, toxic or highly corrosive reactions. It can be fatal. Chemicals should only ever be mixed by trained staff in controlled environments.

4 Never Keep Hazardous Substances in Unmarked Containers

Chemicals should never be stored in unmarked containers. Any container that contains a hazardous substance should be clearly marked to show exactly what substance it holds.

5 Keep Hazardous Substances in Dedicated Containers

Wherever possible, hazardous substances should be kept in the container provided by the manufacturer. Hazardous substances must never be stored in bottles or containers that are used for any other purpose.

6 Be Aware of First Aid and Emergency Measures

Staff need to be able to react quickly and decisively if an accident or spill involving a hazardous substance occurs. To be able to do so, employers must ensure they are trained on what first aid arrangements are in place and what to do if an incident occurs.

It is the Caretakers duty to conduct first aid needs assessment prior to beginning operations. They must then ensure an adequate number of first aiders, equipment and other emergency measures are in place.

7 Store Hazardous Substances Properly

Hazardous substances should be kept in containers that are robust and fit for purpose. All hazardous substances need to be stored at the correct temperature in suitable shelving units or cupboards. They must be kept separate from any substances they may react with – for instance, acids and alkaline must be kept suitably apart.

Where necessary, hazardous substances may need to be kept in locked areas of storage units.

8 Report Any Potential Safety Issues

If an employee notices that any containers with hazardous substances are damaged, leaking, spilt or faulty, they must immediately report the issue to the Clerk.

9 Develop and Adhere to Safety Rules and Procedures

Employers and employees must work together to develop safe working practices. Safety rules must be stringently followed. This can be achieved by conducting a COSHH risk assessment regularly.

A COSHH risk assessment aims to identify risks posed by hazardous substances and to develop measures to eliminate or mitigate these risks. Risk assessments are a legal requirement under both COSHH regulations and the Health and Safety at Work Act 1974.

10 Always Report Any Incidents or Concerns Involving Hazardous Substances

If an employee has concerns about the safety measures or procedures concerning hazardous substances in the workplace, then they must report their concerns to the Clerk or an outside authority such as the Health and Safety Executive (HSE). Any accidents or incidents involving hazardous substances should also be documented and reported.

Accepted and agreed:

John Saint.....

Tom Thomas.....

Dated: September 2025