



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Control of Substances Hazardous to Health (COSHH)
Approved and Ratified date:	August 2026
Minutes Reference:	
Review date:	August 2028
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Version	Point(s)	Description of Change	Date
V1		New Policy	August 2026

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Control of Substances Hazardous to Health (COSHH)

Introduction

Hazardous substances are normally chemicals, paints, herbicides etc. but the term can also include dust, mist and fumes. The use of hazardous substances by North Tawton Town Council employees is limited but we recognise that the control of these substances is important to protect the health of our staff and any members of the public in the vicinity.

Relevant Legislation

The Control of Substances Hazardous to Health Regulations 2002. (COSHH)
Chemicals Labelling and Packaging Regulations (CLP) EC1272/2008

It is our Policy to:

- Ensure that everyone carrying out or supervising work likely to result in exposure to hazardous substances are adequately trained and competent.
- Ensure no new substances are introduced into our work activities without approval, and before an assessment of the risk is carried out.
- Maintain the manufacturers safety data sheets and a record of all hazardous substances used on Council property.
- Assess the risks to health from exposure to hazardous substances and determine the control measures needed.
- Record the assessments and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.
- Monitor exposure to hazardous substances and take additional measures where necessary.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.

Responsible Persons

- The Town Clerk or Deputy Clerk in discussion with the Chair, will determine which substances are to be used on the operations of the Council and will maintain a register of such substances.
- Where any substance may be hazardous to health, the Town Clerk, Deputy Clerk or Chair, will carry out, or have carried out on behalf of the Council, a suitable and sufficient assessment of the risks to health from the use of the substance.
- The Town Clerk, Deputy Clerk or Chair, will implement any risk controls identified by the assessment, together with suitable monitoring of the use of the substance(s).
- Individual employees will use substances hazardous to health in accordance with any information, instruction and training provided by the Council. This may include the wearing of suitable PPE.

- Employees shall not use any substance on Council premises or on Council operations, unless the substance has been approved for use in accordance with this Policy.

Adopted:

Minute Ref:

Review date: