

Control of Substances Hazardous to Health (COSHH) Risk Assessment Procedure

Purpose	To define how Lambourne End Ltd (LEL) manages the use and storage of hazardous substances in accordance with Control of Substances Hazardous to Health Regulations 2002 (as amended).	
Scope	This procedure is applicable to all locations on site at Lambourne End Centre for Outdoor Learning (LEC).	
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Document Guidance

This document provides a generic process for implementing COSHH risk assessment within Lambourne End Centre.

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1 Introduction

1.1 Scope

This document applies to all activities undertaken by LEL involving hazardous substances and identifies the procedure that must be followed by all employees (permanent or temporary).

1.2 Purpose

The objectives of this document are to outline:

- How LEL will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2000 (as amended).
- The procedure implemented to safeguard persons potentially affected by substance use.
- The link to additional legislation that support the requirements of COSHH.

1.3 Related legislation/legal requirements

The following lists the legislation linked to the COSHH regulations:

- The Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999 (MHSR).
- Chemical (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP).
- EU Regulation - Registration, Evaluation, Authorisation, and Restriction of Chemicals (REACH).
- Personal Protective Equipment at Work Regulations 1992.
- Control of Lead at Work Regulations 2002.
- Control of Asbestos Regulations 2006.

1.4 Related Documentation

This document relates to task based COSHH risk assessments and does not provide information supporting the undertaking of other task based risk assessments.

2 Definitions

The following provides definitions of key terms associated with hazardous substances:

2.1 Substance hazardous to health

"Substance hazardous to health" means a substance:

- i. Listed as dangerous for supply within the Chemical (Hazard Information and Packaging for Supply) Regulations (CHIP Regulations) and which indicates specified dangers such as very toxic, toxic, harmful, corrosive or irritant;
- ii. Has a workplace exposure limit been approved by the Health & Safety Commission (HSC);
- iii. Which is biological agent;
- iv. Which is a dust of any kind in sufficient quantity (10mg/m³ over an 8 hour period for inhalable dust or 4mg/m³ over on 8 hour period for respirable dust);
- v. Which is present in the workplace and which creates a risk to health e.g. micro-organisms, allergens etc.

2.2 Asphyxiants

These are gases or vapours that can cause unconsciousness or death by suffocation. This can happen when such substances are present in high concentrations in the environment and reduces the amount of oxygen available to breathe.

2.3 Carcinogens

A carcinogenic substance is one that is known or believed to cause cancer in humans.

2.4 Mutagens

A mutagenic substance has the potential to cause hereditary genetic damage. This means that the substance's effects can potentially be passed from parent to child.

2.5 Biological agents

These can be substances (e.g. bacteria or other microorganisms) that could potentially cause an infection, allergy, toxicity or another human health hazard.

2.6 Corrosive

A corrosive substance is one that will destroy and damage other substances with which it comes into contact. It may attack a great variety of materials, including metals and various organic compounds, including human tissue.

2.7 Irritant

Substance, which while not corrosive, causes a temporary or reversible inflammation of living tissue (such as eyes, skin, or respiratory organs) by a chemical action at the point of contact. The effects of an irritant may be acute (due to a single high-level exposure) or chronic (due to repeated low-level exposures).

3 Lambourne End Centre Responsibilities

The following identify the key responsibilities of roles within LEL relating to the effective management of hazardous substances:

3.1 CEO & Managers

- Ensure effective implementation of this procedure.
- Ensure adequate resources are available to support this procedure.
- Ensure there is competent advice and support available to meet the requirements of this procedure.
- Monitor ongoing effectiveness of the procedure.

3.2 CEO, Managers & Co-ordinators

- Ensure all hazardous substances used or created are identified and this information is provided to the nominated COSHH Assessors or nominated Health & Safety person.
- Ensure risk assessments are undertaken and where applicable, implement any identified actions.
- Ensure all COSHH assessments are communicated to the relevant persons (i.e. substance users).
- Ensure health surveillance is undertaken where deemed necessary by risk assessment findings.
- Ensure that your employees receive the required information, instruction and training appropriate to their activities.
- Ensure that employees use the identified control measures including the use of Personal Protective Equipment (PPE).
- Ensure that all incidents are reported and where required are investigated.

3.3 Health and Safety Management - CEO, Managers & Co-ordinators

- Assist in the completion of risk assessments and the identification of control measures.
- Assist in the investigation of incidents as requested.
- Monitor and audit compliance of the procedure.
- Where requested; support the implementation of identified control measures and actions.

3.4 COSHH Assessors

- Attend all required training courses to be able to undertake COSHH assessments.
- Assist in the identification of hazardous substances.
- Undertake COSHH risk assessments on identified hazardous substances.
- Ensure regular reviews of risk assessments are undertaken.

3.5 Employees (users of hazardous substances)

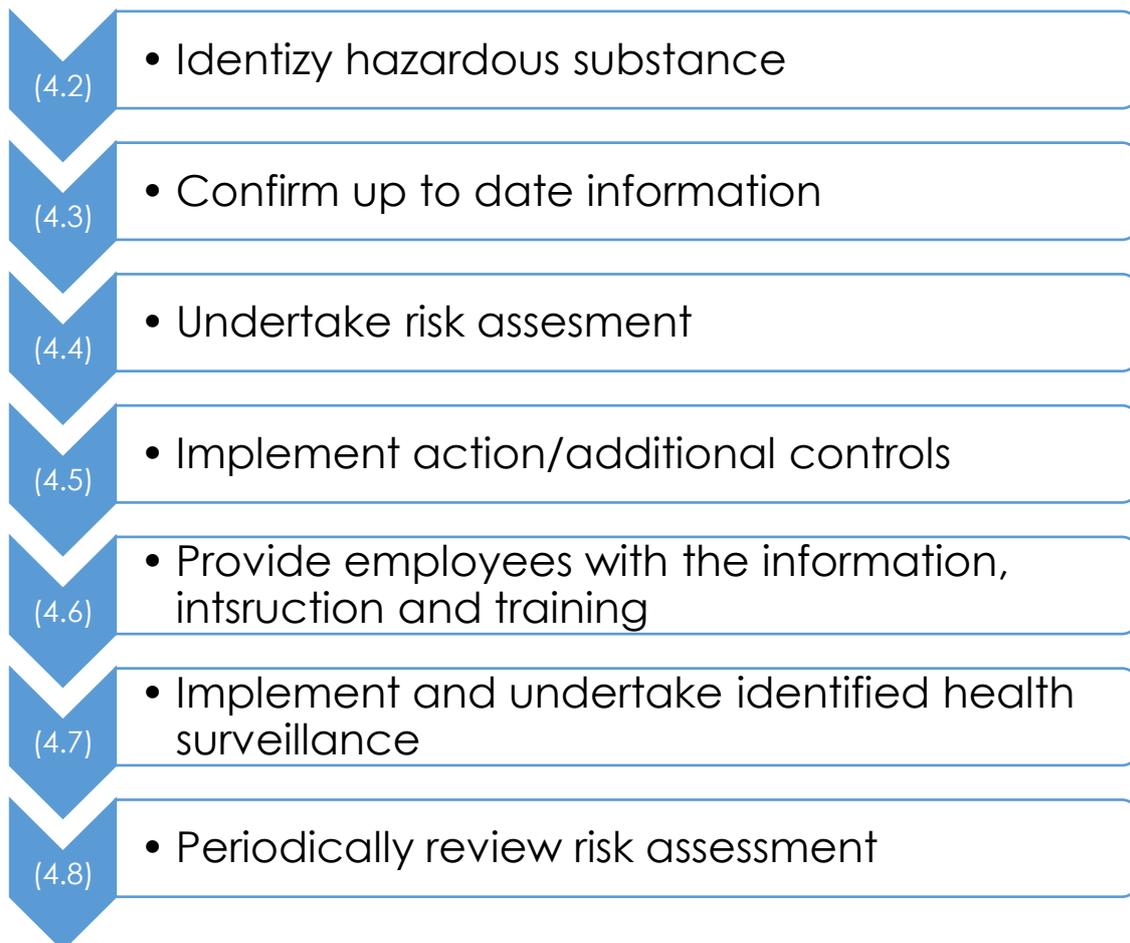
- Assist in the identification of hazardous substances.
- Attend all required training sessions.
- Follow safe systems of work and use all identified control measures correctly.
- Report any concerns or incidents involving substances to their line manager or health and safety representative.
- Support the completion of risk assessments as requested.

4 COSHH Risk Assessment

4.1 COSHH Management Process

To effectively manage COSHH, risk assessments must be undertaken for activities that involve hazardous substances. This means that the whole task should be assessed rather than the substance on its own.

The flowchart shown below shows the basic process that is to be followed to manage COSHH risk assessments within the business:



Note: the numbers identified within brackets in the flowchart above link directly to sections of this document.

4.2 Identify hazardous substances

The substances to be risk assessed are identified and employees are involved at this stage to ensure that all substances are identified and to ensure that all activities are risk assessed.

Note: When asking for this information, it is clearly stated that they are only providing basic task information and are not undertaking a risk assessment.

4.3 Confirm up to date information

All information relating to the hazardous substances and tasks they are linked to will be

accurate and current.

Documents such as task procedures, method statements, safety data sheets (SDS) for

substances need to be reviewed for currency.

4.4 Undertake risk assessment

Risk assessments involving hazardous substances will be undertaken on the whole task.

Through using the assessment assessors will assess each hazard in the task:

- For task hazards provide the following:
 - Identify the hazard being assessed.
 - Identify the risk rating before controls are identified;
 - Provide details on the controls in place for normal circumstances;
 - Identify the risk rating after controls have been identified;
 - Provide details on the emergency controls in place.
- Identify relevant PPE for the task.
- Determine if health surveillance is required and provide details.
- Determine the next review date of the task risk assessment based upon the risks involved.

When identifying the control measures required for the task, the following hierarchy will be used found in INDG136 - rev.4 from the HSE):

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product. e.g. paste rather than powder.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substances near the source.
6. Have as few workers in harm's way as possible.
7. Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the user.

The guidance also states that control measures from numbers 5, 6 and 7 must work together.

4.5 Implement actions / additional controls

Upon completion of the risk assessment, any additional controls which need to be

implemented will be done so accordingly. All employees undertaking the activity will be made aware of this.

All changes made will be communicated to staff and volunteers a through health and

safety notices displayed in the staff room

4.6 Provide employees with information, instruction & training

The employees working with hazardous substances will be provided with the following information as a minimum:

- Risk assessments applicable to their activities.
- Safety Data Sheets (SDS) of the substances they use.
- Guidance and / or training in the correct use of control measures, including correct use of Personal Protective Equipment (PPE).
- When information or training has been provided. LEC will keep a record of what has been provided, when it was given and to whom.

4.7 Implement / undertake identified health surveillance

The need for health surveillance will have been identified as the risk assessment process is completed. The requirements will be implemented and monitored regularly.

Guidance on the type of health surveillance; advice will be sought from a qualified source and further information is available from the HSE. The guide to be used is referenced in section 5 of this document.

4.8 Periodically review risk assessment

Risk assessments are reviewed annually.

However, there are, other circumstances when risk assessments need additional review:

- When substances change or usage changes (e.g. application method / quantities) .
- If the working environment changes.
- If there are changes in the equipment used.
- When the task's process has been changed.
- When legislation changes.
- If a substance's Safety Data Sheet ISDSI has been updated.
- When an incident has occurred e.g. an accident or ill health).
- If control measures become inadequate.

5 References

- The Control of Substances Hazardous to Health Regulations 2002 (as amended).
- Control of Substances Hazardous to Health Approved Code of Practice (L5) (Fifth edition).
- A step-by-step guide to COSHH assessment (HSG 97).
- Health Surveillance at Work (HSC 61).
- Working with substances hazardous to health (INDG 136 / rev 4).