



# Control of Substances Hazardous to Health (COSHH) Policy



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## **Introduction**

A hazardous substance can present itself as a liquid, dust, fume, gas, powder, solid or as a bacteria, virus or bodily fluid. Injury or ill health can be caused through substances being absorbed through skin or eyes, ingestion, inhalation absorption or skin puncture.

COSHH does not cover lead, asbestos or radioactive substances.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities of **sportscotland**.

## Policy statement

**sportscotland** regard the control of substances hazardous to health as essential to providing a safe place of work. It is therefore the policy of the organisation to ensure, so far as is reasonably practicable, that all operations of its employees and of any other persons, including visitors and contractors in working with hazardous substances, are controlled and monitored correctly. We acknowledge our duty and will assess the risk from exposure from the substances we use and store.

We will do this by adopting the following course of action:

- Maintain a hazardous substances inventory sheet;
- Evaluate the risk to health of each substance by reviewing the safety data sheet (SDS) and considering the local activities;
- Decide what control measures are required to be implemented;
- Record these decisions on a (COSHH) risk assessment;
- Provide information and training to those who are or may be at risk; and
- Decide when the assessment needs to be reviewed.

When completing the COSHH assessment of a substance we will consider:

- The number of people affected;
- The risk to health, especially considering pregnant and young persons;
- How to prevent exposure;
- How to reduce the frequency or duration of exposure; and
- What other steps might be required to achieve a suitable control of exposure – e.g., information, instruction, training, supervision, ventilation and personal protective equipment.

For man-made substances, the safety data sheets will be filed with the hazardous substances inventory sheet and used to complete the COSHH assessments. For other substances, such as bodily fluids, viruses and bacteria, more detailed assessments or monitoring techniques may be required to establish the level of risk.

Some substances present a low risk if used in isolation, however if combined with other substances they can create a significant hazard. Employees are to read and understand safety information provided on the product packaging and on the COSHH assessment been completed for **sportscotland**.

We will ensure anyone required to undertake assessments receives suitable training and instruction and has been deemed to be competent. In certain circumstances, the COSHH

assessment may determine employees require expert advice and monitoring. This may include health surveillance monitoring.

The assessments will be reviewed at least annually or following any incident, significant change or when there are changes to legislation. Employee records connected with ill-health will be kept for 40 years. We will treat all personal data in line with our obligations under the current data protection regulations.

Where we engage contractors, similar approaches to assessment and control of exposure will be expected. For example, cleaners using their own chemicals complete their own risk assessments and arrangements for the safe storage of any chemicals left within our premises.

Storage locations for hazardous substances will be suitable. Information on safe storage can be obtained from the safety data sheet and will then be reflected into the COSHH assessment. Typically, substances will be kept with consideration to ventilation, temperature, spillage, security arrangements and away from food production and food items.

Those using hazardous substances are to be familiar with the symbols used to identify the types of hazards associated with the products. Some substances can cause serious skin problems – such as dermatitis. These are always to be reported and investigated and may be reportable as occupational diseases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Substances are never to be decanted into unmarked containers and they should be stored with suitable caps and lids. To ensure the organisation is meeting the commitments set out in this document, we will measure our health and safety performance in the following ways:

- Continuous employee engagement through Health and Safety Committee;
- Regular workplace health and safety checks (documentation; employee interviews; observation);
- Recording the findings of workplace checks;
- Recording the findings of system checks;
- Verifying COSHH assessments are up to date;
- Full health and safety audit at least once per annum.

**sportscotland's** policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974 and COSHH regulations 2002.

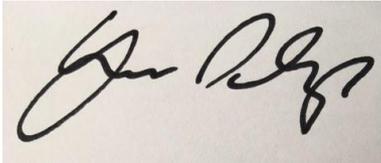
As the employer, **sportscotland** accept it is their duty to protect the health, safety and welfare of their employees and other people who might be affected by their business.

**sportscotland** expect their employees to cooperate with the organisation and their co-workers in relation to COSHH.

## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 26 September 2023

## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland's** Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Be responsible for implementing the Control of Substances Hazardous to Health (COSHH) Policy;
- Ensure adequate resources and management systems are in place to control the use of hazardous substances;
- Allocate sufficient resources for training and equipment;
- Ensure that arrangements are clearly communicated to all employees, especially those who work with hazardous substances on the premises; and
- Regularly review of the Control of Substances Hazardous to Health (COSHH) Policy and arrangements.

### **Health and Safety Operational Group**

They will:

- Implement the COSHH policy within their designated areas;
- Ensuring that suitable and sufficient COSHH risk assessments have been undertaken for their operational activities, and that these are regularly maintained;
- Ensuring that health and safety is planned, organised, monitored and regularly reviewed;
- Advise if resources to implement measures designed to eliminate, reduce and control risks highlighted in the COSHH assessments can be provided; and
- Implement any health and safety training requirements within their designated areas.

### **Line managers**

They will:

- Complete workplace risk assessments to identify all substances hazardous to health, who will be affected by their use and introduce sufficient control measures to reduce the risk as far as reasonably practicable;
- Complete COSHH assessments using the provided template, utilising the substance's safety data sheet;
- Keep a copy of the COSHH assessments where the relevant substances are being stored;
- Ensure COSHH data sheets are correct, up to date, in all areas where substances are used and easily accessible to all employees;
- Minimise the use of/replace all hazardous substances with a safer alternative wherever practicable;
- Develop a training plan for employees based on findings of risk assessments including on-job 'tool-box talks' or certified training if appropriate;
- Ensure adequate COSHH signage is in place;
- Consult with employees with COSHH matters;
- Identify substances and tasks that may result in employees requiring require health surveillance;
- Report concerns or usage problems with substances, work schedules and/or equipment;
- Ensure that all COSHH substances are appropriately stored in a safe location;
- Ensure that spill kits and bunding containment is in place to prevent unplanned contamination or pollution;
- Create and 'drill' emergency procedures for hazardous substance related incidences;
- Provide adequate communication of emergency procedures to employees and visitors through signage and training;
- Be aware of emergency procedures that are in place; and
- Complete a COSHH register, logging all substances on one document. This will show substances identified, assessed, and highlighting which are hazardous to health, the environment or flammable.

### **All employees**

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Follow all control measures as outlined in the COSHH assessment;
- Be aware of how to access the COSHH assessments and the safety data sheets;

- If intending to use any substance on the premises, ensure you have read and understand the COSHH assessment and the control measure outlined within;
- Be aware of emergency procedures that are in place;
- Follow all signage and keep clear of hazardous areas is possible; and
- Report concerns to your line manager, about any usage problems with substances, work schedules and/or equipment.

### **Contractors**

They will:

- If intending to use any substance on the premises, ensure you created a COSHH assessment for all substances;
- Ensure the substances you use will not negatively affect employees, other contractors or visitors in the area;
- Substances intended for use should be highlighted within your own risk assessments method statements;
- Ensure you cooperate with the control measures outlined within the COSHH assessment;
- If intending to use substances owned by **sportscotland**, you must read and understand the COSHH assessment they have created, and stick closely to the control measure outlined within;
- Be aware of emergency procedures that are in place;
- Follow all signage and keep clear of hazardous areas is possible; and
- Report concerns to your Contractor Sponsor about any usage problems with substances, work schedules and/or equipment.

### **Visitors**

They will:

- Follow all safety signage on the premises, and keep clear of employee areas; and
- Report any concerns to **sportscotland** employees about any problems with substances.