



CONSTRUCTION PARTNERS WITH STRONG FOUNDATIONS

## Health and Safety Policy and Procedure COSHH

### 1. Introduction

This policy sets out how Parkstone Group will comply with the general requirements of the Health and Safety at Work Act 1974 and the more specific requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Parkstone Group use chemicals and other hazardous substances during the course of their work. In order those employees and other people who may be affected by exposure to these substances are protected, Parkstone Group will comply with the general requirements of COSHH.

#### For the purposes of this procedure, hazardous substances include:

- Those that are classed as being dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (known as CHIP). Many commercial chemicals display a hazard warning label on the packaging in the form of an orange square with a black symbol.
- Biological agents directly connected with the activity (or if the exposure is incidental to the work, for example a poorly maintained air conditioning system)
- Any kind of dust if the levels exceed those set out in the COSHH regulations.
- Any other substance that may be hazardous to health but is not covered by CHIP, including some gasses, medicines, pesticides or chemicals produced by chemical reactions.

### 2. Procedure

A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer.

The HSEQ Manager will review the MSDS to ensure they remain current, usually at the same time as reviewing the main COSHH assessments.

#### 2.1 Assessment of risk

The Parkstone Group will ensure all products which fall into the COSHH regime are subject to assessment.

Assessments will be conducted by the HSEQ Manager with advice and input from others as necessary.

Assessments will be conducted in accordance with the following program:

##### Step 1: Determine risks:

- Assess the extent of the risks which arise.
- Include employees, visitors, contractors and other people who may be impacted by the undertaking
- Prevent and control
- Determine what precautions are needed to control risks which have been identified as needing attention.

**Step 2: Manage:**

Ensure that the control measures decided upon in Step 1 are implemented and used by employees and are managed on an ongoing basis

**Step 3: Monitor employee exposure:**

Where the risk assessment determines it appropriate, monitor the exposure of employees to the risk factors and implement health surveillance

**Step 4: Emergencies**

Prepare plans for dealing with emergencies including accidental contact, spills or fires.  
Have MSDS to hand for use if needed

**Step 5: Train**

Where existing qualifications/training are inadequate, arrange for training or instruction in the hazards and use of the product. Have adequate supervision.

**2.2 Storage and use of hazardous material**

All hazardous materials will be stored in secure ventilated areas.

Care will be taken to ensure that in the event of a spill hazardous mixing does not occur, for example the mixing of bleach with an acid.

Hazardous material stores will include spill containment and where they are a dedicated room, will not have drainage installed or any drains present will be covered and sealed unless in use. Where hazardous materials are stored in cabinets, etc. any nearby drains will be sealed when not in use.

Spill containment materials such as absorbent granules, socks, etc. will be stored by the hazardous materials for use in the event of a spill.

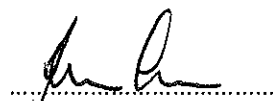
**2.3 Maintenance of systems**

Parkstone Group HSEQ Manager will undertake regular review of its COSHH policy and procedure.

COSHH assessments will be reviewed annually unless there is reason to believe they are no longer valid such as an accident taking place, a process or material being changed, etc.

Date of review will be recorded on the assessments.

Signed:

  
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John Love  
27th October 2010