

# Policy H5 – Control of substances Hazardous to Health (COSHH)

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## **1. Policy Statement**

- 1.1 This policy has been produced in line with the Trust Health and Safety Policy to ensure that all health and safety issues relating to the Control of Substances Hazardous to Health (COSHH) are adequately managed and controlled.
- 1.2 The Board of Trustees is committed to protecting the health, safety, welfare and well-being, of the staff employed in its offices and academies, for the students attending the academies and for visitors and contractors, who may be affected by the Trust's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of a central office or academy, adheres to the requirements of this policy.

## **2. Aims and Objectives**

2.1 The objective of this policy is to ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable.
- The risks to health arising from work activities involving hazardous substance are assessed.
- The exposure to hazardous substances is prevented or reduced by implementing adequate control measures;
- COSHH assessment and controls are monitored and adequately reviewed.
- Employees are provided with appropriate information, instruction and training.
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

## **3. Scope**

- 3.1 The information, guidance and instruction within the policy covers the use of hazardous substances. The policy is applicable to each central office and academy; it is essential therefore that everyone involved in managing and controlling the use of Substances Hazardous to Health adheres to its requirements.
- 3.2 The application of this policy, along with its supporting guidance, will ensure that, so far as is reasonably practicable, each central office and academy meet all relevant statutory requirements regarding the general provision of the COSHH regulations.
- 3.3 The policy provides a standardised approach for all persons who are responsible for work involving hazardous substances, ensuring consistency across all offices and academies.

## **4. Definitions**

### **4.1 Hazardous Substances:**

- 4.1.1 A substance with the potential to cause harm if inhaled, ingested, injected or absorbed through the skin or released into the environment. Common substances such as cleaning materials, chemicals used in a process are examples.
- 4.1.2 Hazardous substances occur in the following forms from packaged items, work processes or waste;
  - Substances or a mixture of substances classified as dangerous which carry warnings such as toxic, very toxic, harmful, corrosive, irritant, sensitising, carcinogenic or mutagenic.
  - Substances with Workplace Exposure Limits (WEL).
  - Biological agents (bacteria, viruses and other micro-organisms).
  - Any kind of dust in a specific concentration.
  - Any other substances which may potentially create a risk to health, e.g., dusts, liquids, vapours, gases, mists, fibres, solids or smoke.

- 4.1.3 These substances usually indicate their basic hazard group by having a warning symbol on the label.
- 4.1.4 Some substances are excluded from the COSHH regulations but are covered by their own specific regulations. These include: radioactive materials, asbestos, lead and lead products.

## **4.2 Material Safety Data Sheet (MSDS)**

- 4.2.1 A Material Safety Data Sheet (MSDS) contains Health and Safety information written in a format covering standard information e.g., handling and storage, disposal considerations etc. and is provided by the supplier or manufacturer of a substance.

## **4.3 COSHH Risk Assessment**

- 4.3.1 A COSHH Risk Assessment is a careful examination of hazardous substances within the workplace and the evaluation of their potential to cause harm, taking into account the control measures/precautions that have been taken for their use.

**Hazard** is anything that has the potential to cause harm.

**Risk** is the likelihood that harm will occur.

**Likelihood** is the chance of a person being exposed to a hazard.

**Severity** is the extent of personal harm that could result.

## **4.4 Workplace Exposure Limit (WEL)**

- 4.4.1 WELs are British occupational exposure limits and are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used:
- long-term (8 hours); and
  - short-term (15 minutes).
- 4.4.2 Short-term exposure limits (STELs) are set to help prevent effects such as eye irritation, which may occur following exposure for a few minutes.
- 4.4.3 The Health and Safety Executive (HSE) EH40/2005 Workplace Exposure Limits guidance document provides a list of substances with set WELs.
- 4.4.4 To ensure that exposure limits remain within the set WELs, regular monitoring should be undertaken e.g., air sampling.

## **4.5 COSHH Risk Assessment Register**

- 4.5.1 A COSHH Register is an inventory of all hazardous substances stored and used on the premises, included with it are the MSDS sheets and hard copies of COSHH Assessments carried out. The COSHH Register must be identifiable and accessible, and kept within the department that they apply to.
- 4.5.2 Each academy/central department will have a central register.

## **4.6 Competent Nominated Person**

- 4.6.1 For the purpose of this policy, this is individual(s) that are COSHH Awareness and Risk Assessment trained, familiar with the tasks and the substances being used.

## **4.7 Personal Protective Equipment (PPE)**

- 4.7.1 Personal Protective Equipment (PPE) is equipment identified by the COSHH Assessment that must be worn when handling hazardous substances e.g. safety glasses, safety gloves and includes respiratory protective equipment (RPE) such as dust masks to protect the user from injury.

## **4.8 Health Surveillance**

- 4.8.1 Health surveillance is a process that is used to monitor the health of employees who are regularly exposed to substances in the workplace that potentially could have a detrimental effect on their health. It involves obtaining information about the health of employees on a regular basis, to protect their health through the early detection of adverse changes or disease. Potential health hazards can be evaluated and adequate controls put in place to reduce the risk. Health Surveillance will be undertaken by the Head of Department/Service or the Line Manager

## **5. Roles and Responsibilities**

### **5.1 Overarching responsibility**

- 5.1.1 Everyone has a responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work and should have regard to the contents of this policy.

### **5.2 The Board of Trustees**

- 5.2.1 The Board of Trustees has ultimate responsibility for health and safety within all trust offices and academies. The approval of Health & Safety policy is delegated to the Risk and Audit committee whilst the approval of all operational annexes of the Health and Safety policy is delegated to the Executive Team.
- 5.2.2 The Board of Trustees and the Risk and Audit Committee receive regular Health & Safety monitoring reports and reports of key risks.

### **5.3 The Executive Team**

- 5.3.1 The Executive Team has overall responsibility for:
- Monitoring the implementation of this policy through regular reports from the Estates and Facilities Management team
  - Reporting key risks to the Risk and Audit Committee

### **5.4 The Estates and Facilities Management Team**

- 5.4.1 Within the scope of this policy, the Estates and Facilities Management team have delegated responsibility for ensuring:
- That this policy is implemented and all substances in use are effectively and safely managed.
  - The provision of appropriate guidance and standards to enable the requirements of this policy to be adequately implemented
  - Allocating sufficient resources to ensure that all legislative requirements for COSHH are met.
  - The policy and its procedures are reviewed annually and or when there are changes in statutory legislation, working practices, and or an incident occurs that requires improvement.
  - The provision of and access to competent Health and Safety advice
  - The evaluation of risk; authorising the most appropriate means of risk control.
  - The provision of a safe and healthy workplace for employees and visitors to the premises whatever their role.
  - The provision of adequate welfare facilities enabling health monitoring if appropriate.
  - Proactively encouraging safe behaviours in both staff and pupils/students.

## **5.5 The Principal or Head of Service**

5.5.1 Within the scope of this policy, the Principal or Head of Service has overall responsibility for:

- Ensuring that the COSHH Policy is implemented across the Academy or within the office.
- Providing a recognised structure within which COSHH regulations are managed.
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported to the Health and Safety Committee (HSC). Supporting and encouraging staff to manage hazardous substances safely.
- Providing adequate resources to ensure compliance with legislative requirements.
- Ensuring that safe working practices are used and reviewed to minimise risk.
- Implementing new or changed practices where appropriate.
- Providing suitable COSHH awareness and risk assessment training for all relevant staff.
- Ensuring correct disposal of hazardous substances.
- Ensuring that staff have access to health monitoring services.
- Encouraging staff to be proactive in protecting students and visitors to the school from the effects of hazardous substances.
- Applying disciplinary procedures for any staff member who persistently fails to follow the agreed procedure.

## **5.6 Health and Safety Committee**

5.6.1 Within the scope of the policy the Health and Safety Management Committee is responsible for:

- Making and regularly reviewing arrangements for implementing this policy;
- Considering accident, incident and ill health records and statistics in relation to COSHH;
- Considering risk assessments and the management of risks in relation to COSHH;
- Making recommendations on related health and safety training;
- Considering the efficacy of emergency procedures in relation to COSHH;
- Considering any related items raised by management or the staff representatives;
- To make recommendations as to developments, action plans and areas for development and report as required to the Executive Team and or Trustees.

## **5.7 Health and Safety Representative or Persons with Appointed Responsibilities (HSR)**

5.7.1 Within the scope of this policy, HSR's or individuals with appointed responsibilities are responsible for:

- Disseminating information on changes in legislation to the Principal, Heads of Department/Service and Facilities/Site Managers and affected staff.
- Supporting Heads of Departments/Service and Facilities/Site Managers in recognising risk, implementing safe working practices, carrying out risk assessments and applying appropriate control measures.
- Liaising with Heads of Department/Service and Facilities/Site Managers regarding any reported instances of ill health amongst their staff and pupils/students that may be attributable to substances used in their department.
- Liaising with the Heads of Department/Service and Facilities/Site Managers regarding issues that arise with substances not part of the COSHH regulations e.g., asbestos and lead; and where necessary seeking assistance from the Estates and Facilities Management team or specialist authorities.
- Reporting on persistent non-compliance or breach of regulations.
- Collating annual COSHH reviews undertaken by Heads of Department/Service and Facilities/Site Managers.
- Reporting on COSHH related incidents and legislative changes to the Health and Safety Committee.

## **5.8 Heads of Department/Service**

5.6.1 Within the scope of this policy, Heads of Department/Service are responsible for:

- Ensuring that prior to using a new substance a Material Safety Data Sheet (MSDS) is obtained and a COSHH risk assessment and safe working procedure is in place, and staff are adequately trained.
- Ensuring that all members of their department comply with current health and safety legislation.
- Providing approved storage facilities for hazardous substances specific to their departments.
- Ensuring that all substances are clearly labelled.
- Implementing, monitoring and reviewing procedures designed to minimise the risk from, hazardous substances within their department and reporting any identified deficiencies to Academy HSR and /or the Health and Safety Committee.
- Ensuring that departmental storage and stocks are kept to a minimum.
- Disposing of substances in a safe manner in conjunction with the Facilities/Sites Manager if significantly hazardous.
- Implementing and following whole academy health and safety procedures; reporting to the Academy HSR and /or the Health and Safety Committee when those procedures are inadequate.
- Ensuring that all staff receive suitable COSHH awareness and risk assessment training.
- Instructing their staff and pupils/students in safe working procedures.
- Applying disciplinary procedures for any member of the department who persistently fails to follow the agreed procedure.
- Taking all reasonable and practical steps to prevent unauthorised or improper use of substances.
- Ensuring that suitable review and monitoring procedures are in place.
- Reporting instances of ill health amongst their staff or pupils/students that they consider to be attributable to substances in use in their department.
- Reporting unsafe conditions, damaged or defective plant, equipment or other facility to the Principal/Line Manager and the Facilities/Sites Manager.
- Ensuring that adequate PPE is in use/place where other control measures cannot be used appropriate for the substances in use, and is available for all users within their department;
- Seeking assistance from the Estates and Facilities Management team or specialist authorities when it is suspected that workplace exposure limits (WELs) may be exceeded.
- Maintaining a departmental COSHH register and uploading copies of assessments and reviews to the central register.
- Auditing substances and their storage to ensure compliance with legislation;
- Having awareness of dangerous substance symbols and abbreviations and of risk and safety phrases (reference EH40).

## **5.9 Facilities/Site Manager and Cleaning Manager (\*Does not apply to Cleaning Manager)**

5.9.1 Within the scope of this policy, The Facilities/Site Manager and Cleaning Manager are responsible for:

- Maintaining a departmental register and uploading copies of assessments and reviews to the central register.
- For obtaining MSDS, reviewing the information, and compiling suitable COSHH risk assessments.
- Arranging appropriate storage facilities for substances if required.
- Ensuring correct disposal of all substances; this will include daily waste as well as 'Specialist' items.
- Ensuring that all staff and contractors comply with COSHH Regulations 2002. \*
- Implementing such technical and physical control measures as directed by the Principal/Head teacher and or the Trust Safety and Compliance Manager.
- Acting as liaison for the annual Local Exhaust Ventilation (LEV), Fume cupboards, Ductwork or extraction inspections and implementing remedial works as highlighted. \*
- Ensuring that adequate PPE is available where other control measures cannot be used appropriate for the substances in use and are available for all users within their department.



- Ensuring that suitable review and monitoring procedures are in place and any identified deficiencies are reported to the Academy HSR and / or the Academy Health and Safety Management Group.
- Carry out appropriate and relevant assessment of disposal requirements of chemicals and equipment.
- Ensuring that all staff receive suitable COSHH awareness and risk assessment training.
- Liaising with the Estates and Facilities Management team or specialist authorities with regard to issues that arise with substances not part of the COSHH regulations e.g. asbestos and lead.\*
- Applying disciplinary procedures for any member of staff who persistently fails to follow the agreed procedure.
- Ensuring that all substances are clearly labelled.
- Reporting unsafe conditions, damaged or defective plant, equipment or other facility to the Principal.
- Seeking assistance from the Estates and Facilities Management team or specialist authorities when it is suspected that workplace exposure limits (WELs) may be exceeded.

## **5.10 All Members of Staff**

5.10.1 Within the scope of this policy, all members of staff are responsible for:

- Ensuring that all health and safety regulations and safe working procedures for handling substances are followed by both staff, pupils/students and visitors;
- Only using new substances after the COSHH assessment and safe working procedures have been agreed;
- Ensuring that substances are properly labelled;
- Informing the Head of Department/Service/Facilities/Sites Team when substances are no longer needed and require disposal;
- Instructing pupils and visitors in safe working procedures for handling substances;
- Disciplining pupils/students who persistently fail to follow those procedures;
- Ensuring that their personal protective equipment is suitable, maintained and used correctly and appropriately;
- Ensuring that pupils/students do not misuse or abuse personal protective equipment provided for their protection;
- Taking reasonable care for their own health and safety and for that of any other persons who may be affected by their acts or omissions at work.
- Avoiding conduct that would put themselves or others at risk;
- Cooperating with their employer and their delegated representatives to enable full compliance with current health and safety legislation;
- Reporting any symptoms of ill health that they consider to be attributable to substances in their work environment to their Line Manager or the Health and Safety Representative (HSR).
- Reporting unsafe conditions, damaged or defective plant, equipment or other facility to the Line Manager and Facilities/Site Manager.

## **6. Organisation and Arrangements**

### **6.1. Identification and Use of Hazardous Substances**

6.1.1 The Head of Department/Service and or Line Manager must identify whether a hazardous substance is being used/generated as part of the process/or produced as waste. The Material Safety Data Sheet (MSDS) will inform whether it is a hazardous substance. Before work commences, the person with overall control for the activity must first avoid use of hazardous substances, where this is not reasonable or practicable, they must ensure a suitable and sufficient COSHH risk assessment is completed.

### **6.2. MSDS and COSHH Risk Assessment**

6.2.1 A MSDS must be obtained for every hazardous substance that is used, the MSDS provides information on the potential hazards and health effects of the substance and general precautions needed when handling or using it.

- 6.2.2 A MSDS is not a replacement for the COSHH risk assessment which must be carried out for all hazardous substances. The COSHH risk assessment combines the assessor's own knowledge and methods of use of the substance in their area, including hazardous products, by-products or waste.
- 6.2.3 If People Services is advised that a member of staff is pregnant or has a medical condition whereby they may be affected by hazardous substances, advice on using substances must be sought and included in the COSHH risk assessment as the mother or unborn child, or member of staff, Pupil/Student and Visitor with a medical condition, may be at risk.

### **6.3 Control Measures**

6.3.1 An important part of the process of COSHH risk assessment is the identification of effective control measures. All control measures must perform as intended and continue to prevent or control the exposure to substances hazardous to health. If controls are found to be inadequate, and therefore could result in reduced efficiency, effectiveness or levels of protection for staff, pupil/student and visitor, they must be improved. When identifying control measures you must follow the hierarchy of control as stated below:

- Elimination – eliminate the use of a harmful substance.
- Substitution – use of a safer form of the product, e.g., paste rather than powder.
- Reduction – reduce the amount used or the time spent using the substance; Isolation/Enclosure.
- Local Exhaust Ventilation (LEV)/General Ventilation i.e., doors/windows.
- Safe systems of work.
- Information, instruction and training.
- Supervision.
- Personal Protective Equipment (PPE).

6.3.2 Control measures must take into account the action required in the event of an emergency

### **6.4 Competence**

6.4.1 The COSHH risk assessment must be undertaken by a competent nominated person, together with someone who is familiar with the work process being assessed.

### **6.5 COSHH Risk Assessment Form**

6.5.1 Please see Appendix 3.

### **6.6 Communication, Information, Instruction and Training**

6.6.1 COSHH risk assessments must be made available and brought to the attention of all relevant employees. Copies of the assessment must be displayed next to or held with the products so that in the event of an incident, the correct emergency action or first aid measures can be taken.

6.6.2 Staff, pupils/students and visitors must be informed about the hazards/risks associated with the use of hazardous substances. In addition to this they must be made aware of the control measures that have been identified via the COSHH risk assessment and that they must be complied with. Staff, pupils/students and visitors must be given the necessary instruction and training to enable them to follow/implement the required controls.

### **6.7 COSHH Assessment Record and Review**

6.7.1 All COSHH risk assessments must be recorded. For this you must use the COSHH Risk Assessment Form (See Appendix 3).

6.7.2 COSHH risk assessments must be reviewed:



- At least annually to ensure they are still valid and up to date.
- When there has been a change in work procedures.
- If the substance has changed, e.g., new MSDS received.
- Upon HSE direction and;
- Following any adverse incident involving the substance or task.

6.7.3 COSHH risk assessments must be kept for five years and must be available for inspection as part of annual inspections and audits.

6.7.4 Material Safety Data Sheets (MSDS) must be updated annually to ensure that the information available for all hazardous substances is current.

6.7.5 If COSHH risk assessments are used as material evidence in a personal injury adverse event, then a copy of the risk assessment should be kept with the employees' personnel file for future reference.

6.7.6 If a COSHH risk assessment identifies that health surveillance is required, then it will be undertaken by the relevant Head of Department/Service or Line Manager. All health records are to be kept for 40 years (ref. HSE).

## 6.8 Radioactive Sources

6.8.1 Ionising Radioactive Sources are predominantly used in secondary academies for the purpose of teaching activities. Separate Trust 'Radiation (Ionising) guidance' is available outlining the arrangements for effectively managing radioactive sources in accordance with relevant legislation.

## 7 Monitoring and Review

7.1 Policy review needs to promote a cycle of continuous improvement; therefore, any actions identified to ensure this, should be considered and implemented where reasonably practicable.






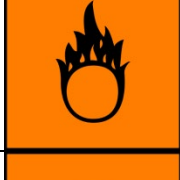


7.2 Departments are required to have in place arrangements for monitoring and reviewing the implementation of this policy at regular intervals to ensure that it remains effective. Any identified deficiencies shall be reported to the Health and Safety Management Committee, who will make recommendations in accordance with delegated authority.

7.3 The content of this policy and its effectiveness will be reviewed and if required amended on an annual basis as a minimum or when significant changes occur.

<b>Written by:</b>	EFM Director
<b>Owner:</b>	EFM Director
<b>Status:</b>	V3 = approved
<b>Summary of changes</b>	V3 = Safety and Compliance Manager review 13/09/21 to ensure compliance with current legislation – updated to reflect changes to reporting via H&S Committee and role change from H&S Officer to Safety and Compliance Manager
<b>Approval date:</b>	HAT: 29/3/16 UoBAT: 11/3/16 Merger editorial changes 1 September 2017 V2 = R&A 11/03/2020 V3 = RAC 30-11-2021
<b>Review Date:</b>	As required or 2022

## Appendix 1: EU hazard symbols and their meaning

The table below illustrates the eight EU hazard symbols and their meanings. Two of the symbols are used to denote more than one hazard with the actual chemical hazard being listed on the label/container/MSDS. The symbols are black on an orange square background. **These symbols are being phased out and will no longer be used on new products by 2015, however, some may remain in circulation.**

Symbol	Abbreviation	Hazard(s) the symbol used to indicate
	T+ T Carc Cat 1 & 2 Muta Cat 1 & 2  Repr Cat 1 & 2	Very Toxic Toxic May cause or increase incidence of cancer Induce of increase the incidence of uninheritable effects in offspring and/or impair reproductive capacity
	N	Dangerous for the Environment.
		Bio-Hazard/
	F+ F	Extremely flammable Highly Flammable/Flammable
	Xn	Harmful (may cause damage to health) Irritant Category 3 Carcinogens, Mutagens and Reproductive Toxins – suspected as such but insufficient evidence to meet a higher category.
	O	Oxidising
	C	Corrosive
	E	Explosive

## Appendix 2: Globally harmonised system for the classification and labelling of chemicals

The Globally Harmonised System of Classification and labelling of chemicals regulations (GHS) is a UN treaty which aims to standardise hazard labelling and Material Safety Data Sheets (MSDS). In the European Union, GHS is being implemented through the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations.

From 2015, the old EU orange symbols and classifications will no longer be used, although some products remaining in circulation will still display the old symbols. The only exception to this will be for biohazards and radioactive hazards, which are not covered by GHS due to the nature of the hazards involved. The labelling for these remains largely unchanged.

The following is a basic summary of what the symbols mean:

Symbol	Hazard(s) the symbol used to indicate
	Fatal or Toxic when inhaled, swallowed or on contact with skin.
	Indicates more serious, long term health hazards like: Known to cause or suspected of causing cancer. May cause allergy or asthma symptoms if inhaled. Known to cause or suspected of causing genetic defects May cause or suspected of causing damage to unborn child. Known to or suspected of causing damage to organs. Fatal or harmful if swallowed and enters lungs on vomiting.
	Very toxic to aquatic life with or without long lasting effects.
	Extremely flammable, highly flammable and flammable gases, vapours, aerosol, liquids and solid.  Substances that might catch fire on heating or when exposed to certain substance or conditions.
	Oxidising – such substances tend to be very reactive and release oxygen which may support/intensify fires or even cause explosions or fires.
	Gas under pressure (compressed gas) Covers hazards such as exploding if heated or cold hazard if gas is released
	Substances that can explode under certain conditions, such as when ignited, or heated, or in contact with certain other chemicals.













**Please Note:**









Appendix 1. Under the old EU classifications Material Safety Data Sheets (MSDS) refer to 'R' Phrases and 'S' Phrases. R Phrases are Risk Phrases which specify the dangers associated with the use of the chemical. S Phrases denote the appropriate safety precautions or personal protective equipment required to minimise risk.

Appendix 2. P statements and H statements are replacing the R Phrases and S Phrases under GHS. A 'P' statement is a Precautionary statement which provides standardised precaution wording and an 'H' statement is a Physical Hazard Statement which produces standardised precaution wording to indicate the hazards of a product including, when appropriate, the degree of the hazard. Information on these statements can be found at: [www.hse.gov.uk/coshh/](http://www.hse.gov.uk/coshh/)

Information on P statements and H statements will be added to the site specific COSHH folders.

	<b>COSHH Risk Assessment No:</b> <b>Product Name:</b>			
<b>Academy Name:</b>		<b>Dept. (if applicable):</b>		
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>				
Location of process being carried out?				
Identify the persons at risk:	Employees <input type="checkbox"/>	Pupils/Students <input type="checkbox"/>	Visitors <input type="checkbox"/>	
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet for this substance should be attached to this assessment)</i>				
<b>Classification (state the category of danger)</b>				
<div>  <input type="checkbox"/> Acute toxicity Cat 1-3           </div> <div>  <input type="checkbox"/> Acute toxicity (cat 4)           </div> <div>  <input type="checkbox"/> Corrosive           </div>	<div>  <input type="checkbox"/> Serious health hazard           </div> <div>  <input type="checkbox"/> Flammable           </div> <div>  <input type="checkbox"/> Oxidising           </div>	<div>  <input type="checkbox"/> Aquatic Environment           </div> <div>  <input type="checkbox"/> Explosive           </div> <div>  <input type="checkbox"/> Gas under pressure           </div>		
<b>Hazard Type</b>				
<div> <input type="checkbox"/> Gas           <input type="checkbox"/> Vapour           <input type="checkbox"/> Mist           <input type="checkbox"/> Fume           <input type="checkbox"/> Dust           <input type="checkbox"/> Liquid           <input type="checkbox"/> Solid           <input type="checkbox"/> Other (State)         </div>				
<b>Route of Exposure</b>				
<div> <input type="checkbox"/> Inhalation           <input type="checkbox"/> Skin           <input type="checkbox"/> Eyes           <input type="checkbox"/> Ingestion           <input type="checkbox"/> Other (State)         </div>				
<b>Workplace Exposure Limits (WELs) please indicate n/a where not applicable</b>				
	Short-term exposure level (15 mins):			
<b>State the Risks to Health from Identified Hazards</b>				
<b>EC Classification:</b>				

### Appendix 3 – COSHH Risk assessment form

Control Measures: <i>(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers</i>			
Is health surveillance or monitoring required? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>			
Personal Protective Equipment <i>(state type and standard)</i>			
			
Dust mask		Visor	
			
Respirator		Goggles	
			
Gloves		Overalls	
			
Footwear		Other	
First Aid Measures			
<b>Eyes:</b> <b>Skin:</b> <b>Inhalation:</b> <b>Ingestion:</b>			
Storage			
Disposal of Substances & Contaminated Containers			
Hazardous Waste <input type="checkbox"/> Skip <input type="checkbox"/> Return to Supplier <input type="checkbox"/> Other <input type="checkbox"/>			
(If Other Please State): .....			

Is exposure adequately controlled?	<span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
<b>Risk Rating Following Control Measures</b>	
High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	
Assessors Name:	Date:
Assessors Signature:	Review Date:



## Appendix 4: 'P' Statements and 'H' Statements.

Please find reference to information on the new classification of 'P' and 'H' statements please refer to the following link: [http://www.hse.gov.uk/chemical\\_classification/labellingpackaging/hazard-precautionary-statements-signal-words.htm](http://www.hse.gov.uk/chemical_classification/labellingpackaging/hazard-precautionary-statements-signal-words.htm).

More information will be found on the Material Safety Data Sheets.

### Further Reference

- University of Brighton Academies Trust Health and Safety Policy.
- GHS. <http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm>
- HSE. <http://www.hse.gov.uk/coshh/basics.htm>
- HSE. <http://www.hse.gov.uk/coshh/detail/coshh-clp-reach.htm>
- HSE, Control of Substances Hazardous to Health 2002 (as amended), Approved Code of Practice, L5.
- HSE, Working with substances hazardous to health; What you need to know about COSHH (INDG 136 rev5).
- HSE, EH40/2005 Workplace Exposure Limits; Containing a list of workplace exposure limits for use with the Control of Substances Hazardous to Health Regulations 2002 (as amended)