



Stebbing Primary School COSHH Policy and Risk Assessments

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This policy has been adapted from the Essex County Council standard policy. The main changes are within the risk assessment section as we have detailed the products used specifically by our school.

Health & Safety

The Control of Substances Hazardous to Health



The aim of this Policy and Guidance

The Council has an absolute duty to ensure the health and safety of all employees and others who could be affected by the work we undertake.

The aim of the policy and guidance is to protect our employees from hazardous substances at work and to comply with the duties stipulated in the Control of Substances Hazardous to Health Regulations (COSHH)

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Part 1 – Quick reference guide for employees

In a hurry? Here is what you need to know.

COSHH stands for the Control of Substances Hazardous to Health regulations.

The COSHH regulations cover many substances but not Lead, Asbestos or Radioactive substances. These substances have their own specific regulations.

Some substances used in the workplace could cause harm to your health. Line managers must ensure a COSHH risk assessment is undertaken for those substances.

A Safety Data Sheet is not a COSHH assessment. A COSHH assessment can only be undertaken when a COSHH assessor considers:

- how the substance is used
- how often
- in what form (liquid, gas or solid) and
- in what quantities.

Once identified as hazardous, your line manager must remove the substance or reduce the risks arising from it.

Hazardous substances enter the body through inhalation, absorption, ingestion or injection.

Hazardous substances also include biological agents such as legionella.

Your manager must ensure you receive information, instruction and/or training in how to use hazardous substances in your work. They must also ensure you have enough information and instruction on:

- What the hazards and risks are (access to hazard data sheets and COSHH assessments)
- Any Workplace Exposure Limits (WEL)
- Any control measures, how to use them and their purpose
- How to use personal protective equipment (PPE) that has been provided
- The results of any health surveillance and exposure monitoring; and
- Any emergency procedures (e.g. spillage)

There are European laws to identify hazardous substances before they are imported or used within the EU. There are laws that state how the information about hazardous substances are presented. This refers to labels and Safety Data Sheets.

Part 2 – Quick reference guide for manager

In a hurry? Here is what you need to know

COSHH stands for the Control of Substances Hazardous to Health regulations.

The COSHH regulations cover many substances but not Lead, Asbestos or Radioactive substances.

These substances have their own specific regulations.

Some substances used in the workplace could cause harm to your health. Line managers must ensure a COSHH risk assessment is undertaken for those substances. This risk assessment can be completed by a competent COSHH risk assessor.

Once a substance has been identified as hazardous, you must eliminate it or reduce the risks arising from it.

A Safety Data Sheet is not a COSHH assessment. A COSHH assessment can only be undertaken when a COSHH assessor considers:

- how the substance is used
- how often
- in what form (liquid, gas or solid) and
- in what quantities.

There are 8 principles of good practise that should be adopted when assessing the risks to health from hazardous substances.

You must keep a record of the COSHH assessment on HSF 124 and an inventory of all substances in the workplace on HSF 019. Copies included in this document

You must review the COSHH assessment at least annually or when there are significant changes to the process, products etc

There is a COSHH assessment flow chart shown at Appendix 1

Hazardous substances enter the body through inhalation, absorption, ingestion or injection.

Hazardous substances also include biological agents such as legionella.

You must ensure employees who use hazardous substances in work receive:

- Information,
- Instruction and/or
- Training

You must also ensure they have enough information and instruction on:

- What the hazards and risks are (access to hazard data sheets and COSHH assessments)
- Any Workplace Exposure Limits (WEL)
- Any control measures, how to use them and their purpose
- How to use personal protective equipment (PPE) that has been provided
- The results of any health surveillance and exposure monitoring; and
- Any emergency procedures (e.g. spillage)

There are European laws to identify hazardous substances before they are imported or used within the EU. There are laws that state how the information about hazardous substances are presented. This refers to labels and Safety Data Sheets.

There are COSHH training courses on My Learning and advice can be obtained from Corporate Health & Safety on HS@esse.gov.uk or call 0333 013 9818.

Part 3 – COSHH policy & detailed information

3.1 Policy

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.
- germs that cause diseases such as leptospirosis or legionnaires disease. As well as germs used in laboratories.

Some substances have their own specific regulations and consequently COSHH does not cover:

- Lead
- Asbestos (See HSP 9.17) or
- Radioactive substances

3.1.1 COSHH assessment: Identifying hazard and assessing risk (HSF 019 – COSHH assessment form)

The COSHH Regulations require employers to undertake an assessment of the risk to employee. This includes health risks arising from work activities. Avoiding the risk should always be the priority, with issuing of PPE the last resort.

There are five simple steps that need to be followed when completing a COSHH assessment:

Step 1. Gather information about the substances, the work activities and the specific working practices. COSHH Assessors should consider substances which have been supplied for work. They should consider those that may be generated by work practices such as fumes and vapours. (HSF 124-COSHH inventory form)

Step 2. Evaluate the risks to health. COSHH Assessors should look at how many people may be exposed to a hazardous substance. They should consider the possibility of the substances being:

- Inhaled,
- Absorbed through the skin or
- Swallowed.

Assessors must consult with employees involved in the work activity.

Step 3. Decide on what action needs to be taken to control the risk based on the 8 principles of good control practice.

Step 4. Record the assessment on the COSHH Assessment Form [HSF019]. Once the assessment has been completed, this should be stored in the designated site COSHH or risk assessment file.

Step 5. Review and update the assessment on an annual basis or whenever a significant change takes place. For example if a new chemical is introduced or if there are changes to the working practices.

The amount of detail needed in the assessment will depend on

- The degree of risk
- Whether the control measures are adequate and
- Any knowledge gained from previous assessments.

There is a COSHH assessment flow chart shown at Appendix

3.1.2 Monitoring

Monitoring means measuring to show that control is adequate. It has nothing to do with the state of a worker's health. Monitoring is appropriate when you need to show

- Compliance with a Workplace Exposure Limit (WEL).
- Compliance with a Biological Monitoring Guidance Value (BMGV) and
- That control equipment or personal protective equipment is working well enough.
- Monitoring can also indicate the spread of contamination, e.g. surface wipes.

Screening, e.g. colorimetric detector tubes, meters, provides indicators of worker exposure only. Personal air monitoring measures how much of a substance the worker inhales. Details of this monitoring may be required by the Occupational Health Service or the Health and Safety Executive.

Health Surveillance - <https://www.hse.gov.uk/coshh/basics/surveillance.htm>

The objectives for health surveillance are

- Protecting the health of employees by early detection of adverse changes or disease;
- Collecting data for detecting or evaluating health hazards;
- Evaluating control measures.

It should not be confused with general health screening or health promotion.

There is a separate policy on Health Surveillance, which also covers exposure to noise, hand arm vibration, lead and asbestos. **HSP 11.2**

Emergencies

Under the COSHH regulations you need to plan and practice to cope with foreseeable

- accidents,
- incidents or
- emergencies.

This means:

- The right equipment to deal with the emergency, including PPE and decontamination products;
- The right procedures to deal with a casualty;
- The right people trained to take action;
- The right arrangements to deal with the waste created.

Line managers must ensure everybody knows about your emergency plans. This includes the emergency services. Involve safety representatives and employees.

3.1.3 Personal protective equipment (HSP 9.07)

If the measures above are not sufficient to control the risks of exposure, then the last resort for Line Managers to take will be to issue PPE. It protects only the wearer, while being worn, if it fails it offers no protection at all. Line managers are responsible for providing, replacing and paying for personal protective equipment.

Wherever PPE is used, Line Managers need to make sure that it is suitable for the conditions of the job and offers the right level of protection.

It is important that employees know why they need PPE and are trained to use it correctly. Otherwise it is unlikely to protect as required.

Line managers should consider:

- Does it fit correctly?
- How does the wearer feel? Is it comfortable?
- Are all items of PPE compatible?
- Does PPE interfere with the job being done?
- Does PPE introduce another health risk, e.g. overheating, entanglement with machinery?
- If PPE needs maintenance or cleaning, how is it done?

PPE can be issued to protect employees from hazards such as chemical splashes, dusts, gases, and vapours. The types of equipment available vary considerably, but include:

- Eye protection: spectacles, goggles and face screens
- Breathing protection: half / full-face respirators, air fed helmets and breathing apparatus
- Body protection: boiler suits, specialist protective clothing or disposal overalls
- Hand and arm protection: gloves and gauntlets
- Foot and leg protection: safety boots and shoes with steel toe caps
- Keep a record of all PPE issued to staff

3.1.4 Storage

All chemicals and substances should be stored:

- In appropriately labelled containers
- In secure facilities
- With appropriate signage to indicate that chemicals are stored there.

This will help to protect against unauthorised use, potential spillage and fire risk. The location of flammable substances should be recorded on the fire safety plan. The COSHH assessment should identify chemical incompatibilities with regards to storage. Appropriate means of dealing with spills should be available.

3.1.5 Disposal (HSP 9.15)

Waste chemicals and other hazardous wastes and their containers shall be disposed of as Hazardous Waste. This should be done in accordance with the Waste Management Procedure.

3.1.6 Training and competence (HSP 6.0)

Appropriate information and training must be available for nominated COSHH assessors as required.

Staff members identified to carry out COSHH assessments must be competent to undertake this activity. They must:

- Understand the requirements of the regulations
- Be able to gather all relevant information systematically From this information, make valid judgements about the exposures and risks. From this information, make valid judgements about the exposures and risks
- State what actions need to be taken if required
- Understand their own limitations, know when to seek further advice
- Be able to communicate their findings

Line Managers must ensure that their employees are

- Informed
- Instructed and/ or
- Trained

in how to use hazardous substances in their work.

This means that Line Managers must also ensure that employees have enough instruction and information on:

- What the hazards and risks are (access to hazard data sheets and COSHH assessments)
- Any Workplace Exposure Limits (WEL)
- Any control measures, how to use them and their purpose
- How to use personal protective equipment (PPE) that has been provided
- The results of any health surveillance and exposure monitoring; and
- Any emergency procedures (e.g. spillage)

3.1.7 Reportable incidents (HSP 12.0)

Certain incidents involving hazardous substances may be reportable to the HSE. This falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3.1.8 Record keeping

The following records must be kept:

- Findings and conclusions of your COSHH assessments (HSF 019)
- Records of employee training and any certificates
- Health surveillance and exposure monitoring. Keep personal monitoring and health surveillance records for 40 years from the date the record was made. Environmental (fixed site) monitoring records should be kept for 5 years)
- Equipment maintenance records. There are laws that dictate the frequency of some tests and examinations. Local Exhaust Ventilation (LEV) must be thoroughly tested and examined at least every 14 months. The records of these tests kept for 5 years. Periodic user checks of LEV are also required
- Respiratory Protective Equipment. Issue logs and thorough examination and test records, face fit testing records
- All other PPE issued to staff

3.1.9 Review

Line managers should review COSHH assessment at least annually. This is to ensure control measures are still working and adhered to. It is also needed to verify if safer alternatives are available.

Staff training is undertaken and adequate for the risk

3.2 Definitions

REACH. The European Union regulation on the Registration, Evaluation, Authorisation and restriction of CHemicals. It came into force on 1st June 2007 and replaced several European Directives and Regulations with a single system. This regulation controls the importation and supply of chemicals in Europe.

The CLP regulation. The European regulation on the Classification, Labelling and Packaging of substances and mixtures. The CLP Regulation adopts the United Nations' Globally Harmonised System. CLP covers the classification and labelling of chemicals across all European Union countries.

Hazardous Substance. Any natural or artificial substance. Whether in solid or liquid form or in the form of a gas or vapour with the potential to cause harm. This includes micro-organisms.

Biological Agent. Any micro-organism, cell, culture or human endoparasite. Whether genetically modified, which may cause any

- Infection
- Allergy
- Toxicity or
- Otherwise create a hazard to human health.

Control measure. A measure taken to reduce exposure to a substance hazardous to health. This includes:

- The provision of systems of work and supervision
- The cleaning of workplaces, premises, plant and equipment
- The provision and use of engineering controls and personal protective equipment.

Health Surveillance. Assessment of the state of health of an employee. This is as related to exposure to substances hazardous to health including biological monitoring.

Local Exhaust Ventilation (LEV). Otherwise known as extraction. Is an engineering control solution to reduce exposures to:

- Dust
- Mist
- Fume
- Vapour or
- Gas in a workplace

Safety Data Sheet. Products you use may be 'dangerous for supply'. If so, the supplier must, by law, provide you with a safety data sheet.

Preparation. A mixture or solution of two or more substances

Micro-organism. A microbiological entity, which is capable of replication or of transferring genetic material. This can be cellular or non-cellular,

Carcinogen. A substance or a mixture of substances which induce cancer or increase its incidence.

Mutagen – a substance or agent that can induce genetic mutation

Workplace Exposure Limit (WEL). The exposure limit approved by the HSE for that substance. This is in relation to the specified reference period when calculated by a method approved by the HSE. This is contained in HSE publication “EH40 Workplace Exposure Limits 2005”..

3.3 Detailed guidance

Common harmful chemicals can include:

Cleaning chemicals such as:

- dishwasher detergents and rinse-aids
- drain-cleaning products
- oven cleaners
- disinfectants
- toilet cleaners
- bleach
- sanitisers and de-scalers.

Substances used for building repair and maintenance such as:

- paints and thinners
- solvents
- adhesives
- fillers
- solders and fluxes.

It is also important to consider other substances which may cause harm. These can include:

Naturally occurring hazards, such as bacteria, viruses and even fungi. For example:

- The risks of contracting Weil’s disease when working close to watercourses
- hepatitis infection when handling clinical waste
- Legionella bacteria found in hot and cold water systems.

Substances generated by work activities such as:

- fumes and gases from soldering and welding activities,
- exhaust fumes and dusts from drilling and sawing

3.3.1 Health effects

There are many different ways in which substances can have harmful effects on health. They can cause short and long term health problems.

Harm occurs when hazardous substances enter the body via a variety of means. These are:

Inhalation through to the lungs (gases, vapours, fumes and dust). e.g. asthma caused by inhaling allergens such as flour dust;

or losing consciousness as a result of being overcome by toxic fumes

This can happen when mixing incompatible cleaning chemicals.

Absorption - Skin contact (gases, vapours, fumes, dust, liquid or solid). For example, skin irritation or dermatitis. This can be through skin contact and through the mucous membranes of the eyes, nose and throat. This is a common problem with many cleaning chemicals and solvents such as white spirit;

Ingestion if the substance enters the stomach (liquid or solid);

Injection from a cut or injury (liquid or solid). For example, infection from blood borne viruses as a result of a needlestick injury.

Some substances may be high risk if **inhaled** but low risk if in contact with the skin. Other substances may be harmful in liquid form but not in a solid form. All dust is harmful if inhaled or in prolonged contact with skin. This is even if the dust producing substance itself is not inherently harmful, such as flour or wood.

Anyone who works with or is exposed to hazardous substances is at risk. Those exposed to higher amounts of hazardous substances for longer periods of time are more at risk.

Other people in the vicinity when hazardous substances are in use may also be at risk. This can include service users and visitors.

3.3.2 Workplace Exposure Limits

WELs are British occupational exposure limits and are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are generally used:

- long-term (8 hours); and
- short-term (15 minutes).

Short-term exposure limits (STELs) are set to help prevent effects such as eye irritation. These may occur following exposure for a few minutes. Substances that have been assigned a WEL are subject to the requirements of COSHH

Many thousands of substances are used at work. About 500 substances have WELs listed in EH40 workplace exposure limits.

The Workplace Exposure Limit for a substance must not be exceeded. Exposure to any substance which has an assigned WEL must be kept to a minimum. A higher standard of control is required for carcinogens or mutagens. Relatively few substances used as part of the council's activities should be subject to a WEL. Examples may include some types of graffiti removers and rosin-based solder flux fume.

If you use a hazardous substance you should establish whether it has a WEL. This information should be available on the Safety Data Sheet (SDS) and in EH40.

Substances with a WEL must be monitored to ensure that exposure remains below the exposure limits. This means measuring the substance in the air that the worker breathes while the task is underway. Further advice is available from the Occupational Health Service.

3.3.3 Identifying a hazardous substance

Suppliers and manufacturers must identify and clearly label substances that may be hazardous or cause harm to health. The symbols displayed in the table below identify substances with specific harmful characteristics. The classification of different chemicals according to their characteristics follows European legislation.

COSHH and REACH sit side-by-side and both of them call for risk assessment. This table sets out the overlaps and differences.

Issue	COSHH	REACH
Who must assess risk?	The employer	The manufacturer or importer, mostly
What substances?	Hazardous to health, including those arising from processes and germs	Manufactured or imported in quantities of 10 or more tonnes per year in the EU
What duty?	Control exposure in all uses by site and process-specific measures	Develop exposure scenarios and identify 'Risk Management Measures' for named tasks and procedures

REACH identifies a Derived No Effect Level for substances (DNEL). This is a benchmark not an exposure limit. The manufacturer or importer uses this DNEL to identify the correct Risk Management Measures (RMM). This is for the task or procedure in each exposure scenario.

Exposure scenarios and the RMM appear in the REACH Safety Data Sheet PDF for a substance or product.

A Safety Data Sheet (SDS) must be provided by suppliers under the REACH Regulation. This is in line with the CLP regulation. (known as the CLP Regulation), which is the EU's implementation of the Global Harmonised System (GHS). Classification and labelling of chemicals communicates chemical hazards. The CLP Regulation ensures this communication to workers and consumers. For more information on REACH and SDS download this link..

<https://www.hse.gov.uk/reach/resources/reachsds.pdf>

3.3.4 Labelling and packaging (including Safety Data Sheets)

Labels are there to help identify hazardous chemicals and explain what the hazards are and how to avoid them. A hazard label is made up of specific symbols (known as 'pictograms') and warnings. These pictograms and the wording that supports them are set out in law. Chemical suppliers must use them where hazardous properties have been identified. Globally Harmonized System of Classification and Labelling of Chemicals (GHS) include:

- Hazard statements
- Precautionary statements and
- Signal words.

GHS dictates what appears in Safety Data Sheets.

Hazard statements are phrases that describes the nature of the hazard in the substance or mixture.

Each hazard statement has a code, starting with the letter H and followed by three digits. Statements which correspond to related hazards are grouped together by code number. As a result, the numbering is not consecutive. The code is used for reference purposes, for example to help with translations. It is the actual phrase which should appear on labels and safety data sheets.

The hazard statements are broken down into 4 categories:

- Physical hazards

- Health hazards
- Environmental hazards and
- Country specific hazards.

Examples of hazard statements include:

- H200: Unstable explosive (physical)
- H318: Causes serious eye damage (health)
- H411: Toxic to the aquatic life with long lasting effects (environmental)
- AUH029: Contact with water liberates toxic gas (country specific – Australian health)

A **precautionary statement** is a standardised phrase that describes recommended measure(s) to:

- Minimise or
- Prevent

Adverse effects resulting from exposure to a hazardous substance or mixture due to its use or disposal.

Each precautionary statement is designated a code, starting with the letter P and followed by three digits. Statements which correspond to related hazards are grouped together by code number. As a result, the numbering is not consecutive. The code is used for reference purposes, for example to help with translations. It is the actual phrase which should appear on labels and safety data sheets.

The precautionary statements are broken down into 5 categories

- General precautions
- Prevention precautions
- Response precautions
- Storage precautions and
- Disposal precautions

Examples of precautionary statements include:

- P102: Keep out of reach of children (general)
- P270: Do not eat, drink or smoke when using this product (prevention)
- P302: IF ON SKIN (response)
- P402: Store in a dry place (storage)
- P502: Dispose of container/contents to...(disposal)

For a list of hazard statements and precautionary statements follow the link below.


<https://chem-space.com/public/regulatory/GHS%20H%20and%20P-codes.pdf>

Hazard statements		Precautionary statements	
H200-H299	Physical hazards	P100	General
H300-H399	Health hazards	P200	Prevention
H400-H499	Environmental hazards	P300	Response
		P400	Storage
		P500	Disposal

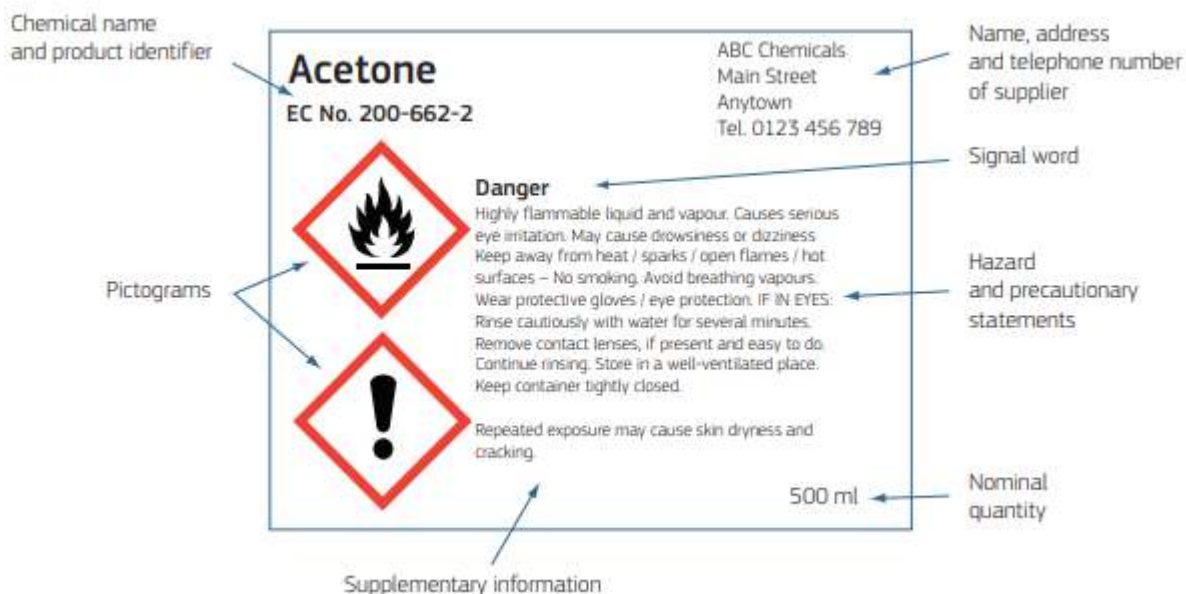
Signal words - The CLP Regulation also introduces two new signal words: ‘**Danger**’ and ‘**Warning**’. If the chemical has a more severe hazard, the label includes the signal word ‘**Danger**’; in case of less severe hazards, the signal word is ‘**Warning**’.

Hazard pictograms alert users to the presence of a hazardous chemical. The pictograms help users to know that the chemicals they are using might cause harm to people or the environment. One or more pictograms might appear on the labelling of a single chemical.

Below is an example of a SDS for a hazardous substance (Acetone). This shows hazard statements, precautionary statements and a signal word.

2. Hazards identification		
2.1. Classification of the substance or mixture		
According to Regulation EC 1272/2008 classified as Flammable Liquid Category 2, Eye Irritant Category 2, Specific Target Organ Toxicity Single Exposure Category 3.		
2.2. Label element		
<p>GHS Pictogram</p> 	<p>Signal Word Danger</p>	<p>Hazard Class Flammable Liquids, Category 2</p> <p>Eye Irritation, Category 2</p> <p>Specific Target Organ Toxicity-Single Exposure, Category 3</p>
<p>Hazard Statements</p> <p>H225: Highly flammable liquid and vapour.</p> <p>H319: Causes serious eye irritation</p> <p>H336: May cause drowsiness or dizziness</p>	<p>Precautionary statements</p> <p>P210: Keep away from heat/sparks/open flames/hot surfaces – No smoking.</p> <p>P305+351+338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing.</p> <p>P337+313: Get medical advice/attention.</p> <p>P403: Store in a well ventilated place.</p>	

A label for the same product could look like this:












The REACH regulations have already removed several potent substances from circulation. This has been achieved by imposing “chemical sunset” dates on identified substances of very high concern. These dates outline when hazardous substances can no longer be used without authorisation. These substances should be replaced with a safer substitute, within the sunset date. The sunset date

allows industry the time to source an alternative. After the chemical sunset date has passed, workplaces must

- seek authorisation to use these substances, or
- stop using the substance completely.

CLP_classification_and_labelling

Symbol	Hazard	Description of hazard
	Explosive	Unstable, explosive
	Oxidising	Chemicals that react exothermically with other chemicals, may cause or intensify fire
	Extremely flammable or Highly flammable	Chemicals that may catch fire in contact with air. Only need brief contact with an ignition source. Have a very low flash point or give off highly flammable gases when in contact with water
	Toxic Or Very Toxic	Chemicals that at low levels cause damage to health
	Caution	This new symbol refers to less serious health hazards such as skin irritancy/sensitisation. This applies to many circumstances where the symbol is applied.
	Serious health hazard	This new symbol reflects serious longer term health hazards such as carcinogenicity and respiratory sensitisation
	Corrosive	Chemicals that may destroy living tissue on contact
	Dangerous for the environment	Chemicals that may present an immediate or delayed danger to one or more components of the environment

	<p>Gas under pressure</p>	<p>Contains gas under pressure; may explode if heated</p>
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3.3.5 Biological Agents such as bacteria, viruses and other micro-organisms

COSHH cover micro-organisms by the term biological agents. This includes germs that cause diseases such as leptospirosis or legionnaire's disease. It does not include common everyday infections such as the common cold which may be contracted from work colleagues. These are defined as any

- micro-organism
- cell culture
- prion or
- human endoparasite

whether or not genetically modified which may cause:

- Infection
- Allergy
- Toxicity or otherwise
- Create a hazard to human health.

The general requirements of COSHH, i.e. risk assessment and prevention or control of exposure will apply to most workplaces. There are also additional requirements for work with micro-organisms, in

- Laboratories,
- Animal rooms, and
- Industrial processes.

COSHH also makes reference to the [Approved List of biological agents](#). The list classifies biological agents into one of four hazard groups according to the risk of infection to a healthy worker. (HG4 being the most hazardous, e.g. Ebola virus)

This provides the basis for laboratory work with the organisms. It does this by indicating what kind of containment and control measures that should be in place in the laboratory. The list may also help other non-laboratory occupations. It does this in assessing risks by indicating the severity of disease associated with a particular biological agent.

The Approved List is not exhaustive, and if a biological agent is not included it should NOT automatically be classified as hazard group 1. The appropriate classification of the agent must be determined by a local risk assessment.

3.3.6 Dusts in significant quantities

Most dusts contain particles of a wide range of sizes. The behaviour and fate of any particle after entry into the human respiratory system depends on:

- The nature and
- The size of the particle.

The HSE distinguishes two size fractions for limit-setting purposes.

- Total inhalable dust. This approximates to the fraction of airborne material which enters the nose and mouth during breathing and is available for deposition in the respiratory tract.
- Respirable dust — approximates to the fraction which penetrates to the gas exchange region of the lung.

Nuisance dusts are not classified by the EC Regulation 1272/2008 on the CLP Regulation) as:

- Very toxic,
- Toxic
- Harmful
- Corrosive or
- Irritant or
- Have a WEL

re allocated two WELs, one for inhalable dust and the other for respirable dust, as follows:

- inhalable dust — a WEL of 10mg/m³ over an 8-hour time-weighted average
- respirable dust — a WEL of 4mg/m³ over an 8-hour time-weighted average.

There are many different types of dust found in the workplace. They may cause health problems, particularly respiratory problems. The most encountered include wood dusts, flour dust, and silica dust from pottery.

It should be remembered that as well as creating health problems dusts also create explosive risks.

3.3.7 Fumes, vapours, mists

Fumes include diesel exhaust fumes and welding fumes. Mild steel welding fumes has recently reclassified as a human carcinogen. The Health and Safety Executive (HSE) released a [safety alert](#) in 2019. This was for those undertaking welding activities, including mild steel, in any industry.

Vapours are a gaseous form of a liquid or solid, e.g. solvent vapour. The HSE publication 'Working with Solvents – [INDG273](#), provides advice on vapours.

Mists are normally associated with legionella mists but also oil mists.

3.4 COSHH Assessment

As stated in the policy section there are 5 steps to COSHH assessment

3.4.1 Step1. Gather information

Make a list of all the substances and products in the workplace. Make a list of all work activities where staff may come into contact with hazardous substances. Consider chemicals and substances that are purchased or stored, how they are used and any waste products that may be created as a result.

The COSHH Inventory Form (**HSF 124**) may be used to record the list of products and substances. Identify hazardous substances and how they may be harmful. For all chemicals used, gather as much information as you can on each substance and the risks associated with them. Look at information:

- On labels
- On safety data sheets (SDS)
- Speak to employees carrying out the tasks where substances are used, handled or stored

There is a COSHH assessment flow chart shown at Appendix 1

Here is an example of partially completed COSHH inventory form

Substance / Chemical	Task / activity substance used in	COSHH assessment completed and controls in place?	Staff trained in safe handling and use?	Date completed
Mr Muscle Max Gel Pipe Unblocker	Unblocking drains	Y	Y	20 Jul 20
Saniflo Descaler	General cleaning	Y	Y	20 Jul 20
Cif Professional All Purpose Cleaner Lemon	General cleaning	Y	Y	20 Jul 20

A school could be divided into the following categories for COSHH assessment


Maintenance	Grounds	chemical application (including - pesticides) exposure to leptispira buildings - water treatment/heating painting woodworking construction cleaning supplying and installing substances swimming pool (chlorine system) pesticide storage pest control
Teaching	technical subjects non-technical	science design and technology general classroom (minimal concern)
Administration	general office procedures	

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3.4.2 Step 2: evaluate the risks posed by the substance/s:

- What is the potential for the substance to cause harm?
- What is the chance of exposure? Consider those working directly with a substance or those who may just be in the vicinity.
- How often will exposure occur and for how long?

Here is an example of what your COSHH assessment could look like for Mr Muscle Max Gel Pipe Unblocker at this point having downloaded the Safety Data Sheet (Sections of SDS shown below)

		COSHH Risk Assessment		Form Number: HSF019 Version: 3.1 Date: August 2015 Procedure: HSP 9.02
Function/ School	Nonsuch	Service area/ Section	Nonsuch	
Where is process being carried out	Staff kitchen			
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Unblocking the kitchen drain,	How long/ how often Once every quarter for about 15 minutes		Quantity of substance used 500 ml
Identify the persons at risk (delete those not applicable)	Employees (including trainees)			
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Mr Muscle Max Gel Pipe Unblocker			
Classification (delete those not applicable)	i.e. state the category of danger	Refer to CLP classification and labelling table above for pictograms		
	Corrosive			
				Dangerous to the environment
What is the signal word? (delete the one not applicable)	(Danger indicates a higher level of risk)			Danger
Hazard type (delete those not applicable)				

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		Liquid	
Other – please state	GEL		
Route of exposure	Inhalation	Skin	Eyes
Ingestion			
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	Delete where not applicable		Short Term Exposure Level 2mg/m ³ (Sodium Hydroxide)
State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H314 - Causes severe skin burns and eye damage.	EUH031 - Contact with acids liberates toxic gas.	
Control measures (Including Precautionary Statements- add more rows if necessary)	Consider extraction, ventilation, training, supervision – refer to HSG003 for further guidance	Include special measures for vulnerable groups, such as disabled people and pregnant workers	Take account of any hazards/agents that are likely to occur through contractors/ sub-contractor activities or processes.
P260 - Do not breathe vapours.	P280 - Wear protective gloves, protective clothing and eye or face protection.	P303 + P361 + P353 - IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower	P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do.
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?	Delete the one not applicable		No
Personal protective equipment (state type and standard)	Dust mask	Visor	Respirator
Goggles EN 166	Gloves EN 374	Overalls EN 14605	Footwear EN 374
Other			
First aid measures (Section 4 of the Safety Data Sheet)	Inhalation: Get medical attention or advice if you feel unwell. Most important symptoms and effects, both acute and delayed	Skin contact: Wash skin with plenty of lukewarm, gently flowing water for at least 30 minutes. Take off immediately all contaminated clothing and	Eye contact: Immediately rinse eyes cautiously with lukewarm water for several minutes. Remove contact lenses, if present and easy to do. Continue

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	May cause bronchospasm in chlorine sensitive individuals	wash it before re-use. Immediately call a POISON CENTRE, doctor or physician. Most important symptoms and effects, both acute and delayed Causes severe burns	rinsing. Immediately call a POISON CENTRE, doctor or Physician Most important symptoms and effects, both acute and delayed Causes severe or permanent damage
Ingestion: Rinse mouth. Immediately drink 1 glass of water. Do NOT induce vomiting. Keep at rest. Immediately call a POISON CENTRE, doctor or physician Most important symptoms and effects, both acute and delayed Ingestion will lead to a strong caustic effect on mouth and throat and to the danger of perforation of oesophagus and stomach	Self-protection of first aider: Consider personal protective equipment		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	Fire fighting - Carbon dioxide. Dry powder. Water spray jet.	In case of large spill ensure adequate ventilation. Do not breathe dust or vapour. In case of an incident in a confined area wear suitable respiratory protection. Wear suitable protective clothing, gloves and eye/face protection. Absorb with liquid-binding material (sand, diatomite, universal binders, sawdust).	Environmental precautions Do not allow to enter drainage system, surface or ground water. Do not allow to enter the ground/soil. Dilute with plenty of water. Inform responsible authorities in case undiluted product reaches drainage system, surface or ground water or the ground/soil
Storage requirements (Section 7 of the Safety Data Sheet)	No special precautions required for safe handling or to prevent fire and explosions:	Handle in accordance with good industrial hygiene and safety practice. Keep away from food, drink and animal feeding stuffs. Do not mix with other products unless advised by Sealed Air. Wash hands before breaks and at the	Keep only in original container. Store in a closed container

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		end of workday. Wash face, hands and any exposed skin thoroughly after handling. Store in accordance with local and national regulations	
Disposal of substances and contaminated containers (delete those not applicable) (Section 13 of the Safety Data Sheet)	Hazardous waste		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Non such	Date	23 Nov 20
Review date	22 Nov 21	Date communicated to employees.	23 Nov 20
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	Monitor use of PPE and other controls	Review 22 Nov 21	
Responsible person	Site supervisor	Site supervisor	
Date completed	23 Nov 20	23 Nov 20	
Status (Red, Amber, Green)	Green	Green	

Questions to consider are as follows:

What is the potential of the substance or the combined potential of two or more to cause harm?

The potential harm has already been indicated by

- The hazard statements,
- Precautionary statements and
- Signal words

All in Section 8 of the SDS.

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You also need to consider how likely it is to be mixed with other substances. For instance, the substance (as stated in Section 8 of the SDS) may liberate a toxic gas if in contact with an acid.

What are the chances of exposure occurring?

Consider the various ways harmful exposures can occur. People can encounter a substance in various ways - they could:

- Work with it directly or
 - Be near where it is handled,
 - transported
 - used
 - worked upon
 - collected
 - packed
 - stored
 - disposed of
 - discharged or given off etc, or
 - It could simply be present in the environment.
- Be in the vicinity of an accidental release or spillage.
- Disturb deposits of the substance on surfaces (e.g. during cleaning) and make them airborne.
- Wear previously contaminated clothing or protective equipment.
- Come into contact with contaminated surfaces.
- Receive it from someone else, e.g. from other people's contaminated clothing or from personal contact?

How often will exposure occur?

Judge from general knowledge and experience of the type of work. As well as information supplied by workpeople and their representatives. Consider people and activities where exposure is routinely very frequent (e.g. virtually daily exposure).

Consider the consequences of any

- Non-routine work,
- Production of one-off items or isolated batches
- Trials
- Maintenance
- Repair operations,
- Spillages etc.

What levels are people exposed to and for how long?

The pattern and total time of exposure during the entire work period. This can usually be determined by observing and asking the people concerned.

- It is especially important to know precisely about the amount or concentration and length of time of exposure when:
 - exposure occurs very frequently;
 - A high level of exposure can be foreseen at any time;
 - A substance has a maximum exposure limit or
 - An occupational exposure standard, or

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- Has been assigned an in-house occupational exposure limit or
- Can cause cancer, asthma or respiratory sensitisation or
- Is otherwise known to be particularly hazardous

Drawing conclusions about the risks to health. Sometimes exposure may not be a risk to health. For instance, when quantities or rate of use of the substance are too small to constitute a risk under foreseeable circumstances of use. This is even if controls broke down. Previous measurements have been taken of the process, in-house or elsewhere. This includes 'worst-case' situations, which confirm that exposure is not a risk to health at any time.

Indications that exposure may be likely include:

- Any evidence of fine deposits on people or surfaces
- Fumes or particles visible in the air (e.g. in light beams)
- Control measures broken, clearly defective or badly maintained
- Absence of, or departure from, recognised good practice
- Any complaints of discomfort or excessive odour
- Ill health linked to exposure been reported or detected during health surveillance

3.4.3 Step 3 – Decide on control measures.

Good practice in the control of substances hazardous to health can be encapsulated in the eight generic principles. They must all be applied to obtain effective and reliable control. The principles overlap in their application. They are not ordered by rank – the first is not more important than the last. More information can be obtained from the link to the HSE website: <https://www.hse.gov.uk/coshh/detail/goodpractice.htm>

1. Design and operate processes and activities to minimise

- Emission
- Release and
- Spread of substances hazardous to health.

It is more effective, and usually cheaper, to reduce the emission of a contaminant at source. This is rather than to develop ways of removing the contaminant from the workplace, once it has been released and dispersed.

2. Consider all relevant routes of exposure when developing control measures. The physical, chemical and infectious properties of a substance have a great bearing on which route of exposure. If there is no exposure, there is no risk to health; but usage nearly always leads to some exposure. So, consider:

- the health effects that the substances can cause;
- the way the substances are used;
- the degree of exposure; and
- how exposure occurs.

Where inhalation is the most relevant route, the focus for control will be sources of emission to air. Where the main concern is:

- Ingestion or effects on, or
- Through the skin, as a result of penetration.

Then the focus for control will be sources of contamination of surfaces or clothing and direct contamination of the skin. Therefore:

- identify all sources and routes of exposure; and
- rank these routes in order of importance

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3. Control exposure by measures that are proportionate to health risk. Control measures that are adequate will consider:

- The nature and
- Severity of the hazard and
- The magnitude
- Frequency and
- Duration of exposure.

They will be proportionate to the risk. Consider the consequences of failure to control exposure adequately. If the health effects arising from exposure are less serious, such as simple, reversible irritation. And are not likely to cause long-term harm. It may be enough to reduce exposure by simple, low-cost measures. This includes replacing lids on vessels or cleaning work areas regularly.

4. Choose the most effective and reliable control options. These should minimise the escape and spread of substances hazardous to health. Some control options are inherently more reliable and effective than others. For example, the protection afforded by PPE depends upon good fit and attention to detail. In contrast a very reliable form of control is changing the process so that less of the hazardous substance is emitted or released. There is a broad hierarchy of control options available. This is, based on inherent reliability and likely effectiveness. COSHH regulation 7 refers to many of these options. They include:

- elimination of the hazardous substance;
- modification of the substance, process and/or workplace;
- applying controls to the process, such as enclosures and Local Exhaust Ventilation (LEV) ;
- ways of working which minimise exposure; and
- equipment or devices worn by exposed individuals.

N.B – Local Exhaust Ventilation

LEV must be designed to ensure that it will draw dust, fume, gases or vapour through a hood or booth away from the worker. The system should be easy for workers to use and enclose the process as much as possible. This is to capture and contain the harmful substance before release into the working environment. Air should be filtered and discharged to a safe place. The system should be robust enough to withstand the process and work environment. It is important to maintain it and undertake tests to ensure it is working effectively as stated in the Record keeping part of this document.

5. Where adequate control of exposure cannot be achieved

- by other means
- in combination with other control measures

suitable personal protective equipment should be provided.

Effective control measures usually consist of a mixture of

- Process and/or workplace modifications
- Applied controls (such as local exhaust ventilation) and
- Methods of working that minimise exposure and make the best use of controls.

Sometimes the mix includes PPE, such as respirators, workwear or gloves.

6. Regularly check and review all elements of control measures for their continuing effectiveness. Effective control measures usually consist of a mixture of

- Process and/or
- workplace modifications,
- applied controls (such as local exhaust ventilation) and

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- methods of working that minimise exposure and make the best use of controls.

Sometimes the mix includes PPE, such as respirators, workwear or gloves.

7. Inform and train all employees on the hazards and risks from the substances with which they work. Inform and train all employees on the use of control measures developed to minimise risks. For control measures to be effective, people need to know how to use them properly. Most importantly, people need to know why they should be bothered to work in a certain way and use the controls as specified; they need to be motivated.

8. Ensure the introduction of control measures does not increase the overall risk to health and safety.

Changes to control exposure can introduce new risks, such as:

- Process changes
- Enclosures
- Ventilation
- New methods of working
- PPE and other.

Enclosures might create an explosion risk if they could contain potentially explosible aerosols. New methods of working may create risks of musculoskeletal injury. LEV must be maintained, introducing possible risks of access and manual handling of heavy parts. PPE can restrict movement, feel and vision. And some controls may increase environmental emissions.

Ensuring control measures are used

Undertake periodic checks to ensure that reported defects in control measures are rectified. Ensure there are arrangements for maintenance of all measures. This includes timetables and schedules for:

- Periodic examination and
- Test of engineering controls and
- Items of respiratory protective equipment.

Maintain systems for keeping records of examinations and tests, which must be kept for at least five years.

Planning for emergencies

If, after undertaking the COSHH risk assessment, there is still a risk of:

A rare and more severe exposure to one or more hazardous substances, or if

The work activity involves the use of:

- a carcinogen; or
- a mutagen; or
- a biological agent

You must make arrangements to deal with any incident or emergency that may occur that involve hazardous substances.

The purpose of the arrangements is to

Mitigate the effects of the incident

Restore the situation to normal as soon as possible

While limiting the extent of any risks to health.

The arrangements should:

- establish emergency procedures that include the regular testing of safety drills;
- make information available to safety representatives and employees. This includes details of work and specific hazards likely to arise in the event of an incident or emergency;
- provide suitable warning and communication systems;
- provide extra, specific first-aid facilities and training on the emergency procedures;

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- ensure that only those people who are essential to carry out necessary repairs are permitted into the affected area;
- provide enough suitable PPE
- provide any specialised safety equipment and plant. This is to ensure repairs can be made, and the situation returned to normal as soon as possible;
- devise safe methods for disposal of the substance and contaminated clothing etc;
- provide suitable hygiene facilities for decontaminating skin and facilities for cleaning PPE.

You should also contact the local fire service and offer to make available:

- A copy of the emergency procedures; and
- Details of the specific hazards likely to arise in the event of an incident or emergency involving a substance hazardous to health.

NB – First aid

- Ensure that there is adequate first aid provision for the level of risk involved. Consider peripatetic workers and any specific first aid requirements. This includes access to clean water or eyewash stations, in the event of splashes to eyes.
- Instruct staff in first-aid actions to take in the event of accidental contact with skin or eyes.
- Keep Safety Data Sheets in a place known to staff if they need to be referred to in case of spillage or an accident.
- Incidents involving hazardous chemicals should be reported to the CH&ST through MySafety. Report serious incidents immediately by phone to the CH&ST, follow up with the online report.

Monitoring exposure

In some cases monitoring the exposure of employees to hazardous substances will be required. The need for this monitoring must be considered in the assessment.

Measuring environmental levels does not measure the amount that is actually breathed in or absorbed. The risk of ill health occurring depends on the amount breathed in or absorbed. Environmental measurements can add to exposure monitoring, but not replace it.

Monitoring is generally required when any of the following circumstances apply:

- when failure or deterioration of the control measures could result in a serious health effect. This is either because of the toxicity of the substance or because of the extent of potential exposure, or both;
- when you need to confirm that a MEL or OES or any self-imposed (in-house) working standard is not exceeded;
- when any change occurs in the conditions affecting employees' exposure. For instance, when adequate control of exposure is no longer being maintained. For example, an increase in the quantity of substances used or changing systems of work or introducing new plant

When setting up a monitoring regime, decide what success criteria to establish. Where substances have an MEL or an OES this will be easier to establish. Where an OES or MEL does not exist, develop 'in-house' standards.

3.4.4 Step 4 -Making a record of the assessment (HSF 124)

Show why decisions about risks and precautions have been arrived at. For instance, the use of PPE is usually only acceptable as an extra measure. This is if you can't prevent or adequate control exposure by other reasonably practicable means. The assessment should make it clear why other means were not considered feasible. The record should be useful and meaningful to those who will need to know about it, both now and in the future. Record the significant findings of the assessment when drafting the assessment.

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3.4.5 Step 5 - Reviewing the COSHH risk assessment

Review the assessment at regular intervals and immediately if:

- there is any reason to suppose that the original assessment is no longer valid. This can be because evidence from the examining and testing engineering controls. It can also be from reports from supervisors about defects in control systems; or
- any of the circumstances of the work should change significantly. Especially if it may have affected employees' exposure to a hazardous substance.

The first purpose of review is to see if the existing assessment is still suitable and sufficient. If it is, then you do not need to do any more. If it appears that the assessment is no longer valid, it does not mean the whole assessment has to be revised. Only those parts that do not reflect the new situation need amending.

Regardless of any real change in the situation, there is an absolute requirement to review the situation on a regular basis. The review interval is not specified in the COSHH Regulations, but the Council requires this to be done at least annually.

The following are examples of changes which may make review necessary.

- The volume of production has changed
- The plant has changed
- Different materials are in use
- The process has changed

As the range of methods improves and expands it becomes more reasonably practicable to use them and include them in the risk assessment.

You should also review if:

- Ill health related to work is reported;
- There is new evidence about hazards of substances;
- Monitoring or health surveillance results show any loss of control;
- New or improved techniques of control become reasonably practicable

3.4.6 Storage

Only allow access to authorised and appropriately trained people.

Provide an appropriate standard of general ventilation.

Ensure all powered fans are appropriate for the contaminants being controlled. That is suitable for explosive, corrosive and flammable substances.

Define a specific area for storage and put up signs.

Label all containers, including partly used ones.

Ensure the area is spacious enough to easily deal with spills, tidy and is well-lit.

Floors should be impervious, resistant to liquids and easy to clean.

Keep easily ignitable materials, such as empty packaging, in a separate storeroom. Keep oxidising chemicals in dedicated buildings (away from flammable materials).

Ask your chemical supplier for specific advice on which chemicals to store separately from others.

Small packages should be stored in a suitable, robust storage cabinet.

Use removable trays within cabinets to contain leaks and spills, and to make cleaning easier.

Store chemicals that readily react together in separate cabinets.

Address flammability hazards if you use refrigerators for storage

Quantities of less than 50 litres of highly flammable liquids can be stored in suitable bins or cabinets. They must be in designated areas away from working or processing areas.

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Never store more than 50 litres of highly flammable liquids in the workroom.

Sacks and drums

Make sure spills can be contained, e.g. by using sump pallets or having kerbed areas.

Store chemicals that react readily together at least 3 metres apart.

It is recommended that no more than 250 litres of liquids with a flashpoint in the range of 320oC to 550oC are stored in the workroom, in a fire resisting cupboard or bin.

Silos

Provide dust filtration for air displaced from the silo during filling.

Put barriers around the silo to prevent damage, e.g. by fork-lift trucks.

Individually label feed lines.

Consider explosion relief for combustible solids and ensure that equipment is appropriately earthed

International bulk carriers (IBCs) and storage tanks

Make sure spills can be contained, e.g. by bunding to hold 110% of the volume of the largest container

3.5 Responsibilities

The Chief Executive Officer (CEO) for Essex County Council (ECC) is ultimately responsible for:

- ensuring the effective implementation of this policy
- allocating sufficient resources
- monitoring the overall effectiveness of the policy through the management structure

Executive Directors and Directors. They have overall responsibility within their Functions or areas of control to ensure that:

- effective arrangements are implemented to prevent or control exposure to substances hazardous to health
- sufficient resource and training is provided as required
- staff are aware of this policy and its importance

Heads of Service and Line Managers must ensure that:

- substances hazardous to health are identified and recorded in a COSHH inventory [HSF124]. The assessments of the associated risks to health are carried out within their Service
- if individuals are nominated as COSHH assessor(s) they must be appropriately trained and deemed competent. Refer to the Training, Awareness and Competency Policy [HSP 6.0]. Assessors must have a good knowledge of working procedures and practices. They must have an understanding of the COSHH regulations. Assessors must be allocated sufficient time and resources to complete these assessments. Managers may choose to undertake the duties of a COSHH Assessor, rather than delegate this task
- assessments are recorded using the Essex County Council COSHH form [HSF019]
- safety data sheets are available for reference
- health surveillance is undertaken, as appropriate, in accordance with assessment findings. A Health Surveillance risk assessment form [HSF043] is available to record this information on
- appropriate resources are available to support safe working practice. This must consider appropriate control measures
- they support the assessment process and its outcome. This done by meeting any necessary control measures and / or resource requirements

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- they collate information relating to hazardous substances and control measures. The assessment findings must be effectively communicated
- monitoring of employee compliance with assessments and identified controls is carried out
- any incidents involving hazardous substances are reported, investigated and managed. This is in accordance with the Council's Accident Reporting Policy (HSP 12.0)

Headteachers and senior managers (Community and Voluntary Controlled Schools)

Headteachers additionally have responsibility for ensuring that:

- CLEAPSS best practice is followed for Science, Technology and Art curriculum activities
- (If applicable to their role). Nominated assessors have the relevant training and competence to undertake COSHH assessments for:
 - maintenance
 - pool management
 - cleaning and
 - catering activities i.e. non-curriculum

Nominated COSHH assessors (if applicable) must:

- Complete any necessary training to enable them to undertake their role as COSHH assessor
- Carry out assessments and identify appropriate control measures and safe systems of work
- Report any health surveillance requirements to the Occupational Health Department or Line Managers.
- Prioritise COSHH assessment reviews and ensure that reviews are completed annually
- Record assessments using ECC forms (HSF019) and submit to the appropriate manager for approval
- Raise concerns with line manager

Employees have a responsibility to:


- follow the safe system of work identified in the assessments
- make full and proper use of control measures including personal protective equipment
- report any compliance failures, defects or concerns to their line manager
- report accidents and incidents
- attend training as required
- inform their line manager of any health concerns which could be attributed to exposure to hazardous substances

Responsibilities for Academy, Foundation, Voluntary Aided and Independent and Free schools

- Governing bodies, the Proprietor or Corporation will hold CEO responsibilities
- Headteachers will hold Executive Directors responsibilities
- Heads of Service will have Line Managers responsibilities

Part 4 – Templates/ Risk Assessments

COSHH Risk Assessment form

	COSHH Risk Assessment		Form Number: HSF019 Version: 3.1 Date: August 2015 Procedure: HSP 9.02
Function/ School		Service area/ Section	Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Product used in the dishwasher	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Cleanline Machine Dishwash Detergent - laundry powder		
Classification (delete those not applicable)	Serious eye damage/eye irritation		
Toxic/ Very Toxic	Causes serious eye irritation		
Unstable/ explosive	Product is not explosive	No fire hazard	No dangerous reaction known
What is the signal word? (delete the one not applicable)	Warning		
Fume			Solid
Route of exposure	Inhalation	Skin	
Ingestion	Other – please state		
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)			Short Term Exposure Level

State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H-319 Causes serious eye irritation		
Control measures (Including Precautionary Statements- add more rows if necessary)	Protective personal equipment only required in case of professional use or for large packs.	Wear eye/face protection	Prevent that the undiluted product reaches surface waters.
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	Goggles		
First aid measures (Section 4 of the Safety Data Sheet)	If inhaled: remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a poison centre or Doctor if you start to feel unwell or exposed.	If on skin: wash with plenty of soap and water. Remove all contaminated clothes. If skin irritation occurs, get immediate medical advice and discontinue use of product.	If in eyes: rinse cautiously with water for several minutes. Remove contact lenses, if present and if easy to do. Continue rinsing. Immediately call a poison centre or Doctor.
	If swallowed: Rinse mouth. Do not induce vomiting. Immediately call a poison centre or Doctor.		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	Suitable extinguishing media: Dry chemical powder, CO2 & Alcohol resistant foam.	In case of inadequate ventilation, wear respiratory protection.	Scoop solid spill into closing containers. Small quantities of solid spill, wash down with water. For large spills, scoop solid spills into closing containers. The material and containers must be disposed of in a safe way and as per local legislation.
Storage requirements (Section 7 of the Safety Data Sheet)	Store in the original container.	Store in a cool, dry area away from heat.	
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of in accordance with local legislation		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		

Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Cleaning agent	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Cleenol Red Label Washaid		
Classification (delete those not applicable)	Health Hazards: Skin Corr. 1A - H314 Eye Dam. 1 - 318.		
Toxic/ Very Toxic	This product is not believed to present a hazard due to its physical nature		
Unstable/ explosive	Not flammable		
What is the signal word? (delete the one not applicable)	Danger		
Hazard type (delete those not applicable)	Health Hazard		
Fume	Liquid		
Route of exposure	Inhalation	Skin contact	Ingestion
	Eye contact		
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	Long-term exposure limit - 8 hours TWA WEL	Short term exposure limit: 15 minutes	

		WEL 2mg/m	
State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H-318 Eye damage	H - 314 Skin Corr	
Control measures (Including Precautionary Statements- add more rows if necessary)	Provide adequate ventilation.	Wear eyewear complying with approved standards.	Wear chemical-resistant, impervious gloves with an approved standard
Wash promptly if skin becomes contaminated.	Wear appropriate clothing to prevent the possibility of skin contact.	Provide eyewash station and safety shower. Do not smoke in work area	Wash hands at the end of each work shift, before eating, smoking and using the toilet.
Promptly remove clothing that becomes contaminated.	When using, do not eat, smoke or drink.	Store locked up	Dispose of according to national guidelines.
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	Wear chemical-resistant, impervious gloves with an approved standard	Wear eyewear complying with approved standards.	Wear appropriate clothing to prevent the possibility of skin contact.
First aid measures (Section 4 of the Safety Data Sheet)	Inhalation: Remove the affected person from the source of contamination. Keep the affected person warm and at rest. Get medical attention immediately.	INGestion: Never give anything by mouth to an unconscious person. Do not induce vomiting. Rinse your mouth thoroughly with water. Get medical attention immediately.	Skin contact: Remove affected person from the source of contamination. Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention promptly if symptoms occur after washing.
	Eye contact: Remove the affected person from the source of contamination. Remove any contact lenses and open eyelids wide. Continue to rinse for at least 15 minutes. Get medical attention immediately. Continue to rinse.		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	This product is not flammable. Use fire-extinguishing media suitable for the surrounding fire. Burning may produce irritating, toxic and obnoxious fumes.		

Storage requirements (Section 7 of the Safety Data Sheet)	Store in the tightly closed, original container.	Store in a cool, dry, well-ventilated area away from heat.	
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of waste to a licensed disposal site in accordance with the requirements of the local waste disposal authority.		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Cleaning agent	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Daz Professional Washing Powder		
Classification (delete those not applicable)	Health Hazards: Serious eye damage and eye irritation (Category 2 - H319)		
Toxic/ Very Toxic	This product is not believed to present a hazard due to its physical nature		
Unstable/ explosive	Not flammable		
What is the signal word? (delete the one not applicable)	WARNING		
Hazard type (delete those not applicable)	Health Hazard		
Fume	Solid		
Route of exposure	Inhalation	Skin contact	Ingestion
	Eye contact		

Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	Sodium Carbonate Peroxide short-term exposure limit - 12.8mg/kg body weight/day	Sodium C10-13 Alkyl Benzenesulfonate long term inhalation exposure limit: 6mg/m ³ Long term dermal limit 85 mg/kg bw/d	
State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H-319 Causes serious eye irritation	No presence of PBT and vPvB ingredients.	
Control measures (Including Precautionary Statements- add more rows if necessary)	P101 - of medical advice is needed, have product container or label at hand.	P102 - Keep out of reach of children.	P305, P351, P338. If in eyes: rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
	P337 & P313 - if eye irritation persists: get medical advice/attention.	P301 & P312. If swallowed, call a poison centre/doctor if you feel unwell.	
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	PPE only required in case of professional use or for large packs. For consumer use please follow recommendations indicated on the label of the product.	Wear eye/face protection	Prevent that the undiluted product reaches surface water.
First aid measures (Section 4 of the Safety Data Sheet)	Inhalation: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a POISON CENTRE or doctor/physician if exposed or you feel unwell.	Ingestion: If swallowed, rinse mouth. DO NOT induce vomiting. Immediately call a poison center or doctor/physician.	Skin contact: Wash with plenty of water and soap. Remove/take off immediately all contaminated clothing. If skin irritation occurs, get immediate medical advice/attention. Discontinue use of product.
	Eye contact: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do so. Continue rinsing. Immediately call a poison center of doctor/physician.		

Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	No fire hazard. Non-combustible. Not explosive. No dangerous reaction known under conditions of normal use.	No specific firefighting instructions required.	
Storage requirements (Section 7 of the Safety Data Sheet)	Store in the tightly closed, original container.		
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose in accordance with local regulations.		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Cleaning agent	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Kitchen Cleaner Sanitiser		
Classification (delete those not applicable)	Health Hazards: Serious eye damage and eye irritation (Category 2 - H319)	H412 - Harmful to aquatic life with long lasting effects.	
Toxic/ Very Toxic	This product is not believed to present a hazard due to its physical nature		
Unstable/ explosive	Not flammable		
What is the signal word? (delete the one not applicable)	WARNING		
Hazard type (delete those not applicable)	Health Hazard		
Fume	Liquid		
Route of exposure	Eye contact	Skin contact	Ingestion
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	Citric Acid (CAS: 77-9209)		

State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H-319 Causes serious eye irritation	No presence of PBT and vPvB ingredients.	
Control measures (Including Precautionary Statements- add more rows if necessary)	P264, Wash contaminated skin thoroughly after handling.	P273, Avoid release to the environment.	P305, P351, P338. If in eyes: rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P501, Dispose of contents/container in accordance with national regulations	P337 & P313 - if eye irritation persists: get medical advice/attention.	P301 & P312. If swallowed, call a poison centre/doctor if you feel unwell.	P280, wear protective gloves.
P303, P361, P353: If on skin or hair, take off immediately all contaminated clothing. Rinse skin with water/shower.			
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	Other skin and body protection Use barrier creams to prevent skin contact.	Hand protection Chemical-resistant, impervious gloves complying with an approved standard should be worn if a risk assessment indicated skin contact is possible.	Eye/face protection Eyewear complying with an approved standard should be worn if a risk assessment indicates eye contact is possible. Unless the assessment indicates a higher degree of protection is required, the following protection should be worn (tight-fitting safety glasses).
	Hygiene Measures Wash promptly if skin becomes contaminated. Promptly remove any clothing that becomes contaminated. Use appropriate skin cream to prevent drying of skin.	Respiratory protection Non relevant	
First aid measures (Section 4 of the Safety Data Sheet)	Eye contact: Remove any contact lenses and open eyelids wide apart. Continue to rinse for at least 15 minutes. Get medical attention if any discomfort continues.	Ingestion: If swallowed, rinse mouth out with water. Get medical attention if any discomfort continues.	Skin contact: Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if any discomfort continues.

Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	This product is not flammable. Use fire-extinguishing media suitable for the surrounding fire.		
Storage requirements (Section 7 of the Safety Data Sheet)	Store in the tightly closed, original container in a dry, cool and well-ventilated place. Keep only on the original container.	Avoid spilling. Avoid contact with skin and eyes.	
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of waste to licensed waste disposal site in accordance with the requirements of the local waste disposal authority.		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Washing and Cleaning Product	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	P&G Professional Fairy Original		
Classification (delete those not applicable)	Health Hazards: Serious eye damage and eye irritation (Category 2 - H319)	H412 - Harmful to aquatic life with long lasting effects.	
Toxic/ Very Toxic	Not classified.		
Unstable/ explosive	No fire hazard. Not combustible.	Product is not explosive.	No dangerous reactions known.
What is the signal word? (delete the one not applicable)	WARNING		
Hazard type (delete those not applicable)	Health Hazard		
Fume	Liquid		
Route of exposure	Eye contact	Skin contact	Ingestion
	Inhalation		
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	No additional information available.		

State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)	H-319 Causes serious eye irritation	H412, harmful to aquatic life with long lasting effects.	
Control measures (Including Precautionary Statements- add more rows if necessary)	P102, Keep out of reach of children.	P501, Dispose of contents/container in accordance with national regulations	P305, P351, P338. If in eyes: rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
	P337 & P313 - if eye irritation persists: get medical advice/attention.		
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	Avoid contact with eyes. Use personal protective equipment as required.	Do not handle it until all safety precautions have been read and understood.	Do not eat, drink or smoke when using this product.
First aid measures (Section 4 of the Safety Data Sheet)	Eye contact: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing. Immediately call a poison center or doctor/physician.	Ingestion: If swallowed, rinse mouth out with water. Do not induce vomiting. Immediately call a poison center or doctor/physician.	Skin contact: If on skin, wash with plenty of soap and water. Take off contaminated clothing and wash before reuse. If skin irritation occurs, get medical advice/attention. Discontinue use of product.
	If inhaled, remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a poison center or doctor/physician if you feel unwell.		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	This product is not flammable. Use fire-extinguishing media suitable for the surrounding fire.		
Storage requirements (Section 7 of the Safety Data Sheet)	Store in the original container in a cool, dry area.		
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of waste to licensed waste disposal site in accordance with official regulations.		

Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Kitchen
Where is process being carried out	Kitchen		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description Washing and Cleaning Product	How long/ how often Daily	Quantity of substance used As detailed in the product instructions.
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Volunteers (AFSS)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	P&G Professional Flash		
Classification (delete those not applicable)	NONE		
Toxic/ Very Toxic	Not classified.		
Unstable/ explosive	No fire hazard. Not combustible.	Product is not explosive.	No dangerous reactions known.
What is the signal word? (delete the one not applicable)	NONE		
Hazard type (delete those not applicable)			
Fume	Liquid		
Route of exposure	Eye contact	Skin contact	Ingestion
	Inhalation		
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	No additional information available.		
State the risks to health from identified hazards –			

Including hazard statements (Section 8 of Hazard Data Sheet)			
Control measures (Including Precautionary Statements- add more rows if necessary)	P260 - Do not breathe spray	P501 - Dispose of contents/container to an appropriate local waste system	
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	In case of inadequate ventilation, wear respiratory protection.		
First aid measures (Section 4 of the Safety Data Sheet)	Eye contact: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing. Immediately call a poison center or doctor/physician.	Ingestion: If swallowed, rinse mouth out with water. Do not induce vomiting. Immediately call a poison center or doctor/physician.	Skin contact: If on skin, wash with plenty of soap and water. Take off contaminated clothing and wash before reuse. If skin irritation occurs, get medical advice/attention. Discontinue use of product.
	If inhaled, remove victim to fresh air and keep at rest in a position comfortable for breathing. Call a poison center or doctor/physician if you feel unwell.		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	This product is not flammable.	Product is not explosive.	No dangerous reaction known under conditions of normal use.
Storage requirements (Section 7 of the Safety Data Sheet)	Store in the original container in a cool, dry area.		
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of waste to licensed waste disposal site in accordance with official regulations.		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		

Assessed by (Name of assessor)	Tom Le Masurier	Date	29/11/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	29/11/2021		
Status (Red, Amber, Green)	Green		

Function/ School	Service area/ Section		Swimming Pool
Where is process being carried out	Swimming Pool		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Bleaching agent, oxidising agents, intermediate, Industrial and professional cleaning		
Identify the persons at risk (delete those not applicable)	Employees (including trainees)		
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>	Sodium Hydrochlorite		
Classification (delete those not applicable)	H290: May be corrosive to metals.	H314: Causes severe skin burns and eye damage.	H411: Toxic to aquatic life with long lasting effects.
	H400: Very toxic to aquatic life		
Toxic/ Very Toxic	TOXIC		
Unstable/ explosive			
What is the signal word? (delete the one not applicable)	DANGER		
Hazard type (delete those not applicable)	H290: May be corrosive to metals.	H314: Causes severe skin burns and eye damage.	H411: Toxic to aquatic life with long lasting effects.
	H400: Very toxic to aquatic life		
Fume	Liquid		
Route of exposure	Eye contact	Skin contact	Ingestion
	Inhalation		
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	No additional information available.		
State the risks to health from identified hazards – Including hazard	Appropriate engineering controls	Respiratory protection Normally no personal respiratory protection is	Eye protection Wear eye protection with side protection (EN166).

statements (Section 8 of Hazard Data Sheet)	Provide adequate ventilation, including appropriate local extraction. A washing facility/water for eye and skin cleaning purposes should be present.	necessary. When required to spray sodium hypochlorite solutions or to work in mists adequate respiratory protection should be provided. Where a cartridge/canister respirator is suitable use: Type B P3	Goggles giving complete protection to eyes. If splashes are likely to occur: Full face shield.
	Skin and body protection Wear protective clothing and gloves: The following materials are suitable for protective gloves (permeation time \geq 8 hours): PVC (0.5mm), Neoprene (0.5mm), Butyl rubber (0.5mm), Nitrile rubber (0.35mm), Natural rubber (0.5mm).	Environmental Exposure Controls Spillages or uncontrolled discharges into watercourses must be alerted to the appropriate regulatory body	Thermal hazards None known
Control measures (Including Precautionary Statements- add more rows if necessary)	P260: Do not breathe vapour	P273: Avoid release to the environment	P280: Wear protective gloves/protective clothing/eye protection/face protection
	P301 + P330 + P331: IF SWALLOWED: Rinse mouth. Do NOT induce vomiting	P303 + P361 + P353: IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.	P305 + P351 + P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?			No
Personal protective equipment (state type and standard)	Skin and body protection Wear protective clothing and gloves: The following materials are suitable for protective gloves (permeation time \geq 8 hours): PVC (0.5mm), Neoprene (0.5mm), Butyl rubber (0.5mm), Nitrile rubber (0.35mm), Natural rubber (0.5mm).	Eye protection Wear eye protection with side protection (EN166). Goggles giving complete protection to eyes. If splashes are likely to occur: Full face shield. Skin and body protecti	Respiratory protection Normally no personal respiratory protection is necessary. When required to spray sodium hypochlorite solutions or to work in mists adequate respiratory protection should be provided. Where a cartridge/canister respirator is suitable use: Type B P3
First aid measures (Section 4 of the Safety Data Sheet)	Inhalation Remove patient from exposure, keep warm and at rest. Administer oxygen if	Skin contact Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash	Eye contact Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue

	necessary. Obtain medical attention.	contaminated clothing before reuse. If symptoms develop, obtain medical attention	rinsing. Immediately call a POISON CENTRE/doctor.
	Ingestion Do NOT induce vomiting. Provided the patient is conscious, wash out mouth with water and give 200-300 ml (half a pint) of water to drink. Immediately call a POISON CENTRE/doctor.		
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)	Suitable extinguishing media: Use extinguishing measures that are appropriate to local circumstances and the surrounding environment. Unsuitable extinguishing media: High volume water jet	Non-combustible. May decompose in a fire, giving off toxic and irritant vapours. (chlorine). Chlorine is an oxidising agent.	5.3 Advice for fire-fighters Fire fighters should wear complete protective clothing including self-contained breathing apparatus. Use water spray or fog to knock down and absorb corrosive fumes. Keep fire exposed containers cool by spraying with water. Dike fire control water for later disposal.
	6.1 Personal precautions, protective equipment and emergency procedures Provide adequate ventilation. Do not use metal containers for spilled liquid. Wear appropriate personal protective equipment, avoid direct contact	6.2 Environmental precautions Avoid release to the environment. Spillages or uncontrolled discharges into watercourses must be alerted to the appropriate regulatory body.	6.3 Methods and material for containment and cleaning up Collect spillage. Small spillages: Wash the spillage area with water. Large spillages: Contain spillages with sand, earth or any suitable adsorbent material. Earth may be shovelled to contain spillage and to avoid contamination of sewers and watercourses.
Storage requirements (Section 7 of the Safety Data Sheet)	Avoid contact with skin and eyes. Avoid inhalation of mists. Wear protective gloves/protective clothing/eye protection/face protection. Ensure adequate ventilation	For small quantities - vented containers made from glass or PVC are suitable..	For large quantities - glass reinforced plastic tanks with a PVC lining, rubber lined mild steel or high density polyethylene tanks are suitable.
Storage life: Stable under normal conditions.	Storage tanks should be completely enclosed except for vents and overflows	Provision should be made to wash tanks clear of sludge, which can build up due to salting out of solids during natural decomposition.	Storage temperature: Ambient. Keep away from heat and direct sunlight.

Incompatible materials: Do not mix with acid. Avoid contact with other cleaning agents			
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Dispose of contents in accordance with local, state or national legislation. Send to a licensed recycler, reclaimer or incinerator. Dispose of this material and its container to hazardous or special waste collection point.		
Risk Rating after applying control measures (delete those not applicable)	Low		
Risk Controlled? Delete those not applicable	Yes		
Assessed by (Name of assessor)	Tom Le Masurier	Date	22/12/2021
Review date	September 2022	Date communicated to employees.	January 2022
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary		
Actions required	N/A		
Responsible person	Tom Le Masurier		
Date completed	21/12/2021		
Status (Red, Amber, Green)	Green		


Control of Substances Hazardous to Health (COSHH)
COSHH Inventory form

Department: _____

Site / Establishment: _____

Substance / Chemical	Task / activity substance used in	COSHH assessment completed and controls in place?	Staff trained in safe handling and use?	Date completed
Cleanline Machine Dishwash Detergent	Cleaning product for professional use.	Y / N	Y / N	29/11/2021
P&G Professional Daz	Washing and cleaning product	Y / N	Y / N	29/11/2021
Cleenol Red Label Washaid	Cleaning Agent	Y / N	Y / N	29/11/2021
Kitchen Cleaner Sanitiser (CRG713)	Cleaning product	Y / N	Y / N	29/11/2021
P&G Professional - Flash	Cleaning product	Y / N	Y / N	29/11/2021
P&G Professional Washing Up Liquid	Washing & cleaning product	Y / N	Y / N	29/11/2021
Sodium Hydrochlorite	Bleaching agent, oxidising agents, intermediate, Industrial and professional cleaning	Y / N	Y / N	21/12/2021
		Y / N	Y / N	
		Y / N	Y / N	
		Y / N	Y / N	
		Y / N	Y / N	

Line manager health surveillance assessment form

		LINE MANAGERS HEALTH SURVEILLANCE FORM				Form Number: HSF043 Version: 2.0 Issue Date: November 2016 Procedure HSP 11.2	
Location/Site:		Date of Assessment: 29/11/2021		Assessor(s): Tom Le Masurier		Reference:	
This is not an exhaustive list. If you have other hazard activities that you consider may require health surveillance, add them to your risk assessment and send to the Occupational Health Service. For each hazard that you identify, enter the total number of employees that are affected into the 'who is affected' box and then on a separate sheet, list the employee names, date of birth and home address and attach this to your risk assessment to send to the Occupational Health Service.							
Activity	Definition/Guidance	Applicable? Y/N	Job role(s)	Number of staff	Health Surveillance in place? Y/N	Date sent to OHS?	Completed
Work with Asbestos	Engaged in work on asbestos containing materials (including surveying).	N					
Contact with Blood (or Bodily Fluids) is likely	Engaged in work with regular contact with these substances or at risk of injury from contaminated materials (e.g. needlesticks).	Y	Teachers, support staff, administration roles.	ALL	N		
Exposure to Chemicals substances	Requirement is determined through risk assessment based on the substances in use (e.g. a sensitizer or irritant). Also a requirement under Schedule 6 of the COSHH regulations for certain substances and processes.	Y	Kitchen staff	2	N		
Driving	Occupational Drivers – Where the job involves driving Council Vehicles, each Driver must complete an Individual Driver Risk Assessment. If this identifies a health issue, surveillance may be necessary.	N					

Work with Lead	Likely to be a significant exposure to lead - use of lead containing solder (fumes), or working with lead itself (roof flashings, weights).	N					
Night work	Employees are employed specifically for permanent night work (defined as at least 3 hours between 11pm and 6am as a regular feature of their work pattern).	N					
Working in a high Noise environment	Employees regularly exposed to noise above the upper action level of: a daily or weekly personal noise exposure of 85dB(A) or a peak sound pressure of 137 dB(C).	N					
Use of Vibration producing tools or machinery.	<u>Hand-arm vibration (HAV):</u> Exposure likely to exceed the daily exposure value of 2.5 m/s ² (metres per second squared) A(8). <u>Whole body vibration (WBV):</u> Exposure likely to exceed the daily personal exposure action value of 0.5 m/s ² (metres per second squared) A(8).	N					

If you have indicated that you already have health surveillance in place for any of the above, please complete the following
Is this already known to, or provided by, the Council's Occupational Health provider? If not please provide the following information

Full Description of the surveillance in place.	
Full Address of the Occupational Health provider.	

Details of where the health Records are kept¹ (if different from the above).	

¹ Records in relation to health surveillance should be stored in a safe or locked cabinet and all COSHH records must be kept for a minimum of 40 years.

Version	3.0
Dated	Aug 20
Review	Jul 22

Part 5 – External references

HSE

The Control of Substances Hazardous to Health ACOP <https://www.hse.gov.uk/pubns/priced/l5.pdf>

INDG 136: Working with substances hazardous to health; a brief guide to COSHH

<https://www.hse.gov.uk/pubns/indg136.htm>

A step by step guide to COSHH assessment- <https://www.hse.gov.uk/pubns/books/hsg97.htm>

COSHH essentials - <https://www.hse.gov.uk/coshh/essentials/index.htm>

EH40 Workplace Exposure Limits [EH40 workplace exposure limits](#)

Working with Solvents – INDG273 <https://www.hse.gov.uk/pubns/indg273.pdf>

Principles of good practise - <https://www.hse.gov.uk/coshh/detail/goodpractice.htm>

General storage of liquids and solids <http://coshh-tool.hse.gov.uk/assets/live/G101.pdf>

HSE advice on Health Surveillance <https://www.hse.gov.uk/coshh/basics/surveillance.htm>

Approved List of biological agents <https://www.hse.gov.uk/pubns/misc208.pdf>

RIDDOR reporting - <https://www.hse.gov.uk/riddor/>

REACH and Safety Data Sheets <https://www.hse.gov.uk/reach/resources/reachsds.pdf>

Other references

List of hazard statements and precautionary statements

<https://chem-space.com/public/regulatory/GHS%20H%20and%20P-codes.pdf>

Assessing Risks of Work with Biological Agents and Hazards -[University of Glasgow](#)

Version	3.0
Dated	Aug 20
Review	Jul 22



Part 6 – Legal references

Government legislation

The Control of Substances Hazardous to Health regulations 2002

<https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made>.

Version	3.0
Dated	Aug 20
Review	Jul 22



Appendix 1 COSHH risk assessment flow chart

COSHH Risk Assessment flow chart

