

HOW TO CARRY OUT A COSHH ASSESSMENT

DATE:	January 2013
EFFECTIVE DATE:	Immediate
CATEGORY:	Health and Safety
KEYWORDS:	COSHH / Hazardous Substances
ISSUED BY	Welcomehome Cleaning Limited
CONTACT:	Head Office
PROCEDURES CANCELLED OR AMENDED:	All previous generic COSHH assessments
REMARKS:	The procedure should be inserted in the COSHH Folder. All previous COSHH assessments must be collected and destroyed.
SIGNED:	

YOU SHOULD ENSURE THAT:-

- You read, understand and, where appropriate, act on this information.
- All people in your workplace who need to know see this procedure.
- This document is properly filed in a place to which all staff members in your workplace have access.



PURPOSE

The COSHH Regulations 1999 make it a duty to ensure that all staff, visitors, volunteers and service users are protected as far as is reasonably practicable from the risks from hazardous substances while at a Social Services workplace. The following procedure will give all managers and staff information on the control measures required and how to complete the departmental COSHH assessments.

SCOPE

All Social Services establishments must follow this procedure.

POLICY

See Welcomehome Policy Statement and Policy Standards. Only authorised hazardous substances shall be used on any premises. All chemicals used by staff for cleaning, activities shall be approved and or supplied from Head office.

REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS

Health and Safety at Work Act 1974
COSHH Regulations 1999

DEPARTMENT REFERENCES

Welcomehome Cleaning Policy Statement and Policy Standards

DEFINITIONS

See Procedure

ROLES

Resource Managers will be responsible for overall compliance with the COSHH procedure within their areas.

Managers and Supervisors will be responsible for the implementation of the procedure within their workplace and team.

Managers assist supervisors in the implementation of and compliance with the procedure by monitoring, advice and training.

Managers will review the generic COSHH Assessments for cleaning chemicals annually and revise and issue as necessary. The management will also issue new generic COSHH Assessments for cleaning chemicals as necessary.



DELEGATIONS

Quality and Performance Management
and Health and Safety Adviser

AUTHORITY TO VARY THE PROCEDURE

Managing Director: Nevile Harman

GUIDE TO CARRYING OUT A COSHH
ASSESSMENT AND COMPLETING THE COSHH
ASSESSMENT FORMS





HAZARDOUS SUBSTANCE (COSHH) RISK ASSESSMENT

1. What is the COSHH Regulation 1999?
2. What does it cover?
3. Who does it affect?
4. What is a Hazardous Substance (COSHH) Risk Assessment?
5. Who carries out the Assessment?
6. How to carry out an Assessment
7. How to complete a Hazardous Substance (COSHH) Risk Assessment Proforma HS0010
8. Control Measures
9. How often should a Hazardous Substance (COSHH) Risk Assessment be completed, revised and reviewed?
10. Generic Hazardous Substance (COSHH) Risk Assessments for Cleaning Chemicals
11. Control Measures
12. Performance Standards

Appendices

1. Inventory of Hazardous Substances on premises (COSHH1)
2. Hazardous Substance (COSHH) Assessment Proforma (COSHH2)
3. Completed inventory of cleaning chemicals showing the CO reference number (COSHH3)
4. Information on Safety Signs for Personal Protective Equipment required for COSHH
5. Further information about Occupational Dermatitis

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

1. WHAT IS THE COSHH REGULATION 1999?

1.1 COSHH is the accepted abbreviation for:

*Control
Of
Substances
Hazardous to
Health*

1.2 The COSHH Regulation 1999 replaced the previous COSHH Regulation 1988 and 1994. The COSHH Regulation was one of the first health and safety regulations to require an assessment of risk. An assessment made under COSHH does not have to be repeated for the Management of Health and Safety Regulations 1992 but the whole management of exposure to hazardous substances under COSHH should form part of the management of the work place. Also, any personal protective equipment identified as being required under COSHH Regulations does not have to have a separate assessment done under the Personal Protective Equipment at Work Regulation 1992.

1.3 The Regulation sets out essential measures that employer and employees have to take. Failure to comply with COSHH, in addition to exposing employees to risk constitutes an offence and is subject to penalties under the Health and Safety at Work etc. Act 1974.

1.4 COSHH requires:

- 1.4.1 an assessment of the risk to health arising from work and the precautions needed
- 1.4.2 the introduction of appropriate measures to prevent and control risk
- 1.4.3 that control measures are used and equipment is properly maintained and procedures followed
- 1.4.4 where necessary, the exposure of workers is monitored and appropriate health surveillance is carried out
- 1.4.5 that employees, volunteers, etc. are informed, instructed and trained about the risks and the precautions to be taken

2. WHAT DOES IT COVER?

2.1 It covers substances such as:

- 2.1.1 chemicals
- 2.1.2 micro organisms (bacteria, viruses, etc.)
- 2.1.3 by products such as dust, fumes and vapours

- 2.1.4 cancer causing substances
- 2.1.5 mutagenic and teratogenic substances
- 2.2 It does not cover the following which have their own legislation:-
 - 2.2.1 asbestos
 - 2.2.2 lead
 - 2.2.3 radiation
 - 2.2.4 mining products
- 2.3 Chemicals

These include:

 - 2.3.1 all chemicals used for cleaning and disinfection e.g. toilet cleaner, NaDCC tablets, Covguard concentrate, chemicals in clinical waste bins
 - 2.3.2 chemicals used in the office such as correction fluid, photocopier and printer fluid
 - 2.3.3 chemicals used for maintenance e.g. paints, white spirit, solvents, light bulbs, batteries
 - 2.3.4 chemicals used in gardening e.g. weedkiller, insecticides, pesticides and poisons from plants (these chemicals can also include natural chemicals from plants and soil)
 - 2.3.5 chemicals associated with vehicles e.g. diesel, lubricants
 - 2.3.6 chemicals used in workshops and in craft e.g. photography developing fluids
 - 2.3.7 chemicals used in swimming pools, hydro pools etc.
 - 2.3.8 natural substances found in food stuffs e.g. sugar, flour, citrus fruits and their peel, other fruits, nuts, pulses, vegetables, spices, herbs, seasoning, fish, seafood, meat and poultry.
- 2.4 Micro organisms
 - 2.4.1 Micro organisms are all around us. The micro organisms that require control are the pathogenic micro organisms, which cause disease, illness etc.
 - 2.4.2 Micro organisms and their controls can be found in the Infection Control Manual, Cleaning Manual, Food Policy and Laundry Manual.
- 2.5 Dust, fluff, fumes and their by products
 - 2.5.1 Dust is all around us and is normally easy to control by a regular cleaning routine.
 - 2.5.2 Large amounts of dust will be found in equipment such as vacuum cleaners. Here the controls are:

- ◆ use of disposable bags
- ◆ not re-using bags
- ◆ emptying regularly e.g. 1x week minimum
- ◆ regular maintenance of the machine including the cleaning of filters
- ◆ wearing rubber gloves when emptying a bag
- ◆ wearing a facemask if the dust bag has broken.

2.5.3 Dust is generated in many crafts such as woodwork and pottery; further details of this can be found in Procedure 33/92.

2.5.4 Dust from flour has been identified with respiratory diseases in the bakery and milling industry.

2.5.5 A tumble dryer collects lint on its screen. Fluff may also be generated in craft e.g. stuffing cuddly toys.

2.5.6 Many chemicals and activities can give off fumes. For example:

- ◆ ozone is given off by photocopiers
- ◆ solvents are given off by many cleaning agents and paints
- ◆ refrigerant gases are given off from refrigerator and freezers
- ◆ carbon monoxide is given off from poorly maintained gas appliances
- ◆ ammonia is given off from stale urine
- ◆ chlorine gas fumes are given off when a chlorine product such as bleach is mixed accidentally with an acid such as toilet cleaners.

2.6 Carcinogens, mutagens and teratogens

2.6.1 At this time no hazardous substance authorised for use by Social Services staff is known to cause these effects in the amounts used.

3. WHO DOES IT AFFECT?

3.1 The COSHH Regulations affect:

- ◆ employers
- ◆ all employees
- ◆ volunteers, casual, agency staff
- ◆ all visitors to premises
- ◆ service users
- ◆ self employed
- ◆ contractors
- ◆ other agencies such as refuse collectors.

4. WHAT IS A HAZARDOUS SUBSTANCE (COSHH) RISK ASSESSMENT?

4.1 This is the systematic process used to assess the risks from hazardous substances used in the work place and determine the precautions required to control the risk.

4.2 A Risk Assessment includes the following steps:

4.2.1 Identify the hazardous substances in workplace

- 4.2.2 Identify who is at risk
- 4.2.3 Evaluate who is at risk
- 4.2.4 Evaluate the risk
- 4.2.5 Record, revise and review all assessments
- 4.2.6 Inform employees of all the risks and provide suitable instruction, training and supervision.
- 4.3 A blank Hazardous Substance (COSHH) Risk Assessment Proforma to record the findings can be found in the Appendix. Additional copies are available from Office Services by quoting COSHH2.
- 4.4 A copy of the form to be used on the computer may be obtained by sending a virus checked and formatted disk to the QPMO (Hotel Services) at Headquarters.

5. WHO CARRIES OUT THE ASSESSMENT?

- 5.1 Generic Hazardous Substance (COSHH) Risk Assessments are carried out by the QPMO (Hotel Services) on all cleaning chemicals authorised for use in Social Services and can be found in the COSHH Manual.
- 5.2 A competent person (see Managers' Guide for definition) must carry out assessments. This should be a member of the management team e.g. management health & safety representative.
- 5.3 Staff carrying out the activity involving the hazardous substance should be involved in the assessment.
- 5.4 Information on evaluating the risk, recording, revision and reviewing of assessments and training is discussed later in the document.
- 5.5 Employees must be informed of all the risks and be provided with suitable instruction, training and supervision.

6. HOW TO CARRY OUT AN ASSESSMENT

- 6.1 Identify the hazardous substances in the work place.
- 6.2 Record the information on 'Inventory of Hazardous Substances' COSHH1 (see Appendix 1).
The following should be listed:-
 - 6.2.1 cleaning chemicals on the premises
 - 6.2.2 all craft, sport and workshop activities on the premises and the associated chemicals used
 - 6.2.3 all other chemicals on the premises e.g. gardening, maintenance, vehicles and pest control
 - 6.2.4 sources of micro organisms associated with the work activity e.g. body spillages

6.2.5 major sources of dust, fluff, fumes and vapours that have not already been listed, e.g. vacuum cleaner, lint screen on tumble drier, carbon monoxide from gas appliances.

6.3 Identify who is at risk

The following people may be at risk:-

6.3.1 all staff (including volunteers and temporary staff)

6.3.2 service users

6.3.3 visitors

6.3.4 contractors

6.4 Evaluate the risk

6.4.1 All chemicals could be classed as a hazard. The risk of accident, injury, incident, disease or health issue is due to the chemical itself and / or the way it is used.

6.4.2 If a substance is stored, used and disposed of as determined in the control measures the risk of injury to staff, service users, visitors and contractors will be low.

6.4.3 The following hazard symbols can be used to help assessors evaluate the risk in a certain situation.

DEFINITION



A harmful substance or preparation, which may cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.



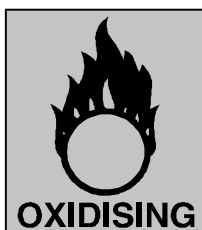
IRRITANT

A non-corrosive substance or preparation which through immediate, prolonged or repeated contact with skin or mucus membrane, may cause inflammation.



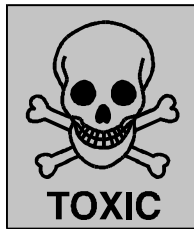
CORROSIVE

A substance or preparation, which may on contact with living tissues destroy them.



OXIDISING

A substance or preparation which gives rise to an explosive reaction in contact with other substances, particularly flammable substances.



TOXIC

A substance or preparation, which in low quantities causes death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.



VERY TOXIC

A substance or preparation, which in very low quantities causes death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.



HIGHLY FLAMMABLE

A substance or preparation either solid or gaseous which may catch fire or become hot and finally catch fire, in contact with the air at ambient temperatures without any application of energy, or a liquid substance or preparation having a very low flash point of below 21°C.



EXTREMELY FLAMMABLE

A liquid substance or preparation having an extremely low flash point of below 0°C and a low boiling point of 35°C or lower or a gaseous substance or preparation which is flammable when in contact with the air at ambient temperature and pressure.

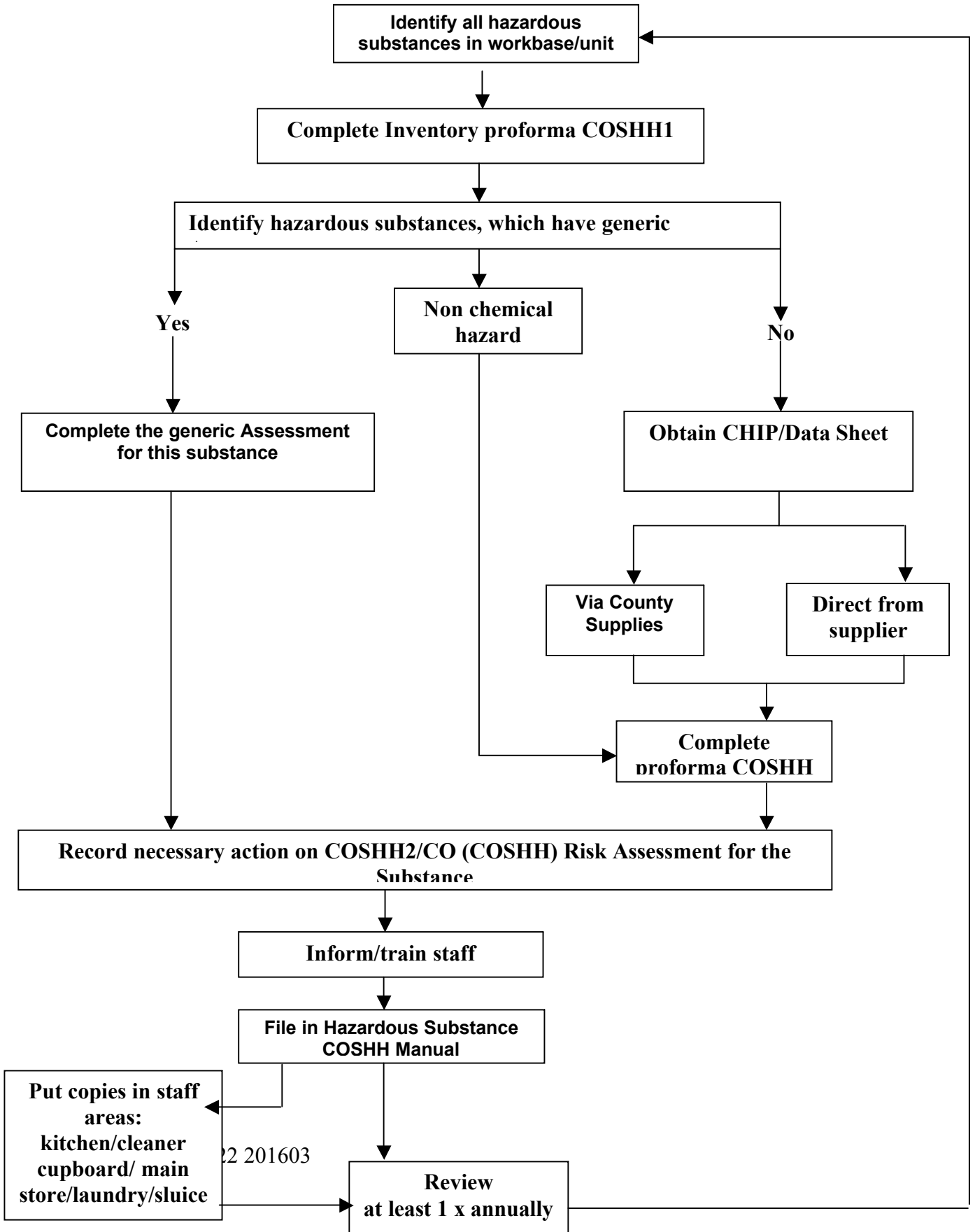


DANGEROUS TO THE ENVIRONMENT

Hazardous substances displaying this symbol must be eliminated and or substituted with a safer product.



CHART ON CARRYING OUT A HAZARDOUS SUBSTANCE (COSHH) RISK ASSESSMENT



7. HOW TO COMPLETE A HAZARDOUS SUBSTANCE (COSHH) RISK ASSESSMENT PROFORMA COSHH2

7.1 Introduction

- 7.1.1 The steps involved are shown in the flow chart on the preceding page.
- 7.1.2 Having identified the hazardous substances in the workplace and completed Proforma COSHH1, the findings need to be recorded on Proforma COSHH2.
- 7.1.3 The nominated manager at each premise must complete the Assessment.
- 7.1.4 All authorised cleaning chemicals will have a generic Hazardous Substance (COSHH) Risk Assessment drawn up. For further details on how to use these forms see 10.
- 7.1.5 Where no generic Assessment has been completed, record information on a Proforma COSHH2. Work systematically down the form by the following method:
- 7.1.6 CHIP sheet: For chemicals, obtain a CHIP Sheet (Chemical Hazard, Information and Packaging) or product data sheet from the manufacturer or supplier (see invoice / delivery note for address and telephone number). If the product is supplied from County Supplies, the sheet should be obtained direct from the hardware team at County Supplies (telephone 01962 846159).

7.2 Risk level:

- 7.2.1 At the bottom of each page there is a risk table. This defines the risk as high, medium or low. This box is completed at the end of the COSHH assessment process and should reflect the risk level after the introduction of the control measures.

- 7.3 Name of hazardous substance: Where the substance is a chemical such as a cleaning chemical, swimming pool chemical etc., insert the brand name of the product or type of product as it appears on the data sheet or packaging e.g. Tipp-ex. For other chemicals (for example those found in foodstuffs), insert the common name e.g. mustard, peanuts. For micro organisms, insert "micro organism" or the name of a specific micro organism where known e.g. bacteria, virus, fungus, mould. For dust, fumes or by products, insert the name e.g. lint from tumble dryer, flour, chlorine gas, urine, carbon monoxide, talcum powder.

- 7.4 Manufacturer: The name of the manufacturer needs to be inserted when the hazardous substance is a man-made substance such as a cleaning chemical e.g. 3M's. This name will be supplied on the data sheet or packaging. The supplier of the product is not always the manufacturer. When supplied from a source other than County Supplies, insert the full postal address and telephone numbers if available.

- 7.5 Hazardous data sheet: This is available for all manufactured chemicals. For items supplied via County Supplies this is supplied by the hardware team. For items supplied from another source, the supplier and / or manufacturer must provide these.

- 7.6 Catalogue Number: This needs to be inserted for all products used on the premises such as Tipp-ex. Where supplied by County Supplies enter their catalogue number. Where supplied from another source, record the supplier and the catalogue / reference number used when ordering the product.

- 7.7 Description: Describe the substance e.g. liquid / solid / powder / gas, colour, odour, general purpose. The description may also include the type of packaging e.g. aerosol or tube.
- 7.8 Size: Record the size / weight of the product / substance used on the premises if applicable. e.g. tub of 150 wipes or 5-litre bottle.
- 7.9 Hazard: Information on the hazards can be obtained from the CHIP, hazard data sheet or packaging. Any product that is identified as being toxic or very toxic must not be used and advice must be obtained from the Departmental Health & Safety Advisers. Some low risk products are not classified, therefore "NOT CLASSIFIED" should be entered in the box above the symbols.
- 7.10 Exposure: Every employer must ensure that exposure to substances hazardous to health is either prevented or, if not possible, adequately controlled. On hazard data sheets exposure risks are recorded. Information on the M.E.L (Maximum Exposure Limit), and O.E.S (Occupational Exposure Standard) can be found in the Managers' Guide to COSHH. The absence of a substance from the list of M.E.L.s or O.E.S.s does not mean it is safe and all substances should be treated with caution and control measures followed. Research on substances is being carried out all the time and there are many substances that were first considered safe and now have M.E.L or O.E.Ss or similar. In all cases, the first control measure to be considered is elimination followed by substitution. In most cases the exposure time and / or the amount of substance found in the product used within Social Services is well below the required limits and standards e.g. a domestic assistant working 4 hours a day may only spend 20 minutes using the product identified.
- 7.11 Likely route of entry: This can be obtained from the CHIP/data sheet or from knowledge of the substance and its use. The route of entry should be completed on the assumption that the personal protective equipment (such as rubber gloves) is not worn. The route of entry will help the assessor identify the control measures required. Some substances (such as chemicals in food, latex in disposable gloves, detergents in cleaning chemicals) can, through prolonged contact with the skin, cause occupational dermatitis. Some substances (such as acids in cleaning chemicals) can cause immediate symptoms when they come into contact with the skin e.g. a corrosive product in the eye.
- 7.12 People who may be exposed: Identify who uses the product or may be affected by its use. Some hazards will only be a risk to a certain group of staff using or working in that area, e.g. catering staff at risk from occupational dermatitis by contact with certain food. Other hazards may affect anyone in the building e.g. fumes given off when bleach and an acid are mixed together.
- 7.13 Areas of use / exposure: Record where the substance should and should not be used e.g. for use in sanitary areas, not suitable for use where food is being prepared. Record areas that exposure to the hazard would be highest e.g. photocopier chemicals are going to be found in the store or within the machine.
- 7.14 Health surveillance: The aim of health surveillance is to produce procedures which are safe, easy to perform and acceptable to employees. These procedures and controls must be reviewed and modified as necessary. More information can be obtained in Appendix 5 or from the Occupational Health Adviser. Surveillance should be carried out annually or more frequently if identified as necessary. Health Surveillance records should also include keeping individual health records. Records must be kept for at least 40 years.

8. CONTROL MEASURES

The following section deals with the control measures that must be implemented.

8.1 Can the exposure / use be eliminated or substituted?

8.1.1 In the light of the previous information, consider whether the hazardous substance can or should be eliminated or substituted with a safer product.

8.1.2 In recent years correction fluids have been changed to be better for the environment and the user. In the past they had been associated accidentally and intentionally with death or ill health via the inhalation of solvents.

8.1.3 In Social Services in the last few years the use of liquid bleach has been discouraged in favour of tablets which contain chlorine but are safer to use and control.

8.1.4 The elimination of all hazardous substances is neither practical nor possible but exposure to them should be as low as possible, e.g. it is not possible to eliminate the risk of staff coming into contact with body fluids but we can provide control measures that keep the risk of ill health to a minimum.

8.2 Is air monitoring required?

8.2.1 Some hazardous substances require air monitoring, and where needed this service is supplied by Hampshire Scientific Services. The date of checks must be recorded.

8.3 Local exhaust ventilation

8.3.1 In some cases, natural ventilation (such as open windows, air bricks) are inadequate. An example of exhaust ventilation is the extraction ventilation in kitchens. Where identified as required, it must be used when the substance is present or being used.

8.4 Documented working methods on safe use and handling

8.4.1 Procedures must state that the user can find written instructions on how to use the product. This may be information provided on the container, provided by the supplier, written in the departmental manual / procedure, provided in training or during in-house instructions.

8.5 Storage

8.5.1 When assessing manufactured products (such as cleaning chemicals, stationery chemicals), enter the maximum amount of the substance stored on the premises e.g. 5 X 5 litres where applicable.

8.5.2 Tick the boxes, which apply to the safe storage of this substance. General information can be found in the CHIP/ hazard data sheet.

8.5.3 More information on storage can be found in 'Storing of Hazardous Substances' in section 11.2.

8.6 Method of use

- 8.6.1 See 'Control Measures' section 11 or examples of safe systems of work that should be implemented when using various hazardous substances.
- 8.6.2 Information can also be obtained from the CHIP / data sheet e.g. use in a well-ventilated room.
- 8.6.3 Enter safe systems of work and methods in the boxes provided and tick the boxes as relevant.

8.7 Personal protective equipment required

- 8.7.1 This is the final control measure. Information on the PPE required can be obtained from the CHIP/ data sheet. Any PPE listed as a recommendation must be implemented on the assessment.
- 8.7.2 The assessor, having looked at the potential risks from the substance, may decide to implement additional PPE requirements.
- 8.7.3 In the information box, the assessor must record what type of PPE is required (e.g. rubber or disposable unseamed gloves) and when it needs to be worn (e.g. at all times or just when dealing with the concentrated product).
- 8.7.4 Additional controls that are required for an individual e.g. a member of staff who is allergic to the rubber gloves supplied, must have the additional information recorded on their individual general risk assessment.

8.8 Emergency controls

- 8.8.1 Emergency controls are the information needed in an emergency situation, such as an accident or incident involving fire, spillage, and disposal of product or someone requiring first aid.
- 8.8.2 This information can be obtained from the CHIP / data sheet.

8.9 Disposal

- 8.9.1 Disposal refers to the disposal of an empty container e.g. aerosols must not be burnt. It also includes the disposal of used substances and excess stocks of unused out of date stock.

8.10 Review date

- 8.10.1 This must be no more than 1 year after the assessment.
- 8.10.2 The action plan may require a more frequent review date.

8.11 Designation

- 8.11.1 Record the job title / responsibility of the assessors.

8.12 Additional Information / Action

8.12.1 Record any additional information such as further action or information that could not be recorded elsewhere for example:

- ◆ Arrange an in-house course in COSHH for care staff and management
- ◆ Arrange the distribution of completed Assessment amongst relevant staff
- ◆ Arrange copies of Assessment to be put into areas where substance is used
- ◆ Discuss Assessments at next staff meeting
- ◆ Find alternative store for substance until store can be secured
- ◆ Reorganise store to ensure that control measures are implemented
- ◆ Replace product with a safer product available
- ◆ Cancel order of product until stocks are reduced
- ◆ Contact Property Services Officer about reducing temperature in main store, fitting locks to kitchen cupboard in units, arranging the removal of out of date cleaning chemicals

9. HOW OFTEN SHOULD A HAZARDOUS SUBSTANCE (COSHH) RISK ASSESSMENT BE COMPLETED, REVISED AND REVIEWED?

9.1 Assessments must be reviewed at least once per year.

9.2 They must be reviewed on the introduction of any changes (e.g. new substance, cleaning chemical, new staff, etc.) and after an accident or incident, including spillages.

10. GENERIC RISK ASSESSMENTS FOR CLEANING CHEMICALS

10.1 Chemicals for use in Social Services premises

10.1.1 All cleaning chemicals authorised for use in Social Services premises have a generic COSHH Assessment drawn up. These give the minimum precautions that must be introduced when purchasing, storing, using and disposing of cleaning chemicals.

10.1.2 If a generic COSHH Risk Assessment is not available for a cleaning chemical it means it is not authorised for use within Social Services. Contact the QPMO (Hotel Services) at headquarters for advice.

10.1.3 Before handling any chemical, the generic COSHH Risk Assessment must be referred to and actioned.

10.1.4 New COSHH Risk Assessments are produced periodically if the chemical changes or a new product is introduced. All assessments are reviewed annually.

10.1.5 Identify from the completed Inventory Proforma COSHH 3 the cleaning chemicals used on the workbase / unit and collect the relevant Generic Hazard Substance (COSHH) Risk Assessments from the list available.

10.1.6 To complete the required information on the generic form (CO)

- ◆ Confirm the size of the container / quantity / weight / litres used on the premises where the product is available in different quantities.
- ◆ Identify who on the premises uses or may be exposed to the hazardous substance.

- ◆ Identify where the cleaning chemical is used, where people may come into contact with it on the premises, where it varies from the generic or where there is a particular risk.
- ◆ Where the cleaning chemical is used in an unauthorised location (e.g. kitchen), record this in the additional information table.
- ◆ Confirm any health surveillance required and implemented on the premises. If not currently being undertaken, record this and the action taken in the additional information / action required section.
- ◆ Confirm if the use of this chemical can be eliminated or substituted and record action taken in the additional information / action required section.
- ◆ If air monitoring is required and actioned, confirm when it was last carried out. If required but not actioned, contact the Premises Property Services Officer to action it and record this in the additional information/action required section.
- ◆ Where local exhaust ventilation is required, confirm this and if required and not being used, record in the additional information/action required section.
- ◆ Confirm that the workbase/unit has access to all the documentation listed. If not, contact the QPMO (Hotel Services) for advice and record this in the additional information/action required section.
- ◆ Insert the amount stored on the premises and the method of storing the hazardous substance. Tick to confirm all controls are implemented on the workbase/unit. Any non-compliance needs to be inserted in the additional information/action required section with necessary action.
- ◆ Tick the method of use section to confirm all controls are implemented on the workbase/unit. Any non-compliance needs to be inserted in the additional Information/action required section with necessary action.
- ◆ Tick the Personal Protective Equipment required to confirm all controls are implemented on the workbase/unit. Any non-compliance needs to be inserted in the additional Information/ action table with necessary action.
- ◆ Emergency Controls provide the information you require for emergencies. Ensure all users of the substance are aware of this information.
- ◆ Enter the date the generic Assessment was confirmed and completed at the workbase/unit.
- ◆ Record the review date/name of assessor and their designation.
- ◆ Under Additional Information record all the action required (see 8.12.1 for examples).

10.2 Chemicals used by Social Services staff in service users' homes or domestic type premises

10.2.1 Authorised cleaning chemicals supplied to staff by Social Services for use in service users' homes have a generic Hazardous Substance (COSHH) Risk Assessment form. This will need to be completed as documented in 10.1.6.

10.2.2 These chemicals include:-

- ◆ Sanitaire clean up powder
- ◆ Clearsol
- ◆ Robinsons wipe down plus
- ◆ Endbac Cleaner sanitiser
- ◆ Stansan Sanitiser (Emergency Clean-Up Kit)

10.2.3 The storage section refers to the storage in the staff workbase e.g. Homecare office.

10.2.4 There are generic Hazardous Substance (COSHH) Risk Assessments for domestic cleaning products which provide staff with a general guide when purchasing, using and disposing of cleaning chemicals in service users' own homes. These include:

- ◆ washing up liquid
- ◆ kitchen sanitiser
- ◆ washing powder
- ◆ fabric conditioner
- ◆ dishwasher detergent
- ◆ dishwasher rinse aid
- ◆ toilet descaler
- ◆ bathroom cleaner
- ◆ limescale remover
- ◆ furniture polish

10.2.5 Staff should refer to these assessments when undertaking an Assessment on cleaning chemicals in the service user's home.

10.2.6 All staff handling chemicals in service users' homes must have copies of Hazardous Substance (COSHH) Risk Assessments.

11. CONTROL MEASURES

11.1 Purchasing and delivering chemicals for use on Social Services property

11.1.1 Only authorised chemicals may be purchased.

11.1.2 All chemicals must be purchased direct from or via approved suppliers. No cleaning chemical may be purchased from a unauthorised supplier. A small range of authorised cleaning chemicals is supplied direct from the supplier.

11.1.3 Refer to the Food Policy, Cleaning Manual and Laundry Manual for information on authorised cleaning chemicals.

11.1.4 No delivery that includes hazardous substances shall be left in a public area with easy access to service users and the general public for longer than is reasonably necessary. Where possible, deliveries should be taken to the storeroom and locked away immediately.

11.1.5 All staff must wear rubber gloves when transporting hazardous substances.

11.2 Storage of Hazardous Substances

11.2.1 Information on the storage of clinical waste can be found in the Control Manual.

- 11.2.2 All chemicals must be stored as recommended by the manufacturer.
- 11.2.3 The chemical store must be secure and well lit.
- 11.2.4 Chemicals must not be stored with food or food preparation equipment.
- 11.2.5 Stocks must be rotated and the “first in first out” method of issue used.
- 11.2.6 Many chemicals have manufacturer dates on them and stock must be used within the shelf life of that product. Further details of shelf lives can be found in the Cleaning Manual. Incorrect storage can reduce the normal expected shelf life of a product.
- 11.2.7 Chemicals must not be stored in a store that falls below freezing during winter. Detergent-based products freeze and then separate and never reconstitute correctly. If outside stores are used, the chemicals should be brought inside for winter if the temperature falls below zero.
- 11.2.8 Stores must not be too warm as this could result in chemical breakdown and an increased risk of fire with some products. Any stores with a heat source such as windows, radiators and hot water pipes should look at having sunfilm or blinds fitted to the windows, radiators to be turned off and all pipes to be lagged.
- 11.2.9 The store must be dry. A damp environment can reduce the shelf life of products, in particular powder based products such as washing powders.
- 11.2.10 All chemicals must be locked away as highlighted in the relevant COSHH Assessment.
- 11.2.11 Check stored containers periodically for leaks. If defective containers are found, take the appropriate preventative action specified on CHIP Sheets and COSHH Assessment Sheets.
- 11.2.12 Store chemicals such as chlorine releasing chemicals (e.g. NaDCC tablets) away from acid based products such as toilet cleaners and descalers.
- 11.2.13 Check that caps are in place before storing chemicals. Never store items 5 litres or over above shoulder height.
- 11.2.14 Store all chemicals upright.
- 11.2.15 Always store chemicals in the original container or proper dispenser with a label.
- 11.2.16 Store all chemicals away from service users, animals and children.
- 11.2.17 The mixture of some chemicals may produce toxic fumes.
- 11.2.18 Record all chemicals stored on the premises. Proforma HS0011 must be completed in every establishment to record all hazardous substances stored and used on the premises.
- 11.3 Use of cleaning chemicals
- 11.3.1 For more information on the correct use of specific chemicals refer to:
- ◆ COSHH Assessments
 - ◆ Food Policy
 - ◆ Laundry Manual
 - ◆ Cleaning Manual



- 11.3.2 Great care is taken by County Supplies to provide materials of a safe nature and there is a duty not to misuse the materials. If there is any doubt about any material or method of using it, consult the QPMO (Hotel Services).
- 11.3.3 All chemicals for cleaning have been approved by County Supplies and COSHH Assessed by Social Services before use. No unauthorised cleaning chemicals may be used or stored on the premises.
- 11.3.4 COSHH Assessment Sheets relating to each cleaning material must be available for inspection and kept in the Hazardous Substances (COSHH) Safety Manual.
- 11.3.5 Before using any material, read the label on the container to ensure it is the correct one. If the label is unreadable DO NOT USE.
- 11.3.6 Always observe the instructions regarding storage, methods of use, precautions that need to be taken and first aid treatment (all Generic COSHH Assessment Sheets).
- 11.3.7 Staff must be appropriately trained to use chemicals.
- 11.3.8 Never decant cleaning materials into non-standard or improperly labelled containers. Never use a glass or drink bottle to measure the substance.
- 11.3.9 Never drink chemicals.
- 11.3.10 Wash hands after handling chemicals and before eating.
- 11.3.11 Wash rubber gloves before removing.
- 11.3.12 Never mix different chemicals unless intended e.g. some carpet cleaning products. Cleaning materials MUST NOT be mixed, e.g. bleach and certain other cleaning chemicals will produce dangerous gases when mixed together.
- 11.3.13 Use the recommended water temperature.
- 11.3.14 Never put chemicals into aluminium containers or clean aluminium containers e.g. in dishwasher.
- 11.3.15 Never leave harmful chemicals unattended.
- 11.3.16 Always add product to water when preparing a solution and not vice versa.
- 11.3.17 Never return unused product to container.
- 11.3.18 Allow adequate ventilation when using chemicals.
- 11.3.19 Ensure all trigger sprays etc. are permanently labelled.
- 11.3.20 Cover all cuts and abrasions.
- 11.3.21 Make up all products as needed.
- 11.3.22 Protective clothing / equipment is provided and MUST BE WORN AS SPECIFIED.
- 11.3.23 The immersion of bare hands in any cleaning solution, however mild, must be avoided and protective gloves worn.



- 11.3.24 Apply hand cream supplied after washing hands to reduce adverse effect of chemicals.
- 11.4 Disposal of Hazardous Substances
- 11.4.1 See the Infection Control Manual and Procedure 22/94.
- 11.4.2 Dispose of all used solutions down a cleaner's sink, sluice sink or outside drain.
- 11.4.3 Undiluted chemical must not be disposed down a drain unless used in an undiluted state.
- 11.4.4 An authorised contractor must dispose of unwanted chemicals. Empty containers must be disposed of immediately in accordance with manufacturers' instructions. This is found on the CHIP / data sheet and entered on the Hazardous Substance (COSHH) Risk Assessment Proforma COSHH2
- 11.4.5 Empty containers must be rinsed out before disposing into refuse.
- 11.4.6 Contact the establishments Property Services Officer to arrange the disposal of hazardous waste.
- 11.5 Use of Personal Protective Equipment
- 11.5.1 Personal protective equipment (PPE) is the final control measure available once other controls (such as removal of the hazard, substitution, safe systems of work, training etc.) have been considered. The use of PPE is an important control measure within Social Services. It is not possible to remove the risk of staff having to deal with body fluids and it is not possible to eliminate the use of all cleaning chemicals.
- 11.5.2 The Hazardous Substance (COSHH) Risk Assessments for Social Service require rubber gloves to be worn when handling all chemicals. Even prolonged contact with mild chemicals such as detergent can cause allergies such as dermatitis in some people.
- 11.5.3 For information on PPE, see the Manual.
- 11.6 Staff Information
- 11.6.1 Information on Hazardous Substances (COSHH) and the control measures that are to be used must be made available to staff.
- 11.6.2 Completed Hazardous Substances (COSHH) Risk Assessments must be available to staff using the chemicals and read and implemented before use.
- 11.6.3 Information on Hazardous Substances (COSHH) must be provided at induction to all staff who come into contact with hazardous substances during the course of their work.
- 11.6.4 Relevant information must be provided to contractors, agencies etc.
- 11.6.5 See Appendix 4 for definitions of signs.
- 11.6.6 Safety signs provide information to staff on what personal protective equipment is required to carry out the task. They must be provided in all staff areas where staff come into contact with, store, use or dispose of hazardous substances such as cleaning chemicals, dust, fluff and micro organisms These locations include:
- sluices

- cleaners' cupboards
- wash hand basins in staff areas
- kitchens
- laundries
- staff rooms

11.7 Staff Training

11.7.1 Induction training provides training for users of hazardous substances in particular cleaning chemicals. COSHH Awareness must be provided to all staff who handle hazardous substances, in particular cleaning chemicals. This is available as follows:

11.7.2 COSHH Awareness training.

11.7.3 COSHH Awareness for domiciliary care staff.

11.8 Storage of Completed COSHH Assessments

11.8.1 Completed Hazardous Substance (COSHH) Risk Assessments should be filed in the Hazardous Substance (COSHH) Manual.

11.8.2 Additional copies must be available to all staff in the areas that the hazardous substances are dispensed, used or stored e.g. chemical store, cleaner's cupboard, sluice, unit kitchen, commercial kitchen and laundry.

11.9 Health Surveillance

11.9.1 The aim of health surveillance is to produce procedures which are safe, easy to perform and acceptable to employees. These procedures and controls must be reviewed and modified as necessary.

11.9.2 Where employees are exposed to hazardous substances, health surveillance must be carried out to:

- detect adverse changes as early as possible
- evaluate control measure efficiency and suitability
- to collect data for use in detecting health hazards.

11.9.3 In the case of exposure to micro organisms, it should assess the immunological status of employees.

11.9.4 Health surveillance results should be used to benefit employees.

11.9.5 In certain cases surveillance may be necessary after the exposure to the substance has ceased.

11.9.6 Surveillance should be carried out annually or more frequently if identified as necessary.



11.9.7 Records must be kept for at least 40 years.

11.10 OCCUPATIONAL DERMATITIS

11.10.1 Managers must carry out health surveillance in this area. Occupational dermatitis is one of the most widespread causes of ill health in many industries including catering. The food and catering industry for example account for 10% of all occupational dermatitis; it is one of the main occupational health risks.

11.10.2 Nationally across all industries, an estimated 84,000 people have dermatitis caused or made worse by their work. These results in 132,000 lost working days and a cost to employers of £20 million.

11.10.3 As a result of these alarming figures the HSE have produced an information sheet 'Occupational Dermatitis in the Catering and Food Industry'. This information sheet has been used as a basis for producing a departmental procedure, which needs to be implemented by all managers for staff.

11.10.4 See Appendix for further details

12. PERFORMANCE STANDARDS

12.1 To ensure the COSHH Regulations are complied with:

12.1.1 Management and the assessment team must be trained in COSHH.

12.1.2 Staff and management must be selected to carry out assessment.

12.1.3 An inventory of all the hazardous substances must be completed for each workbase.

12.1.4 COSHH and Generic COSHH Assessments must be completed for each workbase.

12.1.5 Action and control measures must be implemented.

12.1.6 Staff must be supervised, informed, instructed and trained in the contents of the COSHH Assessments.

12.1.7 COSHH Assessments must be included in staff induction as necessary.

12.1.8 Completed COSHH Assessments must be stored correctly to ensure access by all staff.

12.1.9 COSHH Assessments must be reviewed at least once a year or after an accident or incident or when something changes.

12.2 Unit/Team Managers and Section Heads will be responsible for the implementation and compliance of the procedure within their workplace and team.

12.3 Resource Managers will be responsible for overall compliance with the COSHH procedure within their areas.

12.4 The manage will monitor the implementation of the procedure during audits and training.



- 12.5 The manager will review the generic COSHH Assessments for cleaning chemicals annually and revise and issue as necessary. The manager will also issue new generic COSHH Assessments for cleaning chemicals as necessary.
- 12.6 The Health and Safety team will monitor the implementation of COSHH through advice, audits etc.



APPENDIX 1

INVENTORY OF HAZARDOUS SUBSTANCES ON PREMISES (COSHH1)				
NAME OF ESTABLISHMENT		INVENTORY COMPLETED BY		DATE:
NAME OF PRODUCT/SUBSTANCE	CAT.NO	UNIT OF ISSUE	LOCATION(S) WHERE STORED	QUANTITY STORED
<i>e.g. Tipp-ex</i>	<i>759905.00</i>	<i>30ml bottle</i>	<i>Stationery store</i>	<i>6 bottles</i>



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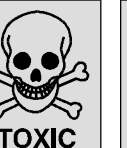



APPENDIX 1

NAME OF PRODUCT/SUBSTANCE	CAT.NO	UNIT OF ISSUE	LOCATION(S) WHERE STORED	QUANTITY STORED

APPENDIX 2

HAZARD SUBSTANCES (COSHH) RISK ASSESSMENT FORM (COSHH 2)

NAME OF HAZARDOUS SUBSTANCE							
MANUFACTURER (Where applicable)							
HAZARD DATA SHEET ATTACHED	YES <input type="checkbox"/>			NO <input type="checkbox"/>			
CATALOGUE NO.							
DESCRIPTION e.g. solid, liquid, gas etc							
SIZE OF CONTAINER/ QUANTITY/WEIGHT/ LITRES (please tick the box and delete as necessary)	20litre/kg	<input type="checkbox"/>	10litre/kg	<input type="checkbox"/>	5litre/kg	<input type="checkbox"/>	
	1litre/kg	<input type="checkbox"/>	750/500 mls/gms	<input type="checkbox"/>	Tub	<input type="checkbox"/>	
HAZARD (Please tick the boxes below)							
							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPOSURE TO HAZARDOUS SUBSTANCES (Where applicable state the following)	O.E.S <input type="checkbox"/>		M.E.L <input type="checkbox"/>				
LIKELY ROUTE OF ENTRY TO BODY (Please tick the boxes that apply)	Inhalation	<input type="checkbox"/>	Ingestion	<input type="checkbox"/>	Skin <input type="checkbox"/>		
	Eyes	<input type="checkbox"/>	Other <input type="checkbox"/>				
PEOPLE WHO MAY USE OR BE EXPOSED TO THE HAZARDOUS SUBSTANCE: (Please tick the boxes that apply)	Management	<input type="checkbox"/>	Care Staff	<input type="checkbox"/>			
	Domestic Staff	<input type="checkbox"/>	Laundry Staff	<input type="checkbox"/>			
	Catering	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>			
	Relief Staff	<input type="checkbox"/>	Service Users	<input type="checkbox"/>			









	Domiciliary Staff <input type="checkbox"/>	Admin Staff <input type="checkbox"/>
AREAS OF USE/EXPOSURE		
HEALTH SURVEILLANCE REQUIRED		

CONTROL MEASURES

APPENDIX 2

CAN THE EXPOSURE/USE BE ELIMINATED OR SUBSTITUTED (Please tick applicable box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
AIR MONITORING REQUIRED (Please tick applicable box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
LOCAL EXHAUST VENTILATION (Please tick applicable box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DOCUMENTED WORKING METHOD ON SAFE USE AND HANDLING			
STORAGE (Please tick boxes that apply)	Insert the amount stored on premises below <input type="checkbox"/> Secure store. Keep out of reach services users/children <input type="checkbox"/> Store aware from chlorine/acids/alkaline <input type="checkbox"/> Store below eye level <input type="checkbox"/> Store at room temp/away from heat/light/moisture <input type="checkbox"/> Store away from food <input type="checkbox"/> Keep in original container <input type="checkbox"/> Other <input type="checkbox"/>		
METHOD OF USE (Please tick boxes that apply)	Use diluted <input type="checkbox"/> Do not mix, use with acids e.g. toilet cleaner <input type="checkbox"/> Use/dispense in a well ventilated area <input type="checkbox"/> Add product to water <input type="checkbox"/> Use cold/warm/water <input type="checkbox"/> Wash hands after use <input type="checkbox"/> Do not use down toilets <input type="checkbox"/> Do not use in a spray bottle <input type="checkbox"/> Clean surface before using <input type="checkbox"/>		

	Other <input type="checkbox"/>
<p>PERSONAL PROTECTIVE EQUIPMENT REQUIRED (Please tick boxes that apply)</p>	
	<p>Wear protective clothing as required <input type="checkbox"/></p>
	<p>Wear rubber gloves at all times <input type="checkbox"/></p>
	<p>Wear disposable gloves when dealing with body fluids <input type="checkbox"/></p>
	<p>Wear eye protection <input type="checkbox"/></p>
	<p>Wear face mask as required <input type="checkbox"/></p>
	<p>Wear respiratory mask as required <input type="checkbox"/></p>
<p>EMERGENCY CONTROLS</p>	<p>APPENDIX 2</p>



FIRST AID	
EYES –	
SKIN –	
INHALATION –	
INGESTION –	
FIRE	
SPILLAGE	
DISPOSAL	
DATE OF ASSESSMENT	ADDITIONAL INFORMATION/ACTION REQUIRED
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
REVIEW DATE	
NAME OF ASSESSOR(S):	
DESIGNATION (Please print)	



MANUFACTURER	NAME OF PRODUCT	COSHH REF. NUMBER

APPENDIX 4

INFORMATION ON SAFETY SIGNS FOR PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR COSHH

SAFETY SIGNS

DEFINITION



PROHIBITED

Don't drink



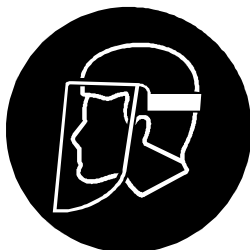
MANDATORY

Wash hands



MANDATORY

Eye protection must be worn. e.g. Goggles, safety glasses to BS2092



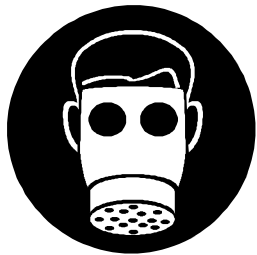
MANDATORY

Wear Face protection such as a Visor



MANDATORY

Face mask must be worn



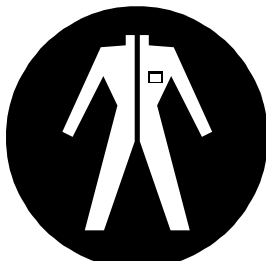
MANDATORY

Respiratory mask must be worn



MANDATORY

Hats must be worn



MANDATORY

Protective clothing must be worn as required in procedure.



MANDATORY

Protective clothing must be worn as required in procedure.



MANDATORY

Foot protection must be worn as required in the procedure.



MANDATORY

Hand protection must be worn: This will depend on use and includes:-

Rubber gloves, latex disposable gloves, heavy duty gloves, oven gloves, freezer gloves.

1 WHAT IS OCCUPATIONAL DERMATITIS?

- 1.1 It is caused by the skin coming into contact with substances at work, it is also called 'occupational contact dermatitis'.
- 1.2 Symptoms can be redness, itching, scaling and blistering of the skin. In our type of organisation it affects usually the hands and forearms. In severe cases skin can crack or bleed and may result in not only time off work but also a change of occupation.
- 1.3 Occupational dermatitis does not generally occur instantly when someone starts handling a substance. It usually occurs as a result of long term use of substance, substances or combinations of substances or other work conditions. Other factors depend on the substance, its strength, potency, length or use or how often it is used e.g. staff who spend a lot of time with their hands in water containing detergents over a period of time may develop dermatitis.
- 1.4 If dermatitis is spotted early enough and adequate precautions are taken, most staff will make a full recovery. However some never recover due to sensitisation (becoming allergic to the product). For example a plant nursery worker becoming allergic to pollen and therefore having to change profession. It is therefore essential to prevent rather than cure occupational dermatitis. Many people find that once they suffer from dermatitis other substances also act as a Sensitiser.

2 WHO IS AT RISK FROM OCCUPATIONAL DERMATITIS?

- ◆ Cooks
- ◆ Catering / kitchen assistants / domestics
- ◆ Domestic staff
- ◆ Laundry staff
- ◆ Care staff
- ◆ Domiciliary staff
- ◆ Occupational therapy staff
- ◆ Staff working in garden

3 CAUSES OF DERMATITIS

3.1 Water, soap and detergents

- 3.1.1 This accounts for 200 reported cases per year. In the food industry it accounts for 55% of all dermatitis cases and generally 5% of the reported cases.
- 3.1.2 Staff who spend long periods with their hands in hot soapy water have an increased risk of developing dermatitis. Detergents purpose is to remove fats and oils from surfaces it therefore has a similar effect on the hands.

3.2 All cleaning chemicals

- 3.2.1 Even substances not classified as irritant, harmful or corrosive can damage the skin.

3.3 Food

- 3.3.1 Employees coming into contact with certain food may develop occupational dermatitis. This is obviously a concern for all catering staff in particular cooks and assistants. Examples of foods that have been known to cause dermatitis are:-

- ◆ sugar

- ◆ flour/dough
- ◆ citrus fruits and their peel
- ◆ other fruits
- ◆ vegetables
- ◆ spices, herbs and seasonings (e.g. horseradish, mustard and garlic)
- ◆ fish and seafood
- ◆ meat and poultry

Other causes include

- ◆ nickel (coins)
- ◆ rubber (e.g. rubber gloves)
- ◆ latex (gloves)
- ◆ powders (talcum powder o powders used in gloves)
- ◆ soil
- ◆ pollen
- ◆ Other chemicals (cosmetics)
- ◆ alcohol based hand sanitisers.

4 PREVENTION OF OCCUPATIONAL DERMATITIS

elimination
substitution
control at source
safe system of work
training/staff information
personal protective clothing

