

Control of Substances Hazardous to Health (COSHH)

About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

Policy Statement and Principles

This policy sets out how Bisley will comply with general requirements of the Health and Safety at Work Act 1974 and the more specific requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) for employees who use chemicals and other hazardous substances during the course of their work.

In order to ensure that employees and other people who may be affected by exposure to these substances are protected, Bisley will comply with the general requirements of COSHH. For the purpose of this procedure, hazardous substances include:

- Substances classed as being dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002, known as CHIP.
- Any commercial chemicals that display a hazard warning label on the packaging indicating biological agents directly connected with the work activity (or if the exposure is incidental to the work, for example a poorly maintained air conditioning system).
- Any kind of dust if the levels exceed those set out in the COSHH regulations. There are exposure limits for all respiratable dusts.
- Any other substance that may be hazardous to health but is not covered by CHIP, including some gasses, medicines, pesticides or chemicals produced by chemical reaction.

Aims

To prevent ill health caused by hazardous substances used at work.

- Minimise emission, release and spread: Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Consider routes of exposure: Take into account all relevant routes of exposure – inhalation, skin and ingestion – when developing control measures.
- Choose control measures proportionate to the risk: Control exposure by measures that are proportionate to the health risk.
- Choose effective control options: Choose the most effective and reliable control options that minimise the escape and spread of substances hazardous to health.
- Personal protective equipment: Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Review the effectiveness of controls: Check and review regularly all elements of control measures for their continuing effectiveness.

- Provide information and training: Inform and train all employees on the hazards and risks from substances with which they work, and the use of control measures developed to minimise the risks.
- New measures, new risks: Ensure that the introduction of measures to control exposure does not increase the overall risk to health and safety.

Manager's Responsibilities

- Ensure that employees under their supervision are conversant with relevant parts of the COSHH policy and safe working practices, so that they may carry out their duties safely and without risk.
- Ensure that all necessary information is accessible to employees.
- Ensure employees receive a workplace induction prior to starting work and adequate, appropriate information and sufficient training in the safe use of substances so they are able to understand and manage the risks.
- To periodically inspect workplaces and work-activities, to determine whether the COSHH policy is being complied with and whether the highest standards of health, safety and welfare, which are reasonably practicable to attain, are being achieved.
- Ensure that procedures for reporting of accidents, incidents and near-misses are being followed and investigations into such reports are carried out and suitable remedial action, where necessary, is taken to prevent a recurrence.
- Ensure that results of COSHH and medical assessments are discussed with employees. Request further occupational assessments, if they are advised of a pre-existing health problem by the employee.
- Resolve any problems highlighted by the assessments as soon as possible with assistance from Occupational Health and Health & Safety Departments, when required.

Employee Responsibilities

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety.
- Inform the employer if they identify hazardous workplace activities.
- Report any potential ill-health symptoms.
- Comply with the Health and Safety at Work Act 1974.
- Co-operate with their employer on health and safety matters.
- Take care to ensure that their activities do not put others at risk.

Information, Instruction and Training

Employee induction includes reinforcing good practices and techniques, and induction will be provided to all employees by the organisation to promote safer working and to help reduce injuries.

The Safety Data Sheet (SDS) is available for every product on site that is identified as harmful. SDS sheets will be obtained from the supplier or manufacturer prior to any substance being brought onto site. Bisley will review SDS information to ensure they remain current and at the same time, review the applicable COSHH assessment to ensure compliance.

Training Records

A record of attendance, training and content of training shall be kept on the employees HR file; including any Certificates of training.

Risk Assessments

The organisation will undertake 'suitable and sufficient' risk assessment of all activities and substances in use.

Monitoring

Scheduled inspections and Confirmation Audits are conducted on activities and associated equipment within the organisation to ensure compliance. Audit findings and any corrective actions necessary are communicated to all relevant employees.

In certain areas OH surveillance is undertaken annually. Any potential ill health effects or accidents that occur as a result of using substances or associated equipment must be reported immediately to a member of supervision or management, and recorded. The accident reporting procedures in the Employee Health and Safety Guide should be followed.

It is the responsibility of all employees to make sure that the correct reporting processes are followed to inform the ongoing review of this policy.

Evaluation and Review

This policy document shall be monitored, and reviewed as appropriate to evaluate its effectiveness.

Signed *R Costin*
Richard Costin
Chief Executive

Date 1th August 2024