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## Guidance for the control of substances hazardous to health (COSHH)

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Type of document	Guidance
Target audience	All CWP staff who may use or come into contact with hazardous substances including microbiological agents.
Document purpose	This Guidance is aimed at assisting staff to complete an assessment of any hazardous substances that staff may be exposed to whilst at work and requires for an assessment to be made of significant risks.

Approving meeting	Health and Safety Sub-Committee	Date 23-Jul-20
Implementation date	23-Jul-20	

CWP documents to be read in conjunction with	
<a href="#">HR6</a>	Mandatory Employee Learning (MEL) policy
<a href="#">GR1</a>	Incident reporting and management policy
<a href="#">GR2</a>	Health and safety arrangements and responsibilities policy
<a href="#">GR3</a>	Risk management policy
<a href="#">IC10</a>	Prevention and management of exposure to HCAI and inoculation incidents

Document change history	
What is different?	Contact details updated Quick reference flowchart included
Appendices / electronic forms	
What is the impact of change?	N/A

Training requirements	No - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP.
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Document consultation	
Clinical Services	Who within this service have you spoken to
Corporate services	Who within this service have you spoken to
External agencies	Who within this service have you spoken to

Financial resource implications	None
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External references	
1.	The Control of Substances Hazardous to Health Regulations 2002 (as amended)
2.	The Health & Safety at Work etc Act 1974
3.	The Management of Health & Safety at Work Regulations 1999

4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 1995
5. Health & Safety Executive's EH 40 Occupational Exposure Limits
6. Personal Protective Equipment at Work Regulations 1992

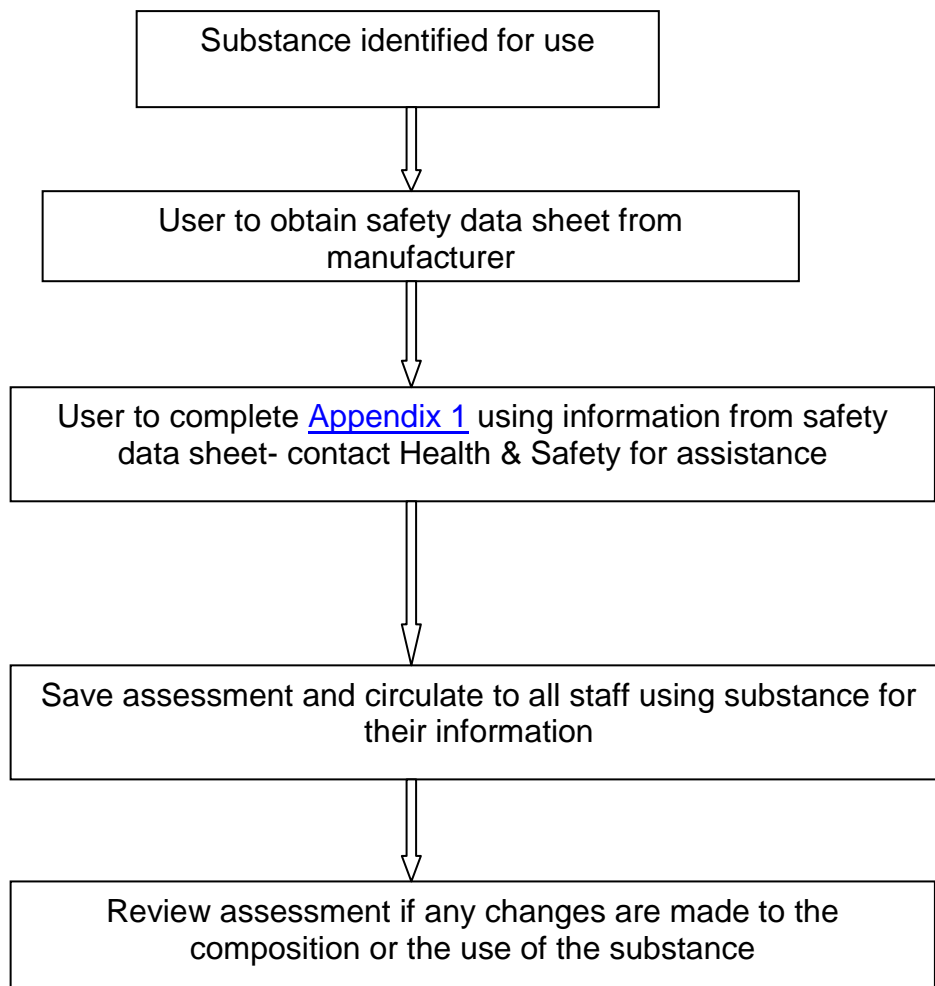
<b>Equality Impact Assessment (EIA) - Initial assessment</b>	<b>Yes/No</b>	<b>Comments</b>
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative? - If so can the impact be avoided? - What alternatives are there to achieving the document without the impact? - Can we reduce the impact by taking different action?	No N/A N/A N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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### Quick reference flowchart

For quick reference the guide below is a summary of actions required.



## 1. Introduction

Using chemicals or other hazardous substances at work can put people's health at risk.

The Control of Substances Hazardous to Health (COSHH) regulations 2002 require employers to protect employees and others who may be exposed to hazardous substances and to carry out an assessment of the hazards.

Such substances relevant to Cheshire and Wirral Partnership NHS Foundation Trust (CWP) include biological agents such as bacteria, other micro-organisms, cleaning substances, paints and wood dust.

The law requires organisations to assess the risks to employees and others of any hazardous substances that are in use, or that employees may be exposed to.

Substances can be liquid, solid, gas, vapour, dust or fumes. COSHH does not apply to asbestos or lead as these substances are covered by separate legislation.

## 2. Definitions

Hazardous substances	A substance used directly in work activities.
Biological agents	Bacteria and other micro-organisms if they are directly connected with the work, such as blood borne viruses.
COSHH assessment	A systematic assessment of a hazardous substance, using a material safety data sheet, as required.

Hazardous substances can be classified as very toxic, toxic, harmful, corrosive, irritant sensitising, carcinogenic or mutagenic and would be labelled as such.

Hazardous substances can enter the human body by inhalation, absorption, ingestion, injection, contact.

## 3. Procedure

There are several steps to carry out a COSHH assessment.

Identify the hazardous substances present, e.g. CWP use Titan sanitiser, Hospec cleaning detergent, aerosols and CWP also produces waste materials. Staff may also be exposed to biological agents / blood borne viruses, paints and wood dust.

A safety datasheet should be supplied by the manufacturer / supplier if a substance is considered to be hazardous. This will be required to complete the COSHH assessment ([appendix 1](#)).

- Determine who could be exposed to the substance and how;
- Determine if the substance has a work exposure limit (WEL) as defined by COSHH 2002- If unsure, contact health and safety on 012444 397715;
- Consideration should be given to substituting substances if a less hazardous substance is available.

Information on the safety data sheet will determine what precautions must be taken by the user. Precautions include:

- Substituting the substance;
- Changing the process;
- Reducing the amount in use / reduce the number of staff exposed;
- Using Personal Protective Equipment (PPE) such as gloves / masks etc.

The assessment should be recorded using appendix 1 and made available to all staff and others who may be exposed to the substances.

The assessment should be reviewed when

- There is a reason to expect the assessment is no longer valid;
- There has been a significant change in the work.

The assessment should state when the next review is planned.

Plans must be in place to deal with accidents / incidents / emergencies.

In the event of a needle stick injury, staff should refer to infection prevention and control policy – [Prevention and management of exposure to health care associated infections and inoculation incidents](#).

**Appendix 1 - Control of Substances Hazardous to Health (COSHH) comprehensive COSHH risk assessment form**

Service area		Site		Date	
Assessor		Job title		Tel No	

Substance / material	trade name	Supplier details	
Hazard		Method of use	
At risk groups		Frequency of use	
Health risks		Control measures	

Exposure limits

Health surveillance required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Emergency measures**

First aid	Spillage	Fire	Other