

# Control of Substances Hazardous to Health (COSHH) Policy

<b>Name</b>	<b>COSHH Policy</b>
<b>Summary</b>	This policy sets out the duties of the Golden Jubilee foundation (GJF) under the Control of Substances Hazardous to Health Regulations 2002 regarding the protection of its employees and others from the harmful effects of substances used in the workplace.
<b>Associated Documents</b>	Health and Safety Policy
<b>Target Audience</b>	All staff of GJF
<b>Version number</b>	2.0
<b>Date of this version</b>	July 2018
<b>Review Date</b>	July 2021
<b>Date of fairness test</b>	July 2018
<b>Approving committee/group</b>	Health and Safety Committee
<b>Document Lead</b>	David Wilson (H&S)
<b>Document Author (if different)</b>	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



**V**aluing dignity and respect  
**A** can do attitude  
**L**eading commitment to quality  
**U**nderstanding our responsibilities  
**E**ffectively working together

Our values are:

- Valuing dignity and respect.
- A 'can do' attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

# **Control of Substances hazardous to Health (COSHH) Policy**

## **1. Introduction and policy statement**

The COSHH Regulations 2002 and approved code of practice require employers to evaluate and control the risks which employees and others may be exposed to from hazard substances at work.

It applies to all workplaces and includes any substances, materials, processes or by-products that are hazardous to health, e.g. clinical waste, microbiological agents, dust of any kind in substantial quantities and all chemicals categorised as hazardous to health in any form, i.e. solid, liquid, gas or vapour.

## **2. Scope**

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

## **3. Aims and objectives**

The GJF aims to comply with the legal requirements and professional standards regarding the control of hazardous substances and therefore the purpose of this policy is to:

- Assess the risk to health that may arise from exposure to hazardous substances;
- Establish precautions and control measures needed appropriate to the risk. Wherever possible, risks should be eliminated;
- Monitor control measures to ensure they are adhered to and working properly. This includes maintenance and testing of any equipment involved e.g. local exhaust ventilation systems;
- Monitor the extent to which employees are exposed to hazardous substances and carry out health surveillance where necessary;
- Inform, instruct and train employees regarding the hazards, risks and precautions needed.
- Provide a system of recording and reviewing COSHH risk assessments.

## **4. COSHH Risk Assessment**

COSHH assessments should take a systematic approach by considering all factors relating to the use of substances hazardous to health.

They must clearly show all the control measures put in place either to prevent exposure or to achieve and maintain adequate control of exposure.

Assessments must be working documents, copies of which must be kept readily available for reference. The template for COSHH risk assessment is shown in Appendix 2.

## **5. Roles and responsibilities**

### **5.1 The Chief Executive** is responsible for:

- Ensuring the effective implementation of this policy;
- Allocating sufficient resources to enable the policy to be delivered;
- Monitoring the overall effectiveness of the policy.

### **5.2 Department Managers** are responsible for:

- Ensuring that substances hazardous to health are identified and assessments of the associated risks to health are carried out within their service by nominated, appropriately trained, competent people;
- Ensuring material safety data sheets are available for reference;
- Ensuring appropriate resources are available to support safe working practice and take into account appropriate control measures;
- Monitoring employee compliance with assessments and identified control measures;
- Assessments are reviewed annually or more frequently if circumstances change.

### **5.3 Nominated Assessors** are responsible for:

- Attending training to enable them to undertake their role as COSHH assessor;
- Carrying out assessments and developing appropriate control measures and safe systems of work;
- Reporting any health surveillance requirements to the Occupational Health Department;
- Submitting the above documentation to the line manager.

### **5.4 Employees** are responsible for:

- Following the safe system of work identified in the assessment;
- Making full and proper use of control measures including personal protective equipment;
- Reporting any compliance failures, digressions, defects or concerns to their line manager;

- Reporting accidents and incidents;
- Attending training as required;
- Informing their line manager of any health concerns which could reasonably be attributed to exposure to hazardous substances;

## **6. Monitoring and review**

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

## **Appendix 1: Guidance for all staff**

This guidance is intended for all staff whose job involves work with substances, which may be hazardous to the health of themselves, colleagues, patients, visitors and others.

It is intended to be user-friendly and describes in 'question and answer' format the roles of managers, COSHH Assessors, employees and others.

### **What is meant by COSHH?**

COSHH means the Control of Substances Hazardous to Health Regulations 2002. These Regulations are intended to help protect people from the harmful effects of substances used at work.

### **What do 'substances hazardous to health' mean?**

These are substances and mixtures that can cause harm if they are inhaled, ingested or come into contact with or are absorbed by the skin. Substances hazardous to health include biological agents, medicines, cleaning and maintenance products.

### **How do I know if a substance is likely to be harmful?**

There is information on the container label and for most substances material safety data sheets (MSDS) are available from the manufacturers and suppliers. These should be available when the COSHH assessment is done. If specific information is needed on biological agents this can be obtained from the appropriate Infection Control and/or Laboratory staff.

### **Does COSHH apply to everyone in the organisation?**

As the employer, the GJF has the duty under COSHH to assess and control risks from hazardous substances to all employees and in most cases to people not at work e.g. patients and visitors. All employees also have to cooperate with the employer and make full use of control measures including the use and maintenance of protective equipment and reporting defects.

### **Does COSHH apply to all substances used in the GJF?**

If a substance is harmless in use a COSHH assessment is not needed.

### **What is meant by a COSHH assessment?**

The COSHH assessment is, as its name suggest, a risk assessment which looks for any hazardous properties of a substance and the possible adverse health

effects which would occur from the way in which the substance is handled or used.

It must include the relevant factors associated with the work and lead to an 'informed and valid' judgement about the risks. It should lead to preventing exposure to the substance and, where this is not possible, how exposure to the substance can be controlled.

### **How is exposure to hazardous substances prevented or controlled?**

Whenever possible a hazardous substance should be substituted with a less harmful one, however when this is not possible exposure to the harmful substance must be controlled. Such measures may include the following:

- Enclosing or ventilating the process, e.g. in some laboratory procedures;
- Reducing the number of people exposed and/or how long exposed;
- Containing spills and having 'mop-up' procedure;
- Cleaning, storage and disposal procedures;
- Washing, changing and storage of own clothing and protective equipment;
- Laundering of contaminated clothing;
- Washing and changing facilities;
- Not eating or drinking where there are hazardous substances;
- Use of personal protective equipment (PPE).

### **What is meant by health surveillance?**

Health surveillance is a way of protecting the health of people at work by identifying early symptoms in employees exposed to substances that could harm their health.

### **What source of help and advice are there within the GJF?**

The main sources of advice are the Health and Safety Department and the Occupational Health Department. These departments have access to other information and detail and are also a source of practical help. They do not however carry out the assessments; the duty to undertake COSHH assessments and implement and manage controls rests with the managers concerned.

**Appendix 2: COSHH Risk Assessment Form**

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH  
COSHH RISK ASSESSMENT FORM (CF003A)**

**Title of Work Activity:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Description of Work Activity:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBSTANCES USED**

<b>Substance(s)</b>	<b>Hazardous Classification</b> <i>*(choose from list below)</i>	<b>R/Phrase</b>

**\*Very Toxic, Toxic, Harmful, Corrosive, Irritant, Dust, Carcinogen, Micro Organism.**

Do any have workplace exposure limits? YES/NO \_\_\_\_\_  
(if so, please list opposite) \_\_\_\_\_



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**EXPOSURE**

Are there emissions of Substance from Process?

Yes                       No                       Contained

*If Yes:*

Aerosol                       Fume                       Solid                       Gas   
Dust                       Liquid                       Vapour

**Estimated Risk:**

	High	Medium	Low	Constant	Intermittent
Inhalation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skin Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Injection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has Exposure been measured?                      Yes                       No

If Yes, State Value & Date of Most Recent Test

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People at risk of exposure:

Number of people at risk: \_\_\_\_\_

**ENGINEERING CONTROLS**

Tick one or more as appropriate

None Used

Local Exhaust Ventilation

Other

Specify \_\_\_\_\_

**PERSONAL PROTECTION**

Tick one or more as appropriate

*The following are necessary for all or part of the work:*

Eye Protection

Respiratory Protection

*Specify type:* \_\_\_\_\_

Foot Protection

Face Protection

Other

*Specify:* \_\_\_\_\_

Hand Protection

**TRAINING FOR THE WORK ACTIVITY**

Specific Training will be required:

Yes

No

If Yes, describe any specific training required.

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## CONTINGENCY PLANNING

Required to limit the extent of the risk arising from an uncontrolled release of hazardous substances

Written emergency instructions are available on site:

Yes

No

Provision of the following is available in an emergency:

*(tick one or more boxes)*

Eye Irrigation Point

Breathing Apparatus

Other First Aid Provisions

Spill Neutralisation Chemicals

*specify:* \_\_\_\_\_

Specify Other Provisions:

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## ASSESSOR'S CONCLUSIONS

Having reviewed the work activity, the substances and their use, I consider:

- a) The quantities, rates of use and manner of use of the substances do not constitute any significant risk to health under foreseeable circumstances, even if the control measures broke down.
- b) The risks to health identified in this work activity are adequately controlled by the existing method.
- c) Monitoring for airborne contaminants is required.
- d) The risks to health identified in this work activity require additional control measures to be taken.

**If d) is ticked, specify what additional control measures are required.**

<b>Additional control measures required:</b>	<b>Action by:</b>	<b>Target date:</b>	<b>Completion date:</b>

**Signature of Risk Assessor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Review date:** \_\_\_\_\_