

Education Department Policy

Title	Control of Substances Hazardous to Health (COSHH): Health and Safety Operational Policy To ensure safe teaching and learning in environments where substances hazardous to health are present
Issued	February 2008
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Author	Head of Facilities Management

1 INTRODUCTION

This document is one of a series of Compliance Guidelines dealing with the fundamentals of compliance with the **Health and Safety at Work (Jersey) Law 1989**. This policy has been developed as a tool for **Education** to use to meet the minimum requirements of the **Control of Substances Hazardous to Health Regulations 2003 (as amended)** which is to be applied as best practice.

The policy contains:

- Definitions
- An explanation of regulatory requirements
- A step-by-step methodology and
- An action plan with relevant forms and examples

2 OBJECTIVES

The primary objective of the Control of Substances Hazardous to Health Regulations 2003 (as amended) is to protect people in the workplace who are exposed to chemicals or substances that are hazardous to health.

The aim of the compliance guideline is to provide Schools, Outdoor Education Centres and other sites under the control of the Education Department with the tools and techniques to comply with the regulatory requirements. The guidelines include:

- A step-by-step process to achieve compliance
- An audit protocol to enable self-assessment and preparation of a compliance program
- Relevant forms and checklists

3 DEFINITIONS

Hazardous substances have the potential to harm human health. This includes any hazardous substance, including any preparation, which may be used directly in the work, like paints, cleaning materials and chemical reagents; or they may arise from work like dust, fumes and waste products. Others occur naturally such as fungal spores in agriculture. To summarise, a substance hazardous to health includes any substances, which are listed as:

- Very toxic, toxic, harmful, corrosive or irritant;
- Substances assigned occupational exposure standards;

- Biological agents (e.g. micro-organisms causing disease);
- Dust of any kind, when present at a substantial concentration in the air

The health effects may be immediate or long-term. Employers and employees should be able to identify hazardous substances from information on the manufacturers or importer's labels and material data sheets.

4 REGULATORY REQUIREMENTS

To comply with the requirements of the Control of Substances Hazardous to Health Regulations, the Education Department will undertake the following actions.

- Identify hazardous substances in all areas of the various establishments and locations under the control of the Department. (Often the only way to identify if a substance is hazardous is from the material safety data sheet). Areas of facilities and operations you may consider include – the Science department, caretakers' storage, contract-cleaning stores, ground maintenance, workshop areas and design technology preparation areas.
 - Create an inventory of hazardous substances used in the School, Centre or Department.
 - Obtain material safety data sheets for all identified and suspected hazardous substances.
 - Ensure that the containers of hazardous substances are correctly labelled.
 - Conduct a risk assessment on each hazardous substance and/or process that presents a '*significant*' risk in which they are used using COSHH-Essentials from HSE website.
- Note:** Departmental risk assessments by Process Risk Mapping may be applied where appropriate. Advice of the appointed health and safety consultant should be sought if required.
- Control the risk using the Hierarchy of Control (or preferred order of control).
 - Ensure that staff and students have received sufficient information, instruction and training to handle these substances.
 - Ensure that employees can demonstrate competencies with regard to safe systems of work.
 - Monitor the implementation and effectiveness of control measures.

NOTE:

- The hazard identification, risk assessment and control process should be undertaken in consultation with users of the chemicals and, where required, the safety representative.
- Each step in the process must be documented (where appropriate).

5 RISK ASSESSMENT INFORMATION

Some of the issues to consider during the identification of the risk associated with the substance are:

- Where and how it is used, handled, generated, released etc. (identify storage areas, disposal methods, etc.)
- Whether their form changes (e.g. solids reduced to dusts by machining, vapour being given off);
- Who might be affected (e.g. employees, students, contractors, the public) and what they are doing. Are they likely to be exposed to hazardous substances present and to what extent?
- Whether such exposure would involve substances being breathed in, swallowed (e.g. following contamination of fingers etc.) or absorbed through skin;
- What measures are currently taken to prevent or control exposure and to check on the effectiveness and use of those measures?
- Whether it is reasonably foreseeable that accidental leakage, spillage or release could occur, e.g. through breakdown of plant or controls, or through operator error;
- Activities such as cleaning and maintenance should be included.
- How likely is an incident and how severe the consequences?

The guidance given by 'the **Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)** with regard to hazardous substances will be adopted by the service as best practice and guidance.

6 HIERARCHY OF CONTROL

Start at the top of the hierarchy

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment

Review and Revision

Assessments should be reviewed periodically, particularly where changes are made to the exposure standards; new health or toxicity data become available; different substances are used or changes are made in their composition; different processes or work practices are introduced or significant changes are made in the scale of production or the numbers of personnel involved.

Monitoring

In certain cases, when exposure of the workforce cannot be prevented, then the exposure should be monitored e.g.

Where there could be serious risks to health if control measures were to fail or deteriorate;

If one cannot be sure that exposure limits are not being exceeded; where you cannot be sure that particular control measures are working properly.

Monitoring, where required, will be undertaken by a competent person. Advice should be sought from the appointed health and safety consultant contactable via Head of Governance.

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Author:	Head of Facilities Management
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APPENDIX 1

INVENTORY OF HAZARDOUS SUBSTANCES

The School/Centre needs to identify all chemicals on site as a starting point in determining which are Hazardous Substances and to obtain Material Safety Data Sheets for all hazardous substances.

Product Name and Risk Assessment Ref. Number	Manufacturer's name and phone/fax numbers. If none – name and address

APPENDIX 2 SAMPLE COSHH RISK ASSESSMENT FORM
(School / Centre using HSE COSHH –Essentials for Risk Assessment)

Process/Experiment			
Date of Assessment			
Name of Assessor/s			
Hazardous substances/Active Ingredients		Material Safety Data Sheet Date:	
Hazards:			
Reactive (more information)		Reaction Products (more information)	
Poison (target organ)		Carcinogen (target organ)	
Further Information			
Route of entry:	Respiratory	Skin Absorption	Ingestion Eyes
Form:	Solid		
	Liquid		
Controls:	Use with Exhaust Ventilation		
Work in Fume Cupboard	Wear Respiratory Protection (specify type)		
Wear Safety Glasses	Wear Full Face Shield		
Wear Protective Clothing (specify type) e.g. lab coats, overalls, covered in shoes etc.	Wear gloves (specify type) e.g. nitrile, thermal, disposable, PVC, natural rubber, neoprene, thermal etc.		
Are existing controls suitable and maintained?		Yes	No
If not what is required?			
Long term		Short term	
Waste disposal	Collect for	Safe for sewage system	Safe for Land Fill

Other Hazards

APPENDIX 3 - WORKED SAMPLE RISK ASSESSMENT FORM (COSHH)

Process/Experiment	Preparation of Bromine Water		
Date of Assessment	20 January 2015		
Name of Assessor/s	A.N. Other		
Hazardous substances/Active Ingredients	Material Safety Data Sheet Date:		
Bromine	30/06/15		
Hazards:			
Reactive (more information) Strong oxidiser – incompatible with reducing agents, combustibles and many organic chemicals. Attacks most metals, reacting violently with aluminium, titanium, mercury and potassium		Reaction Products (more information) Will react with steam or water to produce toxic and corrosive fumes of hypobromous acid and hydrogen bromide.	
Poison (target organ)		Carcinogen (target organ)	
Further Information Avoid direct sunlight. Do not store in metal cabinets – vapour attacks metal			
Route of entry:	Respiratory	Skin Absorption	Ingestion Eyes
Form:	Solid		
	Liquid		
Controls:	Use with Exhaust Ventilation		
Work in Fume Cupboard	Wear Respiratory Protection (specify type)		
Wear Safety Glasses	Wear Full Face Shield		
Wear Protective Clothing (specify type) e.g. lab coats, overalls, covered in shoes etc.	Wear gloves (specify type) e.g. nitrile, thermal, disposable, PVC, natural rubber, neoprene, thermal etc.		
Are existing controls suitable and maintained? Yes If not what is required?			
Long term Ensure fume cupboard is regularly maintained		Short term Purchase appropriate gloves.	
Waste disposal	Collect for	Safe for sewage system	Safe for Land Fill
Other Hazards: Storage is the main problem as fumes escape through the container, both for the pure chemical and the prepared water solution. May be necessary to store in a fume cupboard out of the way.			