

**CONTROL OF SUBSTANCES
HAZARDOUS TO HEALTH (COSHH)
POLICY**

Approved by: **Trust Executive Committee**

On: **8 August 2017**

Review Date: **July 2020**

Corporate / Directorate **Corporate**

Clinical / Non Clinical /
Medical **Non Clinical**

Department Responsible
for Review: **Health & Safety**

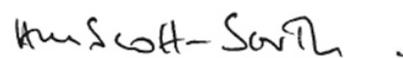
Distribution:

- Essential Reading for: **All Staff**
- Information for: **All Staff**

Policy Number: **38**

Version No. **5**

Signature:



Chief Executive

Date : **9 August 2017**

Burton Hospitals NHS Foundation Trust

POLICY INDEX SHEET

Title:	Control of Substances Hazardous to Health (COSHH)
Original Issue Date:	February 2006
Date of Review :	July 2017
Reason for amendment:	Three yearly review
Responsibility:	Head of Health and Safety
Stored:	Intranet
Linked Trust Policies:	Infection Control Policies Waste Management Policy Occupational Health and Wellbeing Policy Incident and Serious Incident Management Policy and Procedure Risk Management Strategy
E & D Impact assessed	EIA 043
Responsible Committee / Group	Health & Safety Group
Consulted	Associate Directors Senior Managers Estate Managers Facilities Managers Staff Side

POLICY INDEX SHEET
REVIEW AND AMENDMENT LOG

Version	Type of change	Date	Description of Change
4	Review	July 2014	
5	Review	July 2017	Review and update.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

CONTENTS

Paragraph Number	Subject	Page Number
1	Policy Statement	1
2	Statutory Requirements	1
3	Principles of COSHH	1
4	Roles and Responsibilities	3
5	Risk Assessments	5
6	Communication	6
7	Effective Monitoring	6
8	Equality and Diversity	6

Burton Hospitals NHS Foundation Trust

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

1. POLICY STATEMENT

This Policy document identifies the organisation and arrangements for complying with the COSHH Regulations as amended in 2002, within Burton Hospitals NHS Foundation Trust.

2. STATUTORY REQUIREMENTS

2.1 Burton Hospitals NHS Foundation Trust will ensure that all statutory requirements relating to substances hazardous to health are observed in all premises for which it is responsible.

2.2 The main statutory duties are:

- Health and Safety at Work etc Act 1974
- Control of Substances Hazardous to Health Regulations 2002 (as amended) and Approved Code of Practice (ACOP).
- Environmental Protection Act 1990
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment Regulations 1992

3. PRINCIPLES OF COSHH

Using chemicals or other hazardous substances at work can put people's health at risk. There are however, harmless ways of using them. Hazardous substances have the potential to cause harm if they are inhaled, ingested or come into contact with or are absorbed through the skin. These include individual chemical substances or preparations such as paints and cleaning materials. They can also be biological agents such as pathogens or cell cultures. Substances can occur in many forms such as solids, vapours, liquids, gases, dusts, fibres, fumes, mist and smoke. Complying with the regulations will protect employees from ill health and also protect others who may be potentially exposed.

The essential principles of COSHH shall be observed for all premises to ensure that:

- A sufficient and suitable assessment of the risks to health, by any work which is liable to expose staff, patients, visitors or the general public to any substance hazardous to health, is carried out.
- No new processes or substances are introduced onto the premises without prior assessment of the risks hazardous to health.
- Steps are taken to ensure that exposure to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.
- Adequate control measures are in place.
- Provision of appropriate storage facilities.
- Any equipment / instrument in use as a control measure is adequately tested and maintained in an efficient state, in working order and in good repair.
- Monitoring of the exposure of staff to substances hazardous to health is carried out.
- Staff who are, or are liable to be, exposed to a substance hazardous to health, are under suitable health surveillance.
- Staff are aware of the requirements of the COSHH Regulations and are provided with appropriate training in the following areas:
 - a) The risks to health created by exposure to substances hazardous to health.
 - b) The precautions to be taken in handling substances hazardous to health.
 - c) The effective application and use of methods of control.
 - d) The effective application and use of personal protective equipment and clothing.
 - e) Knowledge of the cleaning, storage and disposal procedures and why they are necessary.
 - f) Knowledge of the procedures to be taken in the event of an emergency situation (spillage, accidental release or breakdown of the control measures).

4. ROLES AND RESPONSIBILITIES

4.1 Board of Directors

The Board of Directors is responsible for ensuring that all premises which are managed by the Trust comply with COSHH Regulations.

4.2 Chief Executive

The Chief Executive as the Accounting Officer has nominated responsibility for all Health and Safety matters including COSHH.

4.3 Head of Health and Safety

4.3 The Head of Health and Safety through the Director of Governance will be responsible for:

- Ensuring that all programmes to review and meet COSHH safety measures are included in the Trust's Annual Health and Safety plan, to include monitoring of hazardous substance exposure.
- Ensure that a Health and Safety annual report is prepared and submitted to the Trust Quality Committee which will include information on the compliance of the Trust with COSHH Regulations.
- Managers within Directorates will ensure that nominated risk assessors are identified and will be responsible for advising on COSHH matters and for monitoring compliance with COSHH Regulations in their Directorates with advice being sought as appropriate from the Head of Health and Safety.

4.4 Managers/Supervisors

Managers/Supervisors through their nominated risk assessors and in conjunction with the Head of Health and Safety will be responsible for:

- Ensuring all substances used that are hazardous do have the required up to date material handling safety data sheets and COSHH risk assessments are complied.
- Advising on COSHH assessments and identifying training needs for assessors to meet the requirements.
- Ensuring appropriate spillage kits are supplied and stocked and spillage procedures are in place (see the Health and Safety intranet site for an example of a spillage procedure).
- Ensuring that appropriate monitoring is carried out.
- Advising on appropriate control measures where required.
- Ensuring that existing control measures are adequately tested and maintained.

- Ensuring that a procedure exists for the reporting of COSHH hazards to the management and such reports are acted upon through the risk management system.
- Ensuring that health/medical surveillance (in collaboration with Occupational Health) is set up where appropriate.
- Ensuring staff attend appropriate training programmes.
- Ensuring that any serious COSHH related incidents are reported on the Datix system and the Head of Health and Safety notified as soon as possible.
- To assist the Head of Health and Safety as required on internal department Health and Safety audits and the investigation and reports of COSHH incidents.
- To receive information and recommendations from the Health and Safety Group.
- To communicate with the Head of Health and Safety on any changes to working procedures, or of the chemical / biological agents being used.

4.5 Line Managers must ensure that:

- COSHH assessments are produced for areas / processes under their remit by a trained Risk Assessor.
- Adequate control measures are in place as identified in the risk assessment, including spillage kits/procedure.
- Any equipment / instrument in use as a control measure is adequately tested and maintained in an efficient state, in efficient working order and in good repair.
- Monitoring of the exposure of their staff to substances hazardous to health is carried out.
- Staff that are, or are liable to be, exposed to a substance hazardous to health are under suitable health surveillance.
- All members of their staff receive initial information on substances hazardous to health and that subsequent appropriate training will be provided as required.

4.6 Employees

All staff are reminded of the duty of care under Section 7 of the Health and Safety at Work etc. Act 1974, which is extended by the strict liability implications of the COSHH Regulations. It is therefore the duty of every member of staff to report to their Line Manager any instances where proper COSHH procedures are not being implemented or practiced.

It is essential; that all members of staff:

- Understand the nature of COSHH hazards and risks connected with any work they carry out.

- Ensure all COSHH assessments are read and understood prior to working with any substance.
- Shall make use of any control measures provided.
- Shall make use of any PPE provided so long as it is appropriate to do so.
- Are fully conversant with any emergency procedures related to substances COSHH Assessment in their workplace.
- Co-operate with any health/medical surveillance that is required.
- Co-operate with any required monitoring exercise.
- Ensure that they attend any necessary training provided.

5. RISK ASSESSMENTS

- 5.1 The Trust will undertake risk assessments in accordance with the Trust's Risk Management Strategy and relevant subordinate legislation and guidance issued by the HSE to prioritise risks, identify hazards, instigate accident prevention protocols, investigate accidents and incidents, undertake Health and Safety audits and understand the requirements of Health and Safety legislation.
- 5.2 Risk assessments are legally required under the Management of Health and Safety at Work Regulations 1999. A risk assessment should identify the significant risks arising from the tasks/activities undertaken within each work area using substances classified as hazardous and assess their potential harm to all groups of employees, (and others who may be affected by them e.g. patients, visitors, contractors) taking into account existing control measures that are in place. **The current COSHH Risk Assessment template can be found on the Trust intranet site under Health and Safety department, and risk assessments folder.**
- 5.3 Risk control measures identified during risk assessment will be implemented in order of priority against Trust and local risk, and Health and Safety action plans (Refer to the Trust's Risk Management Strategy).
- 5.4 To comply with the law, COSHH risk assessments must be current. The Trust therefore expects risks to be reviewed each time there is a change in practice that may render the previous assessment invalid. All risk assessments will, therefore, be reviewed after any accident or near miss by the Department Manager.
- 5.5 All action plans arising from any COSHH Risk Assessment that requires additional control measures to reduce the likelihood of injury are to be managed by the department via the Business Units.

6. COMMUNICATIONS

The Health and Safety Group will be informed on all appropriate Health and Safety issues and information will then be reported to the Quality Committee and the Trust Executive Committee.

7. EFFECTIVE MONITORING

7.1 The effectiveness of this Policy will be monitored by:

- Periodically reviewing adverse incident reports relating to any incident that involves hazardous substances.
- Reviewing the control measures taken to ensure the incident does not re-occur.
- The completion of risk assessments prior to any young person commencing work.

Additional monitoring will be conducted by the Head of Health and Safety as part of the annual Health and Safety audit process.

8. EQUALITY AND DIVERSITY

8.1 There will be no discrimination against any member of staff providing they meet the recruitment or work experience criteria.