

COSHH Policy

Version 1.2 | Last reviewed 24 August 2026 | Signed: Edgar Cabrera, Managing Director

- 1. Policy Statement

Cleanfinity is committed to protecting employees, contractors, and others from harm caused by hazardous substances used during cleaning operations. In accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), we will assess, control, and monitor exposure to harmful substances in the workplace.

- 2. Risk Assessment Process

Before any hazardous substance is used: - A COSHH assessment is carried out by a competent person. - Data sheets and labelling from manufacturers or suppliers are reviewed. - HSE guidance (e.g. EH40) is referenced to determine risks. - Tasks, exposure routes, and employee roles are considered.

The assessment examines: - Form and concentration of the substance - Health effects and exposure limits - Method of use (e.g. spray, wipe, pour) - Storage, transport, and disposal procedures

- 3. Hierarchy of Control Measures

Where exposure risk exists, Cleanfinity applies the following control steps (in order of preference): 1. Elimination – remove the substance entirely 2. Substitution – use a safer alternative 3. Engineering controls – e.g. ventilation, sealed dispensers 4. Safe systems of work – controlled use procedures 5. PPE – gloves, masks, goggles (used as a last resort)

- 4. PPE Responsibilities

- PPE must be suitable and conform to design standards. - Cleanfinity ensures PPE is provided free of charge, maintained, and replaced when damaged. - Employees must wear PPE as instructed and report issues immediately.

- 5. Monitoring Exposure

Monitoring will occur when: - The substance presents serious risk if controls fail - Legal exposure limits apply - Control measures need performance testing All monitoring results will be documented and reviewed regularly.

- 6. Information, Instruction, and Training

All staff exposed to hazardous substances will be provided: - COSHH training during induction and annually - Access to relevant data sheets - Visual guides for correct PPE and safe usage - Briefings when new substances are introduced

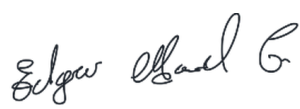
- 7. Review and Responsibility

This COSHH Policy is reviewed annually or upon introduction of new substances. The Health & Safety Lead and Managing Director are responsible for enforcing this policy.

Document control

Owner	Cleanfinity Limited
Document	COSHH Policy
Version	1.2
Last reviewed	24 August 2026
Review cycle	Annual

Signed



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