

Control of Substances Hazardous to Health

Procedure Reference:		HS07a	
Related Policy:		HS07 – Control of Substances Hazardous to Health (COSHH)	
Effective date:	June 2021	Review date:	June 2024
Approved by P&PRG:		June 2021	
Owner:	Brian Gunn	Job Title:	H&S Adviser
To be issued to:		Board of Management ARK Management All Staff (Delete as appropriate)	
Method of Delivery:		Email Policy LearnPro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
May 2021	Brian Gunn	V4.0	Cyclical review

Summary of Changes

Section	Change
Whole Policy	New procedure format with reviewed and updated information.

Control of Substances Hazardous to Health (COSHH)

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1.0 Introduction

This Control of Substances Hazardous to Health (COSHH) procedure provides guidance on aspects of COSHH, including COSHH risk assessments, and types of hazardous substances.
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1.1 Definition of a Hazardous Substance

A **hazardous substance** is any substance which has the potential to cause harm to the health of a person if it:

- Is inhaled;
- Is ingested; and
- Comes into contact with the skin or is absorbed through skin.

Hazardous substances include chemical substances and biological agents.

Chemical substances have pictograms on their packaging if they are hazardous, i.e. a diamond shape with red edging, white background with a black symbol.

1.2 Definition of a Biological Hazardous Substance

The biological substances likely to be encountered in ARK work activities are diseases or infections found in body fluids:

- Blood;
- Vomit;
- Urine and Faeces;
- Mucus; and
- Saliva.

These should all be considered as hazardous substances as they may be carrying disease or infection. It should be remembered that when applying first aid there could be exposure to biological substances.

Information on hazardous biological substances is available in HS10 Control of Infection Policy and its parts, which contain details on managing the risk from biological substances e.g. workplace precautions and actions to take after a spillage etc.

1.3 Definition of a Chemical Hazardous Substance

A chemical hazardous substance is one which has been given one of the following hazardous types and can be identified on packaging from a diamond shape with red edging, white background with a black symbol. Appendix 1 has details of these types, their symbols and examples of ARK work activities where contact is likely.

The types include:

- Sensitising
- Corrosive / Irritant
- Dangerous to the environment
- Flammable
- Very toxic, toxic, harmful

2.0 COSHH Risk Assessments

- COSHH risk assessments are required for all hazardous substances and the use of or exposure to these hazardous substances;
- In order to be able to do this Ark requires to risk assess all hazardous substances which employees or third parties may be exposed to. Where there is a significant risk, then the hazard should be eliminated or controlled so far as is reasonably practicable;
- The COSHH risk assessment process is the same as for general risk assessments and reference should be made to HS03 Risk Assessment Procedure for more information;
- As many of the hazardous substances likely to be encountered in Ark work activities are the same and are generally used in a household environment, a generic COSHH risk assessment has been developed and these should be held in workplace H&S folders and available for all staff to access.
These are available in Appendix 2 and the H&S folders on the Ark General Drive; and
- For substances used but not included in the generic COSHH risk assessment, a risk assessment should be completed with assistance from Ark`s H&S Adviser as required.

2.1 How to Complete a COSHH Risk Assessment

To carry out a detailed COSHH risk assessment you need to know the following:

- What are the properties / ingredients of the substance;
- Type and level of exposure to the substance;
- Duration and frequency of exposure to the substance;
- Existing workplace precautions;
- Required workplace precautions;
- Material safety data sheet for the hazardous substance;
- Substance has appropriate labelling and can be understood; and
- Individual susceptibility.

3.0 Workplace Precautions

If you cannot stop using the hazardous substance or replace it with a non-hazardous substance then you have to manage its use.

For Ark work activities this will require appropriate Personal Protective Equipment (PPE) to be used.

PPE should be worn at all applicable times, disposed of correctly and regularly replaced. It should be suitable for the level of protection that is required.

The PPE required includes:

- disposable gloves
- disposable aprons
- overshoes
- Face masks.
- Face protection / visors

4.0 Material Safety Data Sheets

Material Safety Data Sheets (MSDS), are sheets which manufacturers and suppliers are legally obliged to provide for every hazardous substance that they make or sell.

The sheets contain information on the actual hazard of the substance, the amount that can make it a hazard, and what measures to take in cases of spillage or contact.

Note: The MSDS is **NOT** a COSHH assessment.

If you are using substances which are hazardous such as bleaches, oven cleaners, solvents etc., which have no MSDS, you should in the first instance look on the internet to find the MSDS, and contact Ark's Health and Safety Adviser if you have any problems with MSDS.

5.0 Delivery and Storage of COSHH Materials to Ark Workplaces

Delivery of hazardous materials to Ark workplaces **must** have a system in place where deliveries are met by an Ark staff member and the materials are stored or locked away immediately to eliminate any identified risk of supported people or third parties coming into contact with these materials.

6.0 Implementation and Review








6.1 Implementation



The Chief Executive is responsible for ensuring that this procedure is in place. All Ark managers are responsible for ensuring that this procedure is followed by Ark employees.

6.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, from the date of approval in accordance with Ark's policy review framework.

Appendix 1- TYPES OF CHEMICAL HAZARDOUS SUBSTANCES AND THEIR SYMBOLS

New Pictogram	Number	Hazard Class (CLP)
	GHS-01	Explosives Self-reactive substances and mixtures
	GHS-02	Flammable gases ,aerosols , liquids or solids
	GHS-03	Oxidising gases , liquids and solids
	GHS- 04 New	Compressed gases , liquids and solids
	GHS-05	Corrosive to metals Skin damage Severe eye damage
	GHS-06	Acute toxicity Significant hazard to humans Oral Dermal Inhalation
	GHS-07 New	Acute toxicity Skin and eye irritation Skin sensitisation Specific organ toxicity Respiratory irritation Narcotic effects

	<p>GHS-08 New</p>	<p>Respiratory sensitisation Germ cell mutagenicity Carcinogenic Reproductive toxicity Specific organ toxicity Aspiration hazard</p>
	<p>GHS-09</p>	<p>Hazardous to aquatic environment.</p>

Appendix 2- Ark Care and Support COSHH Generic Risk Assessments

Location		Date	
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Substance	Hazards	Risks	Workplace Precautions
Bleach All brands	Skin contact. Eye splash. Ingestion.	Skin irritation. Eye injury. Poisoning. Splashes in eyes.	-Safe working procedure. -Use suitable gloves – person issue e.g. disposable or gauntlet re-usable style. -Eye or face protection may be required. -Disposable aprons for large amounts of use. -Keep all spray bleaches away from the face. -Read label before use to see what personal protective equipment is required. -Keep items locked away from vulnerable groups. -Wash hands after use.
Toilet Cleaner All brands e.g. Toilet Duck	Contact with skin. Eye splash. Ingestion.	Skin irritation. Poisoning. Eye injury.	-Safe working procedure -Use suitable gloves – person issue e.g. disposable or gauntlet re-usable style. -Eye or face protection may be required. -Wear Disposable apron. -Keep all spray dispensers away from your face. -Read label before use to see what personal protective equipment is required -Keep items locked away from vulnerable groups. -Wash hands after use.

Substance	Hazards	Risks	Workplace Precautions
Oven Cleaner All brands	Contact with skin. Eye splash. Ingestion. Vapour/fumes inhalation.	Burns to skin. Eye injury. Poisoning. Lung damage.	-Use an external cleaning contractor to carry out this work. -Ark staff not to attempt to clean ovens.
Hand Sanitiser / Soaps	Skin reaction to hands. Touching soft tissue around eyes.	Itchy skin. Other Dermatology reaction.	- Clean hands till dry. - Avoid touching face/eye area. - Report any issues to Ark manager.
Dishwasher Tablets All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	- Procedure for use e.g. manufacturer's instructions. - Do not leave tablets unattended at any time – Delivery / pre storage as they can be fatal if swallowed by vulnerable groups. - Lock away from vulnerable groups.
Concentrated Washing Machine Liquids All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	-Procedure for use e.g. manufacturer's instructions. -Do not leave liquids unattended at any time – Delivery / pre storage as they can be fatal if swallowed by vulnerable groups. -Lock away from vulnerable groups.
Concentrated Washing Powder All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	-Procedure for use e.g. manufacturer's instructions. -Use scoop to dispense. -Do not leave tablets unattended at any time – delivery / pre storage as they can be fatal if swallowed by vulnerable groups. -Lock away from vulnerable groups.

Substance	Hazards	Risks	Workplace Precautions
Washing Machine tablets All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	-Procedure for use e.g. manufacturer's instructions -Do not leave tablets unattended at any time – Delivery / pre storage as they can be fatal if swallowed by vulnerable groups. -Lock away from vulnerable groups.
All Purpose Cleaner All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	-Working procedure. -Wear suitable gloves – e.g. disposable or reusable gauntlet style. -Wear disposable apron. -Wash hands afterwards. -Lock away from vulnerable groups.
Anti-bacterial Cleaner All brands	Contact with skin. Ingestion.	Irritant to skin. Stomach pain. Poisoning.	-Working procedure. -Wear suitable gloves – person issue e.g. disposable or reusable gauntlet style. -Wear Disposable apron. -Wash hands afterwards. -Lock away from vulnerable groups.
Stain Remover - e.g. Vanish	Contact with skin Ingestion	Irritant to skin. Stomach pain. Poisoning.	-Working procedure. -Wear disposable nitrile gloves. gauntlet style -Wear Disposable apron -Wash hands afterwards -Lock away from vulnerable groups
Cleaning Body Fluids	Bacteria, Contact with body fluids. Eye splash. Ingestion.	Illness Infection Stomach complaint	-Wear disposable nitrile gloves. -Wear disposable apron. -Wash hands afterwards. -Use suitable cleaning fluids – procedure for use -Refer to control of Infection Policy and parts -Dispose of clinical waste according to local authority guidelines

Substance	Hazards	Risks	Workplace Precautions
Changing bed linen	Eye splash Ingestion	Illness Infection Stomach complaint	-Working procedure including laundry procedures. -Dispose of clinical waste according to local authority guidelines
Supporting with Personal Care	Bacteria Contact with chemicals Eye splash Ingestion	Skin damage Eye injury	-Good Life Planning. -Safe working procedure -Wear suitable gloves, apron etc as applicable -Wash hands before/after

Ark Manager Signature		Staff Signature	
Name (Print)		Name (Print)	
Job Title		Job Title	
Date		Date	

Recommended Actions

No.	Action to be taken	By Date	By Whom	Completion Date	Signature
1.					
2					
3					

Review dates:

Reviewed by	Date	Actions / comments

