

COSHH (Hazard Materials) Policy and Example Risk Assessment



Approved by:	Trustee Board	Date:	January 2023
Signed by:		Position:	Chair of Trustees
Last reviewed:	January 2023	Next review due:	January 2024



Monitoring arrangements

This policy will be reviewed annually but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustees.

Author: KJ	Title: COSHH Hazardous Materials Policy	Ref: INCSHS010	Date Jan 23
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1. Introduction

- 1.1. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) applies to any substance or material that may cause harm to the user or anyone else exposed to it.
- 1.2. All businesses that use potentially hazardous materials or substances are required to have a set of procedures/policy setting out the precautions to be in place for the safe storage, use and handling before and after using it.

2. Policy

- 2.1. Inclusion Hampshire (INCSHS010) (“The Charity”) will ensure that it meets its statutory obligations with regards to COSHH 2002, the Management of Health and Safety at Work Regulations 1999 and any other relevant legislation.

3. Aims of the Policy

- 3.1 This policy is intended to set out the values, principles and policies underpinning the Charity’s approach to COSHH management.
- 3.2 By implementing COSHH guidelines thoroughly and fully the organisation aims to protect staff who come into contact with hazardous substances as part of their work.
- 3.3 Such 'hazardous substances' include:
 - 3.1.1 substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations, including chemicals classified as very toxic, toxic, harmful, irritant, or corrosive etc.
 - 3.1.2 substantial concentrations of airborne dust.
 - 3.1.3 harmful micro-organisms.

4 The COSHH Policy

- 4.1. To comply with the Regulations the Charity will:
 - 4.1.1. ensure that the exposure to hazardous substances is minimised and adequately controlled in all cases
 - 4.1.2. follow the hierarchy of controls
 - 4.1.3. avoid exposure
 - 4.1.4. substitute the substance or change the process
 - 4.1.5. total enclosure of the process
 - 4.1.6. the use of LEV (Local Exhaust Ventilation)
 - 4.1.7. limiting the number of personnel exposed
 - 4.1.8. reducing the period of exposure
 - 4.1.9. providing suitable PPE.

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- 4.2. Ensure that a COSHH risk assessment is carried out for all work carried out by the Charity that involves exposure to hazardous substances.
 - 4.2.1. Please see the COSHH register and signature sheets and Guidance notes for Material Safety Data Sheet (MSDS).
 - 4.2.2. A generic Risk Assessment is also supplied
- 4.3. A copy of the Material Safety Data Sheet (MSDS) will be held for every product on site which is identified as harmful. These will be obtained from the supplier or manufacturer.
- 4.4. The Business Manager will review the MSDS to ensure they remain current, usually at the same time as reviewing the main COSHH assessments.
- 4.5. Ensure that all personnel who are exposed to hazardous substances in their work receive adequate training and information and are issued with appropriate protective clothing or equipment.
- 4.6. Ensure that COSHH assessments are reviewed regularly and whenever there are modifications to a work process that involves a change in the use of a hazardous substance.
- 4.7. All COSHH assessments will use information from the MSDS and will be relevant to the task to be carried out. Completed COSHH assessments will be kept on file at the INCSHS010 premises.
- 4.8. The Business Manager will be responsible for ensuring that COSHH assessments are carried out.

5. Health Surveillance

- 5.1. In accordance with Regulation 6 of the Management of Health and Safety at Work Regulations 1999 the Charity will ensure that all employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the COSHH assessment.
- 5.2. The need for health surveillance will be assessed on a case-by-case basis.
- 5.3. All personal details will be kept securely.
- 5.4. All staff should be encouraged to read the policy on COSHH as part of their induction process.
- 5.5. All staff will be encouraged to approach their line manager if they feel their health is being adversely affected.

6. Training

- 6.1. The Charity will ensure that staff expected to perform COSHH assessments as part of their job will undergo suitable training.
- 6.2. The Charity will ensure that all employees are given suitable training in the storage and use of all substances they will use in the course of their work.

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- 6.3. The training will be done during normal working hours.
- 6.4. No substance will be introduced into the work process without employees being given adequate training.
- 6.5. The Business Manager is responsible for keeping a record of any COSHH training.
- 6.6. COSHH training should include demonstrations on safe use and handling to ensure that hazardous substances are used according to the manufacturer's instructions and that all employees fully understand these instructions.

7. PPE

- 7.1. The Charity will ensure that PPE suitable for exposure to/contact with the substance and task is available for use at all workstations, and that all employees have been properly trained in its use.
- 7.2. The Business Manager is responsible for ensuring that an adequate supply of PPE is always available.

8. Incidents and emergencies

- 8.1. The Charity will ensure that employees receive training on emergency procedures relating to spillages or accidental exposure to hazardous substances.
- 8.2. A fully stocked first aid kit and Biohazard Kit and trained first aider will always be available wherever hazardous materials are used.
- 8.3. The personnel responsible and procedures for dealing with accidents and emergencies will be prominently displayed at appropriate locations and each employee will be obliged to familiarise themselves with this information.
- 8.4. The management will be informed immediately of any hazardous substance's incident or emergency.

9. Storage

- 9.1. The Charity will ensure that safe storage (lockable where appropriate) is provided for materials/chemicals used in the business.
- 9.2. All materials/substances will be stored as per the manufacturers' recommendations, including bunded stores/tanks where needed.
- 9.3. The Business Manager will be responsible for carrying out regular reviews of storage arrangements.

10. Disposal

- 10.1. The Charity will ensure that all chemicals or hazardous substances are disposed of in accordance with local environmental requirements and MSDS information.
- 10.2. Clean-up equipment and PPE shall be made available when necessary.

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11. Employees duties

- 11.1. All employees will be given a copy of this Policy and will be required to comply with the requirements herein at all times.
- 11.2. All employees are obliged to report any accident, misuse or risk from use, handling, contact or storage of hazardous materials to the Business Manager.
- 11.3. Any employee who feels unwell or ill after having been exposed to any hazardous substance is required to report this to their line manager.

12. Monitoring and Review

It will be the responsibility of the Business Manager to monitor the implementation of and compliance with this Policy and to carry out regular audits of:

- 12.1. use of chemicals/substances
- 12.2. maintenance of control systems
- 12.3. observance of safe working practices by all employees
- 12.4. distribution of COSHH-related information and updates to all relevant employees
- 12.5. storage of hazardous substances
- 12.6. safe working procedures of contractors (if appropriate).

Annex

Annex A: INCSHS010 Guidance notes for MSDS and Risk Assessments

Annex B: INCSHS010 Risk Assessment Hazardous Materials

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<p>Annex A: GUIDANCE NOTES HAZARDOUS MATERIALS (COSHH) RISK ASSESSMENT AND MATERIAL SAFETY DATA SHEET (MSDS)</p>

1. What is a Material Safety Data Sheet (MSDS)?

A Material Safety Data Sheet is a sheet detailing information on potentially hazardous chemicals for people, usually employees or the emergency services, who may be exposed to the hazardous substances in the workplace. By law, suppliers of chemical products must make available a Material Safety Data Sheet or MSDS for each chemical substance they supply, if that substance is potentially dangerous to supply, whether it is a 50ml pot of glue from the local DIY store or a 5L bottle of mortar cleaner from a merchant. Many items will have some information on the container; it is always wise to read the instructions before using something, especially when it may have an adverse effect. An MSDS is a more complete information pack that goes into far more detail than you can fit onto the side of a small container.

2. MSDS and Risk Assessment.

The MSDS provides information on chemical products and this information can then be used by the employer to create a risk assessment for the use of those chemicals. The MSDS will describe what hazards are associated with the chemical product concerned and will also give information on handling, storage, and emergency measures in case of an accident. The employer can then utilise this information to guide them when creating a risk assessment for the use of that chemical in their particular workplace. The MSDS is not a risk assessment itself but the information it contains is a fundamental tool for producing the associated risk assessment. It is important to remember that even seemingly innocuous powders like plaster or cement can cause serious burns to the skin or eyes, but these can easily be avoided by the correct use of PPE – which will be dictated by reading the MSDS and doing the risk assessment.

3. An MSDS will contain the following information:

- 3.1. Identification of the substance and the manufacturer
- 3.2 Name of the substance
- 3.3 Name, address, and phone number of the supplier (including an emergency number)
- 3.4 Composition/information on ingredients
- 3.5 Sufficient information to allow the reader to identify the risks associated with it
- 3.6 Hazard(s) identification
- 3.7 Hazards to man and the environment
- 3.8 Adverse health effects and symptoms
- 3.9 First-aid measures:
 - 3.8.1 Whether immediate attention is required

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- 3.8.2 Symptoms and effects including any delayed effects
 - 3.8.3 Specific information about routes of entry into the body
 - 3.8.4 Whether professional advice is needed
- 3.10 Fire-fighting measures:
- 3.8.5 Suitable extinguishing materials
 - 3.8.6 Any extinguishers that must not be used
 - 3.8.7 Hazards that may arise from combustion – gases or fumes etc.
 - 3.8.8 Any special protective measures for firefighters
- 3.9 Accidental release measures:
- 3.9.1 Personal precautions such as removal of ignition sources, provision of adequate ventilation, avoiding eye or skin contact, etc.
 - 3.9.2 Environmental precautions such as keeping away from drains, the need to alert neighbours, etc.
 - 3.9.3 Methods for cleaning up – use absorbent material.
- 3.10 Handling and storage:
- 3.10.1 Advice on technical measures such as local or general ventilation
 - 3.10.2 Measures to prevent dust, fire or escape of any aerosol
 - 3.10.3 Any design requirements for specialised storage rooms
 - 3.10.4 Information on any incompatible materials
 - 3.10.5 Any special requirements for packaging or containers
- 3.11 Exposure controls/personal protection:
- 3.11.1 Any engineering controls needed in preference to PPE
 - 3.11.2 Where PPE is needed, what type is needed – type of gloves, goggles, barrier creams etc?
- 3.12 Physical and chemical properties:
- 3.12.1 What does it look like – is it solid, liquid, powder, etc?
 - 3.12.2 Is there an odour?
 - 3.12.3 Boiling point, flash point, explosive properties, solubility, etc.
- 3.13 Stability and reactivity:
- 3.13.1 Conditions to avoid such as temperature extremes, pressure, light, etc.
 - 3.13.2 Materials to avoid such as water, acids, alkalis, etc.
 - 3.13.3 Any hazardous by-products given off on decomposition
- 3.14 Toxicological information:
- 3.14.1 Toxicological effects if the substance comes into contact with a person
 - 3.14.2 And carcinogenic, mutagenic, toxic for reproduction, etc.
 - 3.14.3 Acute or chronic effects
- 3.15 Ecological information:
- 3.15.1 Short and longer-term effects on the environment
 - 3.15.2 Toxicity to plant and animals
 - 3.15.3 Longevity in soil or water
- 3.16 Disposal considerations:
- 3.16.1 Appropriate methods of disposal – landfill, incineration, etc.
- 3.17 Transport information:

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- 3.17.1 Any special precautions needed in connection with transporting the material
- 3.17.2 Any reference to regulations such as Carriage of Dangerous Goods

3.18 Regulatory information:

- 3.18.1 Any health and safety information such as CHIP 2009 (Chemicals (Hazard Information and Packaging for Supply) Regulations). Reference may also be made to COSHH 2002 or HASAW ACT 1974

3.19 Other information:

- 3.19.1 Training advice, recommended uses or restrictions, sources of key data used to compile the MSDS

4 Completing the Risk Assessment

To do your COSHH risk assessment you will need to have the relevant MSDS to hand. Then you follow the same basic process as for any other risk assessment:

- 4.1 You look for the hazards
 - 4.2 Decide who will be harmed and how
 - 4.3 Look at any control measures and increase them if necessary
 - 4.4 Record your findings
 - 4.5 Review
- 5 The main difference with a COSHH assessment is that you will have most if not all the answers on the MSDS. All MSDSs have a contact phone number. If you get stuck you can always call the technical helplines detailed on the MSDS.










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INCSHS010 Annex B

INCSHS010 - HAZARDOUS MATERIALS (COSHH) RISK ASSESSMENT

RA Ref No: INCSHS010
Annex B

Assessor	Job Title	Assessment Date	Review Dates / Initials

Assessment location:								
Material/Substance								
								
Corrosive	Environmental	Explosive	Toxic	Flammable	Irritant	Long term health	Pressurised Gas	Oxidising

THIS RISK ASSESSMENT MUST BE COMPLETED FOR EVERY HAZARDOUS MATERIAL USED

1.	4.
2.	5.
3.	6.

Please give more detail about the hazards

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible

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Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures
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What is it used for?	
Can an alternative be used instead?	

Are there any special first aid requirements?	Yes/No Give details
Are there any special firefighting requirements?	Yes/No Give details of extinguishers needed
Are there any special accidental spillage measures needed?	Yes/No Give details of absorbent materials and waste disposal methods

How is it applied? Is it blanket cover or topical?	Brush/Roller/Spray /Other. Give details
How long is the normal period of exposure?	
Is there a Workplace Exposure Limit (WEL)?	Yes/No Give details
Is Health surveillance needed?	Yes/No Give details

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What PPE is required?	Give details
Is special ventilation needed?	Yes/No Give details
Any other information needed to complete the Risk Assessment?	Yes/No Give details

Overall Severity	Overall Probability	Overall Risk

<i>Probability (P)</i>	<i>5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely</i>
<i>Severity (S)</i>	<i>5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible</i>
<i>Risk (R)</i>	<i>0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures</i>

Name:

Position:

Date:

Signature:

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