



Lingfield Education Trust

COSHH Procedure

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Policy prepared by (name and designation)	Nick Blackburn CEO
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SYSTEM AND GUIDANCE FOR THE CONDUCT AND RECORDING OF COSHH ASSESSMENTS

Control of Substances Hazardous to Health **(COSHH)**

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PURPOSE

The purpose of this procedure is to ensure that adequate control of substances hazardous to health is implemented. It ensures that no hazardous substance is used, handled, stored, transported or disposed of without the appropriate hazard information being available from the manufacturer in the form of health and safety data sheets and risk assessments carried out in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

SCOPE

This procedure applies to the Control of Substances Hazardous to Health

RESPONSIBILITIES

All who use, or issue for use, substances which may be hazardous to health.
All who work, or require others to work, in situations where hazardous substances may be present.

GENERAL REQUIREMENTS

Hazards and Risks

5.1.1 Categories of Danger

Substances can be classified in relation to health as:

- i) very toxic
- ii) toxic
- iii) harmful
- iv) corrosive
- v) irritant
- vi) sensitising
- vii) carcinogenic (likely to cause cancer)
- viii) mutagenic (likely to cause mutation)
- ix) teratogenic (likely to damage the unborn child or interfere with reproduction)

Methods of Entry

Substances can enter the body:

- i) during respiration
- ii) through the mouth (ingestion)
- iii) through cuts in the skin
- iv) through the skin

Range of Substances

Substances which can be harmful can appear in many different physical forms e.g. gas, vapour, dust, liquid, solid. It is important to remember that the state of the substance must be considered e.g. some substances in solid state are only harmful when present as dust or in fibrous form. Some substances are more harmful under special conditions e.g. extremes of temperature or pressure.

Individual Susceptibility

Individual responses to hazardous substances vary considerably. Some of the factors, which may affect reaction to a substance, are:

- i) general health
- ii) genetic predisposition
- iii) lifestyle
- iv) age
- v) sex

Assumptions about degree of harm cannot be based on the response of different individuals. Well-known examples are asthma and dermatitis.

Method of Implementation

General

Substances which are harmful to health - very toxic, toxic, harmful, irritant, corrosive, or radioactive shall be stored safely in suitable receptacles which are positively identified and in a place suitable as far as is reasonably practical, i.e. defined storage areas.

- i) The door hatch for any opening giving access to hazardous substances shall be securely locked with the keys under the control of responsible persons. Suitable warning signs shall be posted on the outside.
- ii) Any hazardous substances that are to be used by Contractors on site shall have manufacturers' Health and Safety Data sheets and accompanying COSHH risk assessment
- iii) It is a requirement under COSHH that employers carry out a suitable and sufficient assessment of the risks created by exposure to hazardous substances.
- iv) Completed COSHH assessments are distributed to those who use the products.
- v) If appropriate, the stores shall have the COSHH assessment file readily available at the stores counter whenever any hazardous material is withdrawn. The person withdrawing that material is responsible for reading the assessment and is to adhere to the assessment for:
 - a) personal protective equipment
 - b) fire action
 - c) spillage/ disposal
 - d) normal use of the substance
 - e) duration of exposure
 - f) any controls that should be followed (e.g. hot work, smoking etc.)
- vi) COSHH assessment files shall be audited for compliance with the procedure on a regular basis. Any non-compliance's found will be actioned immediately by the relevant file holder.
- vii) Records shall be maintained of all instances involving hazardous substances including any medical records for personnel exposed to substances specified in Column 1 of Schedule 5 – Control of Substances Hazardous to Health Regulations 2002.

Records shall be kept for a period of 40 years.

TRAINING


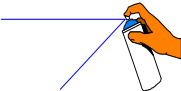















The control of substances hazardous to health shall be thoroughly explained during staff safety induction training so that all personnel and Contractors receive prior and appropriate information before commencing normal work duties.

ATTACHMENTS

- Example of COSHH Assessment Form (2 pages)

Review Date: Autumn 2019

COSHH ASSESSMENT FORM

School Using Substance: Lingfield Education Trust				Supplier Manufacturer:								
Material/ Trade Name:			Acute and Chronic Effects On Target Organs:									
Activity:												
Application ✓												
 Generating Dust	 Spraying	 Roller	 Brushing	 Trowel	 Mixing							
HAZARD IDENTIFICATION - (✓ as appropriate)												
CORROSIVE		TOXIC		CAUTION		Damage to Organs		EXPLOSIVE		FLAMMABLE		
												
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
Exposure levels (delete as appropriate)						Engineering Controls				YES	NO	
Degree of risk -		LOW / MED / HIGH				Can the process be isolated?						
Duration - (hours)		1 / 2 / 3 / OVER 4				Can the process be enclosed?						
Quantities		LARGE / MED / SMALL				Is forced ventilation / extraction needed?						
HAZARD IDENTIFICATION				YES	NO					YES	NO	
Hazardous by inhalation?						Hazardous by absorption?						
Hazardous by ingestion?						Irritant to the skin?						
Irritant to the eyes?						Flammable						
State the type of Personal Protective Equipment required - (✓ appropriate):												
R P E		Eye protection		Gloves		Foot protection		Overalls				
												
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
If any of the following answers are Yes. Please attach information to this form										YES	NO	
1. Is the manufacturer's hazard information sheet available and included?												
2. Is specific training required?												
3. Will exposure monitoring and/or control measures be required?												
4. Will health surveillance be necessary?												
5. Does substance need to be disposed of by an Authorised Waste Disposal Contractor?												
6. Have storage requirements been provided or arranged with site?												
FIRST AID Refer over page ✓ Appropriate		Standard (+ refer to MDS)		Non-standard (+ refer to MDS)		A	B	C	D	E	F	G
State any precautions, actions or control measures required:												

SIGNATURE	PRINT	DATE
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Further control measures needed due to individual circumstances of employee

Actions to be taken in the event of spillage: (If leaks are possible give method of prevention if any)

Actions to be taken in the event of fire: (Include emergency numbers, fire fighting media etc)

Always Check Information On The Manufacturer's Data Sheet (MDS), The Container And COSHH Assessment

Standard First Aid

Inhalation:	Move to fresh air loosen clothing
Eye contact:	Flush with copious amounts of water
Skin contact:	Wash thoroughly with soap and water
Ingestion:	Do not induce vomiting, get medical aid

Non-Standard First Aid

A:	Skin Contact	Leave bitumen on skin, get medical aid
B:	Inhalation	Cleanse nasal passages
C:	Ingestion	Give milk to drink, get medical aid
D:	Ingestion	Give an emetic, get medical aid
E:	Ingestion	Drink water, get medical aid
F:	Eye Contact	Avoid rubbing, seek medical aid
	Skin Contact	Avoid rubbing, seek medical aid
G:	Eye Contact	Flush with clean water and 5% solution of bicarbonate of soda
	Skin Contact	Flush with clean water

If in any doubt get medical aid. Make sure you know exactly what you have been using, pass this information onto the nurse or doctor.