



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

Process Area	Estates
Reference Number	EST/007
Directorate	Client Services

Issue No	Date	Details	Author	Approved
001	Feb 2011	First Issue	BO'B	JO'H
002	Nov 2011	4.6 Amended Premises Manager changed to Estates Manager	BO'B	JO'H
003	Nov 2015	1. Policy statement wording amended to reflect current COSHH legislation and table inserted to show how College will comply. Minor wording changes to section 4.3.	JO'H	GB
004	Aug 2018	Reviewed and revised to update legislation, reflect change of Directorate and update job titles and responsibilities	RS	GB

If requested, the College will make the policy available by means of alternative formats including large print, Braille, audio cassette and computer disc. The policy can also be downloaded from the College intranet and made available in alternative languages as required.

1. POLICY STATEMENT

The Southern Regional College is committed to ensuring the health and safety of staff, students, contractors and members of the public who may be exposed to substances hazardous to health as a result of any college activities.

SRC recognises its statutory obligations under the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (COSHH) and will ensure that exposure of staff, students, contractors and members of the public to substances potentially hazardous to health is prevented, or where that is not reasonably practicable adequately controlled.

We will prevent or control exposure to potentially hazardous substances by ensuring that:

- the use and exposure to hazardous substances is avoided as far as is reasonably practicable;
- the risk to health arising from work activities involving hazardous substances is assessed;
- the exposure to hazardous substances is prevented or reduced by implementing adequate control measures;
- COSHH assessments and controls are monitored and adequately reviewed;
- staff are provided with appropriate information, instruction and training;
- where required the level of hazardous substances in the workplace is monitored to ensure workplace exposure levels are not exceeded; and
- where necessary health surveillance of staff is carried out.

To achieve adequate protection for students, staff, contractors and members of the public SRC on an ongoing basis will implement procedures to ensure that the “eight principles of good practice” detailed in Schedule 2A of COSHH are applied to obtain effective and reliable control. The eight principles are that employers are to:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health;
- take into account all relevant routes of exposure – inhalation, skin absorption and ingestion when developing control measures;
- control exposure by measures that are proportionate to the health risk;
- choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health;
- where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment;
- check and review regularly all elements of control measures for their continuing effectiveness;
- inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks; and
- ensure that the introduction of control measures does not increase the overall risk to health and safety.

2. SCOPE

This policy applies to all staff, students, contractors and visitors. Specific roles and responsibilities are identified in Section 4.

3. DEFINITIONS

Definition	
A Substance Hazardous to Health	Any substance (including a preparation) which: <ul style="list-style-type: none"> • Is classified and labelled in accordance with the EC Classification, labelling and packaging of substances and mixtures (CLP) regulations as very toxic, toxic, harmful, sensitising, corrosive, irritant or toxic to reproduction. • Has been identified by the Health and Safety Executive (HSE) as having a workplace exposure limit. • Is a dust of any kind present in air at or above the concentration (as a time weighted average over an 8-hour period) set by the HSE for inhalable and respirable dust. • Is a hazardous biological agent (as defined in EH40). • Is any substance other than those noted above which because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health. (NB COSHH Regulations do not apply to lead or asbestos as these substances are covered by their own regulations)
COSHH	Control of Substances Hazardous to Health
MSDS	Material Safety Data Sheet must be provided by suppliers of chemicals to assist users in assessing the risk of substances hazardous to health
EH40	Is a publication produced and updated by the HSE that contains details of workplace exposure limits for hazardous substances.

4. PROCEDURE FOR IMPLEMENTATION

4.1 Director of Client Services

The Director Client Services is responsible for the development, implementation and subsequent monitoring of this policy. The Director of Client Services will ensure that sufficient resources are made available so that SRC can comply with all requirements of COSHH.

4.2 Head of Estates

The Head of Estates is responsible for the ongoing operation and review of the policy.

4.3 Health and Safety Manager

The Health & Safety Manager will:

- provide advice and guidance to staff on all aspects of COSHH;
- monitor the use of all hazardous substances generated or purchased for use in the College;
- monitor procedures used within SRC to ensure all chemical substances hazardous to health are stored and disposed of in compliance with their material safety data sheet and current legislation;

- assist all managers and staff to comply with the eight principles of good practice detailed in COSHH; and
- provide advice on the use of appropriate safety signs for hazardous substances.

4.4 College Managers

All College Managers (which includes Heads of School, Deputy Heads of School and other academic based managers) are responsible for ensuring that the COSHH management systems are implemented on all premises in their functional area of responsibility. Managers must ensure that all substances, within their control that are potentially hazardous to health, are assessed by a competent person and managed so that the risks posed by the substances are eliminated or minimised. Managers must ensure all COSHH assessments must be recorded and reviewed at regular intervals or if significant changes occur that would increase the risk of exposure.

In particular they must ensure that:

- A register is maintained to record details of all substances, within their control, that are hazardous to health;
- where possible the use of hazardous substances is eliminated through use of suitable alternative;
- All substances are properly, safely and securely stored;
- Controls are in place to prevent the use of unauthorized or non-risk assessed substances on College property (including substances used by contractors); The use of hazardous substances is in accordance with the manufacturer's recommendations and follows any guidance given in MSDS or identified in the COSHH the risk assessment;
- All hazardous substances brought into the College are risk assessed prior to staff, students or others being exposed, Hazardous substances are only purchased when no other alternative substance can be used;
- The control measures identified in COSHH assessments are communicated to staff, students and any others who may potentially be exposed to hazardous substances and all necessary control measures are followed;
- Where practicable, information on control measures is displayed close to the point of use of any hazardous substance;
- Where specific first aid measures are required in the event of accidental exposure to a hazardous substance this information must be provided to first aiders;
- COSHH assessments are reviewed when necessary and be readily accessible to staff or others as required;
- All staff must be provided with sufficient information, instruction and training specific to COSHH; and
- Where students are to be exposed to or required to use any hazardous substance in workrooms they will be provided with adequate instruction and be supervised to ensure appropriate control measures are being implemented.

4.5 Estates Managers

- All substances used by contractors that may pose a hazard to College employees, students or general public, have been risk assessed by the contractors and a record of the assessment is provided and available for inspection;

- Any contractors that are likely to use hazardous substances on College property have submitted their own risk assessments and that these are available prior to the start of any work; and
- Any hazardous substances used during maintenance work carried out by SRC staff has been risk assessed and all necessary information communicated to staff as appropriate.

4.6 Technicians

Technicians responsible for ordering chemicals or other substances potentially hazardous to health must ensure that;

- Where possible they seek an alternative less hazardous substance;
- A MSDS is obtained from suppliers on first delivery of any hazardous substance,
- The relevant school or functional area Manager and / or Health and Safety Manager is consulted prior to the purchase and issue of new hazardous substances; and
- All hazardous substances are stored in accordance with the information contained in MSDS

Sufficient containment capacity is available for all hazardous liquids held in storage.

4.7 Members of Staff

All members of staff must follow instructions provided to them in relation to the use and / or exposure to substances hazardous to health so as to ensure their own health and safety and that of others around them. This includes use of any personal protective clothing or equipment (PPE).

Failure to comply with this policy may lead to disciplinary action.

5. DISTRIBUTION

All Staff
Moodle
SharePoint

6. RELATED DOCUMENTS

None

7. FLOWCHART

None