



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	23 February 2023
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Hazardous Substances Policy
Revision Date	January 2023
Revised by	Director of Care Head of Care Head of Housing Head of Assets Health & Safety Advisor
Next Revision Date	January 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy working environment for all employees, customers, contractors, visitors and members of the public.

Staff may be put at risk through exposure to hazardous substances. Good control systems can act to reduce this risk as far as is reasonably practical. Viewpoint will prevent or reduce workers exposure to hazardous substances by finding out what the health hazards are and deciding how to prevent harm to health (risk assessment).

It is recognised Viewpoint will have different arrangements in place dependent upon the area of business and the premises under consideration. We understand there will be necessary differences in approach relevant to our role as a landlord, employer or provider of care.

Implementing this policy will demonstrate our commitment to the health and safety of our employees, customers, contractors, visitors and members of the public.

2. Purpose

The purpose of this policy is to ensure that Viewpoint complies with the obligations placed on it by the COSHH Regulations.

The policy will ensure that control measures are in place to prevent or control exposure of employees to identified hazardous substances.

COSHH Assessment

- A survey of **ALL** the hazardous substances used within Viewpoint's business area will be undertaken. The survey will also take account of any dusts, fumes, vapours etc. to which personnel may be exposed.
- This survey will be done irrespective of the quantities of hazardous substances used or stored so that those which are hazardous can be identified.
- A documented Risk Assessment of all processes that involve the use of hazardous substances will be carried out. This "COSHH Assessment" will include an investigation of the use of all hazardous materials involved in that process, an appraisal of the hazards and risks to health associated with the use of those substances, their interaction and by-products, determination of whether it is possible to eliminate or substitute the substance(s), investigation of available control measures and provision of suitable training.

- Measures will be taken to eliminate or control exposure to identified hazardous substances, so far as is reasonably practicable.
- The COSHH Assessment will be reviewed on a regular basis, as will any control measures or PPE that have been put in place.
- Employees will be required to assist with COSHH procedures:-
 - by using control measures when and as required
 - by reading hazard labels on containers before using chemical substances
 - by using tools fit for the purpose
 - by co-operating with Viewpoint on Health & Safety programmes
 - by using safe working procedures when doing any job
- Employees are encouraged to report anything, which they find unusual in the normal course of their job. For example, a burst or leaking container must never be assumed to have been already noticed and reported.
- Each Business area will have a process to ensure any safety equipment put in place by Viewpoint as recommended by the equipment suppliers or legislation is inspected and examined on a regular basis.

Suppliers

- Under the European Reach Regulations, suppliers must provide “Safety Data Sheets (SDS's)” for all products containing hazardous substances. These sheets will be requested, if not supplied, for **ALL** the products containing hazardous substances used by Viewpoint.
- Viewpoint will follow recommended handling procedures, control measures or personal protective equipment (PPE) requirements, as stipulated by the manufacturer/supplier.
- Each Business area will have a process to ensure the SDS's sent by the suppliers are filed alongside the COSHH Assessment and made available for perusal by all employees. Employees will be informed of any known hazardous substances in use in Viewpoint.
- When the information has not been forthcoming, viewpoint will send a request seeking hazard information to the supplier.

Training

- All hazardous substances must be handled with caution, initially assuming there is a potential for harm.
- All staff likely to be exposed to hazardous substances will be informed of the hazards and risks to health, the findings of the COSHH

Assessment and the correct use of any control measures or good working practices.

- Where special training may be required, the issue and use of chemical substances will be limited to those who have had such training.

3. Legislation/related policies

Health & Safety at Work etc. Act 1974

Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)

European REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Regulations

INDG 136 (Rev 5) – Working with Substances Hazardous to Health

4. Scope

This Policy applies to all hazardous substances used by Viewpoint staff or on Viewpoint premises.

5. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or accident investigations.