



Richmond House

Social Care Services CIC

COSHH Policy

2026 - 2027

Richmond House Social Care Services

COSHH Assessment Procedure

Date of Assessment: 10/09/2025

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1. Introduction

Richmond House Social Care Services is committed to ensuring the health, safety, and well-being of all employees, service users, and visitors. This COSHH Assessment and Procedure document outlines the measures in place to control exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2025.

2. Scope

This assessment applies to all activities at Richmond House Social Care Services where hazardous substances are used, stored, or generated. This includes but is not limited to:

- Cleaning chemicals
 - Disinfectants and sanitisers
 - Medications
 - Personal care products (e.g., lotions, creams)
 - Biological hazards (e.g., bodily fluids)
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3. Hazardous Substances Identified

The following hazardous substances have been identified as relevant to Richmond House Social Care Services:

Substance	Use	Hazards
Bleach-based cleaners	Surface disinfection	Skin irritation, respiratory issues
Alcohol-based hand	Hand hygiene	Flammable, skin dryness

Substance	Use	Hazards
sanitisers		
Prescription medications	Administered to service users	Potential toxicity if mishandled
Bodily fluids (e.g., blood, urine)	Care activities	Biological hazards (e.g., infections)

4. Risk Assessment

The risks associated with the identified substances have been evaluated as follows:

Substance	Risk Level	Control Measures
Bleach-based cleaners	Medium	Use in well-ventilated areas; wear PPE
Alcohol-based sanitisers	Low	Store away from heat sources
Prescription medications	High	Secure storage; staff training required
Bodily fluids	High	Use of gloves, aprons, and proper disposal procedures

5. Control Measures

To minimise risks, the following control measures will be implemented:

5.1. Elimination or Substitution

- Where possible, less hazardous substances will be used (e.g., non-bleach cleaners).

5.2. Engineering Controls

- Ensure adequate ventilation in areas where chemicals are used.
- Use spill containment kits for hazardous liquids.

5.3. Administrative Controls

- Provide COSHH training to all staff annually.
- Display safety data sheets (SDS) for all hazardous substances.
- Implement a clear labelling system for all chemicals.

5.4. Personal Protective Equipment (PPE)

- Provide gloves, aprons, masks, and eye protection as required.

- Ensure PPE is readily available and used correctly.
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6. Emergency Procedures

In the event of exposure or spillage:

1. **Chemical Spills:** Evacuate the area, contain the spill, and use spill kits.
 2. **Skin Contact:** Rinse immediately with water for at least 15 minutes. Seek medical attention if necessary.
 3. **Inhalation:** Move to fresh air and seek medical advice.
 4. **Ingestion:** Do not induce vomiting. Seek immediate medical help.
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7. Training and Information

All staff will receive COSHH training, including:

- Identification of hazardous substances.
 - Safe handling and storage procedures.
 - Emergency response protocols.
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8. Monitoring and Review

- Regular inspections will be conducted to ensure compliance with control measures.
 - This COSHH Assessment will be reviewed annually or whenever there is a significant change in operations.
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9. Responsibilities

- **Manager:** Ensure compliance with COSHH regulations and provide resources.
 - **Staff:** Follow procedures, use PPE, and report hazards.
 - **Health and Safety Officer:** Conduct regular audits and update the assessment as needed.
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10. Responsibilities

- **Managers:** Ensure all COSHH assessments are completed, reviewed annually, and communicated to staff.
- **Employees:** Follow the outlined procedures, use the provided Personal Protective Equipment (PPE), and report any incidents.

- **Health and Safety Officer:** Monitor compliance, provide training, and oversee risk assessments.
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This procedure follows the Control of Substances Hazardous to Health Regulations 1999 (COSHH)

Any substances/products which staff may come into contact with or use as part of their employment must undergo an assessment by the manager.

Dos and Don'ts

- Check your work environment upon entry to ensure other organisations have left no potentially hazardous substances.
- List all hazardous substances that are used in the workplace.
- Consider replacing a hazardous substance with a less or non-hazardous one.
- Never decant them from their original container into other containers for storage.
- Always read the COSHH assessment and follow the manufacturer's instructions on the label before use
- Avoid ingestion, inhalation and skin contact with all substances
- Always wear the appropriate recommended personal protective equipment as specified in the COSHH assessment, e.g. gloves, aprons, etc.
- Never mix substances as this could give rise to hazardous by-products (e.g. bleach will give off chlorine gas if mixed with an acidic cleaner such as Harpic.
- No potentially hazardous products should be used if children, young people or vulnerable adults are in the vicinity.

To ensure the safety of the children, young people and vulnerable adults who access Richmond House activity centres, all COSHH-assessed products must be kept in a safe, lockable cabinet. Please refer to the COSHH risk assessment.