

BESA

COSHH

POLICY STATEMENT

The BESA Group including SFG20, Refcom, SKILLcard, Welplan, BESA Training, Besca and BESA Knowledge has a statutory duty under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) to assess the risks to its employees, visitors and others to any exposure to substances hazardous to health within all of the BESA Group premises.

This policy demonstrates the importance of compliance with the COSHH Regulations and sets out a procedure to:

- Safeguard the health and safety of staff, visitors and others who may be affected by substances used by the BESA Group.
- Identify and control all substances used by the BESA Group that are within the COSHH Regulations.
- Ensure that suitable and sufficient risk assessments are carried out in line with regulations; on all High Risk substances used at the BESA Group
- Identify through risk assessment the information and training needs of all BESA Group employees.

The BESA Group regards its responsibility for the Health, Safety and Welfare of employees as a matter of great importance. The Company seeks to ensure that everything that is reasonably practicable is carried out to prevent personal injury caused through work or work activities.

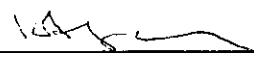
The COSHH Regulations 2002 require the BESA Group to evaluate and control the risks to health for all employees from the exposure to hazardous substances at work.

This includes exposure to microbiological agents, dusts of any kind in substantial quantities and all chemicals hazardous to health.

The BESA Group is required to ensure the availability of up-to-date information upon the hazards associated with all substances used and establish that suitable controls and procedures are in place to minimise risk to the workforce.

Each hazardous substance identified will require a formal COSHH assessment, which must identify-

- Risk posed to the health of those employees exposed
- Steps that must be taken to control exposure to those hazards
- Prevention or adequate control of exposure to the substance
- Ensure that the control measures are used, maintained and provide sufficient protection
- Monitoring of the exposure
- Health surveillance where required
- Ensuring that employees are properly informed and trained and supervised

Signed:  _____

Chief Operating Officer

Date: 22/07/19

Review

Date: 22/07/20

PROCEDURES AND GUIDANCE

There are some exceptions to the requirements of COSHH and these include: Lead, Asbestos etc., which carry their own regulations.

Substances that are subject to the Control of Substances Hazardous to Health Regulations are used on the premises and when visiting clients sites.

In accordance with the Regulations, an assessment of the risks to health from the use will be undertaken and those risks eliminated or, if this is not possible, adequately controlled.

In consultation with employees, the BESA Group shall ensure that the following are maintained or undertaken by the Safety Department:

- (An inventory of substances used, together with material safety data sheets as provided by suppliers of the material)
- Assessments of risks to health and safety arising from the use of hazardous substances
- The implementation of appropriate measures to control exposure where necessary
- Health Surveillance where this has been identified as necessary by the COSHH assessment
- Regular testing and inspection of engineering control measures to ensure their continuing effectiveness
- Periodic Review of the COSHH assessments at least annually

Employees who may be exposed to hazardous substances shall be provided with sufficient information, instruction and training with respect to:

- The nature and degree of risks to health and any factors that may increase the risk (e.g. smoking)
- Details of the control measures (e.g. local exhaust ventilation (LEV), personal protective equipment) and how to use them properly
- Monitoring procedures - including arrangements for access to the results

PPE

The use of personal protective equipment (PPE) to control exposure will only take place as a last resort or as a back-up measure during testing or modification of other controls.

PPE shall be appropriate for the task, and shall be maintained in accordance with manufacturer's instructions.

No new substance must be introduced to the workplace without an assessment of risk being undertaken.

Further Information

HSE EH40/2005 Workplace Exposure Limits

<http://www.hse.gov.uk/pubns/priced/eh40.pdf>

Working with substances hazardous to health: A brief guide to COSHH

<http://www.hse.gov.uk/pubns/indg136.pdf>

HSE COSHH Advice

<http://www.hse.gov.uk/coshh/>