

# G27 SUBSTANCES HAZARDOUS TO HEALTH

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## SUMMARY

The objective of this policy is to ensure compliance with *The Control of Substances Hazardous to Health Regulation 2002* and establish effective arrangements to prevent or adequately control exposures to hazardous substances. Employers shall not expose employees and other persons (pupils, service users etc.) to substances hazardous to health unless an assessment of the risks to the health has been carried out to determine the steps that are needed to prevent or adequately control exposures.

## APPLICATION

All County Council Directorates and their Establishments.

## RESPONSIBILITIES

### Directors and Assistant Directors

Responsible for ensuring that effective arrangements are in place in their Directorates to prevent or control exposures to hazardous substances.

### Managers

Setting up effective arrangements in their areas to:

- avoid the use of hazardous substances; or
- Undertake COSHH and/or risk assessments to identify the risks to health and prevent exposures to hazardous substances if reasonably practicable; if not
- implement measures to adequately control the risks to health.
- To ensure employees have read and understand the control measures required to eliminate, reduce and controls all risk associated with using or being exposed to substances hazardous to health.
- To review localised/operational assessments/guidance/procedures
- Consult with employees and their representatives

## **Employees**

Co-operating with managers to ensure:

- You have read and understood any information, guidance or assessment
- Implementation of all control measures, guidance, rules
- Reporting any incidents or accidents via the G4 Accident Reporting process.
- Any required training is completed related to the safe use of substances

## **Employee/Union Health and Safety Representatives**

- Provide feedback on reviewed/updated documentation
- Co-operate with managers and employees during the review process
- Proactively promote the use and following of guidance to employees

## **Corporate Health and Safety Team**

- Review and revision of the corporate policy and associated guidance
- Provide advice, guidance and support to manager and employees
- To audit to implementation of the policy and relevant guidance

## **FURTHER INFORMATION & GUIDANCE**

Health & Safety Quick Card - A guide to substances hazardous to health  
COSHH assessment – Blank Template  
[POEL12 Your Health and Pregnancy at Work](#)

Employee Leaflets are available from Business Services, HBS.  
Further information is also available from the Health and Safety Executive on  
[www.hse.gov.uk](http://www.hse.gov.uk).

## **ADVICE AND SUPPORT**

Please contact the [Corporate Health and Safety Team](#)

## **LEGISLATION**

The Health and Safety at Work etc Act 1975  
The Management of Health and Safety at Work Regulations 1999  
The Control of Substances Hazardous to Health Regulations (COSHH) 2002