

COSHH Policy & Process

1.2

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Version Control

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1. INTRODUCTION

SHPCA will monitor and control all substances in any of its premises which have the potential to cause harm in order to ensure the safe usage and storage of these items, and that staff are aware of them, and trained in their use.

(Alliance staff may come into contact with hazardous substances - often cleaning materials and disinfectants - even in those situations where contract cleaners are employed) and staff working in Alliance clinical services will work in line with COSHH procedures and policy of the service location. N.B. This may differ depending on the 'Host' location/owner. Staff should ensure they are aware of these and work in compliance with them

These procedures will include, but will not be limited to:

- Clinical substances or waste
- Cleaning materials
- Chemicals and gases
- All substances with a hazard identification symbol

2. RISK ASSESSMENT

SHPCA will undertake a Risk Assessment and evaluate all the health risks relative to all those substances covered by the COSHH Regulations and then document all of their findings. The Assessment will be periodically reviewed and the length of time between successive reviews will depend on the findings of the initial assessment as to the type of risk, the work, and judgement on the likelihood of changes occurring.

It will be sufficient for periodic reviews to note changes to the risks and a full re-assessment is not necessary. The Risk Assessment and associated data sheets will be kept available for inspection by all staff and for the purposes of regulatory inspection (CQC, HSE etc)

See books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717627851

3. SAFETY DATA SHEETS

SHPCA will maintain a Safety Data Sheet for all substances bearing a hazard symbol. A copy of the data sheet which specifies emergency treatment will be held for each substance:

- In the central health and safety file
- In the possession of the cleaning staff
- Adjacent to the storage location of the substance

Safety Data Sheets will always be specific to the product in use. These will, in all cases, be obtained from the product manufacturer or the supplier on first ordering, when the formulation of the substance changes or on request by SHPCA. Where an original supplier data sheet is not available the product will be withdrawn and an alternative will be sourced.

Possession of a data sheet alone is not sufficient and a Risk Assessment must always be carried out.

4. GENERAL ARRANGEMENTS

- Staff must not bring substances onsite without permission.
- Staff must not move substances into different storage or use locations unless authorised to do so
- Substances in use will generally be those which are in regular supply, unless an alternative or a new substance has been approved
- COSHH items will be audited regularly (preferably as part of the annual Health & Safety joint inspection – see Audit Form Appendix A)
- Substances bearing a hazard symbol must not be used by staff unless they are authorised and trained to do so
- Temporary staff likely to come into contact with hazardous substances will be instructed as to their use
- COSHH training will be carried out with all staff on an annual basis, or on recruitment as appropriate
- Personal Protective Equipment (PPE) of the required grade will be available for use in accordance with the requirements and recommendations stated on the Safety Data Sheets
- COSHH substances will be maintained at a minimum stock level and securely stored
- COSHH substances will all have a risk assessment carried out prior to use or when its formulation changes (See Appendix B)

On-Site Contract Cleaners

SHPCA will ensure that all COSHH procedures as outlined above are carried out for the safety of Alliance Staff by all onsite cleaning contractors. SHPCA requires the contractor/building manager to make the necessary details available to SHPCA for the information of staff who may come into contact with hazardous substances. Compliance with the COSHH regulations will be a mandatory requirement for contract cleaning companies and will be included in their service level agreement and/or in all lease agreements relating to the occupation of the building by SHPCA.

Principal source of guidance - <http://www.hse.gov.uk/coshh/>

5. APPENDIX A - COSHH AUDIT RECORD

Item	Findings	Action Required
All hazardous substances have been listed below		
All substances have a Data Sheet in the central file		
All substances have a Data Sheet available to the cleaning staff		
All substances have a Data Sheet available adjacent to the substance storage / use location		
All Data Sheets are manufacturer / supplier originals		
All data sheets are up to date		
No new substances are received without a Data Sheet prior to the substance arrival		
Users of all substances are aware of the specific substance handling and safety requirements		
No substances are located in unauthorised areas		

Staff training has been carried out in the last 18 months		
Essential PPE equipment (per the Data Sheets) is available		
Essential PPE is worn by the staff		
Contractors are not permitted to bring hazardous materials on site without authority		
A Risk Assessment is available for all hazardous substances		

Hazardous Substance	Category	Location	Training Required	Maximum Quantity on Premises

APPENDIX B - RISK ASSESSMENT SHEET

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Substance Name	Manufacturer	Supplier

Use: Frequency:	
Quantity Used:	
Location:	
PPE Required:	
Staff Authorised to use:	
Specific Hazards:	
Key Health Effects / Route into Body:	

Risk of Fire / Ignition:	
Are alternatives available which are safer?	
How is it stored? Is this adequate? How is it disposed of?	
What are the immediate First Aid responses to exposure or spillage?	
Who is the substance likely to affect – staff, patients, visitors?	



Assessment of Risk	VERY LOW / LOW / MEDIUM / HIGH / VERY HIGH (select one category)
Action taken to Mitigate Risk	
Confidence in Mitigating Action	VERY LOW / LOW / MEDIUM / HIGH / VERY HIGH (select one category)
Overall Assessment and Recommendations	

Signed: _____

Date: _____