

1. Haringey Council Procedure

1.1 Haringey Council acknowledges its duty of care to ensure the health, safety and welfare of all its employees at work, of students while they are engaged in activities in our schools, contractors with who we partner to deliver services, as well as members of the public who live within or access our properties.

1.2 It is recognised that almost every service and school will store and use certain substances that are considered under UK legislation to have the potential to be hazardous to health. It is therefore council policy that suitable controls are maintained in relation to the purchase, storage, use and disposal of such substances, so that associated risk levels are both acceptable to avoid harm and to ensure legal compliance. It is mandatory that all staff of all services and schools to adhere to this safety procedure.

2. Scope of Procedure

2.1 This document aims to provide instruction and guidance for all staff on the standards adopted by the council and to be followed by staff for the purchase, storage, use and disposal of such substances.

3. Key Terms & Summary Information

3.1 Key Terms

Hazard	In relation to a substance, means the intrinsic property of that substance which has the potential to cause harm to the health of a person, and “hazardous” shall be construed accordingly.
Health Surveillance	Means assessment of the state of health of an employee, as related to exposure to substances hazardous to health, and includes biological monitoring.
Risk	In relation to the exposure of an employee to a substance hazardous to health, means the likelihood that the potential for harm to the health of a person will be realised under the conditions of use and exposure and also the extent of that harm.
Safety Data Sheets	<p>Safety data sheets provide information on chemical products that help users of those chemicals to make a risk assessment. They describe the hazards the chemical presents, and give information on handling, storage, and emergency measures in case of accident.</p> <p>Safety data sheet information may lead to guidance appropriate for your task. COSHH essentials is a web tool that advises employers on good control practice.</p> <p>By law (see REACH Chemical classification) suppliers of chemicals must provide an up to date safety data sheet if a substance is dangerous for supply.</p>

Substance	Means a natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour (including micro-organisms).
Workplace Exposure Limit	For a substance hazardous to health means the exposure limit approved by the Health and Safety Executive for that substance in relation to the specified reference period when calculated by a method approved by the Health and Safety Executive, as contained in HSE publication " EH/40 Workplace Exposure Limits 2005 " as updated from time to time.
Substance Hazardous to Health	Means a substance (including a preparation) – (a) which is listed in Part I of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is very toxic, toxic, harmful, corrosive, or irritant. (b) for which the Health and Safety Executive has approved a workplace exposure limit. (c) which is a biological agent. (d) which is dust of any kind, except dust which is a substance within paragraph (a) or (b) above, when present at a concentration in air equal to or greater than – (i) 10 mg/m ³ , as a time-weighted average over an 8-hour period, of inhalable dust, or (ii) 4 mg/m ³ , as a time-weighted average over an 8-hour period, of respirable dust. (e) which, not being a substance falling within sub-paragraphs (a) to (d), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

4. Responsibilities for Implementation

4.1 **Directors, Heads of Service and Head Teachers** are responsible for implementing and monitoring compliance with this procedure in their area or school.

4.2 Managers

4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility, and where appropriate providing the necessary resources to others for its implementation.

4.2.2 Ensure that all staff who report to them are made aware of the content of this procedure.

4.2.3 Ensure that all COSHH risk assessments (appendix 1) for areas under their control have due regard to the content of this procedure.

4.3 Staff

4.3.1 Staff are required to work in a safe manner and adhere to the content of this safety procedure.

5. Specialist Advice

5.1 The council provide specialist advice by employing competent qualified health and safety practitioners, who are part of the Corporate Health and Safety Team. They can be contacted by telephone or email: 020 8489 4520, health.safetyadvice@haringey.gov.uk

6. Other documents you may need to consider

6.1 Legislation and Guidance (hyperlinks)

- [A step by step guide to COSHH assessment - HSE HSG97](#)
- [Working with substances hazardous to health - A brief guide to COSHH - HSE INDG136 \(Revision 5\)](#)

7. Action to Take

7.1 Directors, Heads of Service and Head Teachers shall ensure sufficient nominated individuals are appointed to undertake assessments of hazardous substances stored and used within their area of responsibility.

7.2 Directors, Heads of Service and Head Teachers shall arrange for those persons nominated to undertake assessments of hazardous substances to receive adequate training to ensure they are competent to perform their duties.

7.3 Each person appointed to undertake hazardous substances assessments and following sufficient training shall initially compile a list of hazardous substances stored, used, or generated within their area of responsibility. It is important at this stage to determine who supplies the product and how it is to be used, including any mixing with other products that will be undertaken. Appendix 3 lists the 10 golden rules for COSHH.

7.4 Product suppliers will **be able to provide 'safety data sheets'** (SDS) for all purchased products, which must be obtained as part of the assessment process. SDS should not be older than 5 years.

7.5 Once in receipt of the safety data sheets an assessment can be undertaken which will include giving due consideration to the following:

- the hazardous properties of the substance.
- information on health effects provided by the supplier.
- the level, type, and duration of exposure.
- the circumstances of the work, including the amount of the substance involved.
- activities, such as maintenance, where there is the potential for a high level of exposure.
- any relevant workplace exposure limit or similar occupational exposure limit.
- the effect of preventative control measures that have been or will be taken.
- information regarding any health surveillance.

- the results of monitoring of exposure (where applicable).
- in circumstances where the work will involve exposure to more than one substance hazardous to health, the risks presented by exposure to such substances in combination.
- the approved classification of any biological agent.

7.6 Possible routes of exposure include:

- Inhalation – breathing in vapours, dusts etc
- Ingestion – through accidental swallowing of substances, eating, smoking, drinking with contaminated hands.
- Absorption - through skin, eyes, and nose,
- Injection / penetration – accidental needle stick incidents or other penetrating injuries with contaminated objects.

7.7 Applying the hierarchy of controls:

- 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 substance 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 wearer.

If your control measures include 5, 6 and 7, make sure they all work together.

7.8 Personal protective equipment (PPE) should only be used where other control measures have been exhausted and where the safety data sheets specifically require its use. PPE must be correct for its task and conform to the required British Standards. When more than one item of PPE is required to be worn such as protective glasses and hearing protection, care should be taken to ensure they do not interfere with each other i.e. ear defenders do not fit due to arms of eye protection preventing an adequate seal.

7.9 Health surveillance is a system of ongoing health checks. These health checks may be required by law for employees who are exposed, solvents, fumes, dusts, biological agents, and other substances hazardous to health. Health surveillance is important for:

- detecting ill-health effects at an early stage, so employers can introduce better controls to prevent them getting worse
- providing data to help employers evaluate health risks
- enabling employees to raise concerns about how work affects their health
- highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment
- providing an opportunity to reinforce training and education of employees (e.g. on the impact of health effects and the use of protective equipment)

7.10 The COSHH risk assessment should be used to identify any need for health surveillance. Health surveillance should not be used as a substitute for undertaking a risk assessment or using effective controls.

- 7.11 The assessment should be recorded on the Haringey Council COSHH assessment form and filed in a manner where the assessment and the SDS are available to all personnel that may be involved in the use, handling, or storage of hazardous substances.
- 7.12 The assessment should be reviewed regularly and in circumstances where:
- there is reason to suspect that the assessment is no longer valid.
 - there has been significant change in the work to which the assessment relates; or
 - the results of any workplace monitoring carried out shows it to be necessary.
- 7.13 Persons appointed to undertake COSHH assessment for their work area shall maintain a comprehensive inventory (list of all products) contained in appendix 2 for which a COSHH assessment has been completed, which needs to include the date the assessment was undertaken.
- 7.14 Managers must ensure that no products are purchased or by other means brought into the workplace where a COSHH assessment has not been undertaken.
8. Storage
- 8.1 All chemicals and substances must be stored safely and in line with the criteria set out in the Safety Data Sheet. Chemicals should be stored in a secure location with access restricted to only those persons who have suitable knowledge and training in their safe use.
- 8.2 For certain chemical substances, a purpose-built storage cabinet may be required i.e. flammable substances. The cabinets must be constructed to the relevant British Standard and meet the need for security, containment, and ventilation. It is important when storing corrosive chemicals that a drip tray or bunding is included which has 110% capacity for the quantity of corrosives stored. Under no circumstances is it safe to store acids and alkali products together, the mixing of these two agents has the potential to create toxic gases and or explosions.
- 8.3 Areas used for storing chemicals must have appropriate COSHH posters on display informing users of the hazards present when using, storing, or decanting hazardous products.
- 8.4 The COSHH assessments, safety data sheets and COSHH inventory should be available in the storage area for easy access in an emergency.
9. Monitoring and Review
- 9.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.
- 9.2 This safety procedure must be reviewed every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.
10. Approval of the Procedure
- 10.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 10th

November 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name):

Andrew Meek, Head of Organisational Resilience









Signature:



Date: 27th November 2020

Appendix 1. COSHH Risk Assessment form

<div style="display: inline-block; vertical-align: middle;"> <h1 style="margin: 0;">COSHH Risk Assessment</h1> </div>			
Service	Section		
Describe the activity or work process. <i>(Inc. how long/ how often this is carried out and quantity substance used)</i>			
Location of process being carried out?			
Identification of those at risk	Employees	Contractors	Public
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet is attached to this assessment)</i>			
Classification (state the category of danger)			
 Explosive <input style="width: 40px; height: 20px;" type="text"/>	 Harmful <input style="width: 40px; height: 20px;" type="text"/>	 Long term health hazard <input style="width: 40px; height: 20px;" type="text"/>	 Toxic <input style="width: 40px; height: 20px;" type="text"/>
 Corrosive <input style="width: 40px; height: 20px;" type="text"/>	 Oxidising <input style="width: 40px; height: 20px;" type="text"/>	 Flammable <input style="width: 40px; height: 20px;" type="text"/>	 Gas under pressure <input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 30px; height: 20px;" type="text"/> Gas	<input style="width: 30px; height: 20px;" type="text"/> Vapour	<input style="width: 30px; height: 20px;" type="text"/> Mist	<input style="width: 30px; height: 20px;" type="text"/> Fume
<input style="width: 30px; height: 20px;" type="text"/> Dust	<input style="width: 30px; height: 20px;" type="text"/> Liquid	<input style="width: 30px; height: 20px;" type="text"/> Solid	<input style="width: 30px; height: 20px;" type="text"/> Other
Routes of Exposure			
Inhalation <input style="width: 40px; height: 20px;" type="text"/>	Skin <input style="width: 40px; height: 20px;" type="text"/>	Eyes <input style="width: 40px; height: 20px;" type="text"/>	Ingestion <input style="width: 40px; height: 20px;" type="text"/>
Other <input style="width: 40px; height: 20px;" type="text"/>			
Workplace Exposure Limits (WELs) please indicate n/a where not applicable			
Long-term exposure level (8hrTWA):		Short-term exposure level (15 mins):	
State the Risks to Health from Identified Hazards (including risk phrases from material safety data sheet)			
EC Classification:			
Control Measures (including information, instruction and training)			
Is health surveillance or monitoring required?			
Yes <input style="width: 40px; height: 20px;" type="checkbox"/>		No <input style="width: 40px; height: 20px;" type="checkbox"/>	

Emergency arrangements						
Personal Protective Equipment (give details and any applicable standards)						
 Mask			 Visor			
 Respirator			 Goggles			
 Gloves			 Overalls			
 Footwear			 Other			
First Aid Measures						
Inhalation						
Skin						
Eyes						
Ingestion						
Storage considerations:						
Disposal of substances and contaminated containers						
Hazardous Waste <input type="checkbox"/> Skip <input type="checkbox"/> Return to depot <input type="checkbox"/> Return to supplier <input type="checkbox"/> Other <input type="checkbox"/>						
(Any additional details):						
Is exposure adequately controlled? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Risk Rating following control measures (use the matrix below)						
Very high <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Very Low <input type="checkbox"/>						
Assessed by:		Date:		Review Date		
Risk Matrix		Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW	
Major injury or long term effects	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW	
3 day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW	
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW	
VERY HIGH		Unacceptable risk – immediate action required				
HIGH		Risk reduction required – high priority				
MEDIUM		Medium Risk – action required so far as is reasonably practicable				
LOW		Low priority – further risk reduction may not be feasible or cost effective				
VERY LOW		Low risk – no further action required				

Appendix 2. COSHH Inventory

Establishment:			Location:	
Item	Substance/Process	Manufacturer/Supplier	Reason for use	Date of Assessment

Appendix 3 10 Golden Rules

C.O.S.H.H

10 Golden Rules

- Be sure you can read the labels and follow the instructions for use.
- Use the protective clothing provided.
- **Don't mix chemicals. Mixing chemicals can kill.**
- Never put chemicals into unmarked containers.
- Never put chemicals into bottles or containers that have other uses, for example, eating or drinking.
- Be sure you know what first aid treatment is required if you accidentally spill chemicals on yourself or others.
- Store all chemicals safely.
- Report any damaged containers, spills or faulty containers to a supervisor.
- Always follow the safety rules and develop safe working practices in the workplace.
- Report anything wrong to your supervisor.