

# Health & Safety Management Arrangements For The Control of Substances Hazardous to Health (COSHH)

## Management Guidance

### Introduction

Wirral Council recognises its duty of care to employees and all reasonable steps will be taken to secure the health and safety of employees. These arrangements outline the roles and responsibilities of managers of staff working with hazardous substances and also provide guidance in managing staff that may be exposed to substances hazardous to health.

These arrangements also set out specific requirements in order to comply with the COSHH Approved Code of Practice L5 ([see appendix 1](#))

### Definition

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes from soldering and welding)
- Dust of any kind, when present or a substantial concentration in air;

### Managers Responsibilities

Managers at all levels within the Council will ensure that these arrangements are applied consistently within their own area of responsibility, ensuring that:

- A comprehensive inventory of all hazardous substances is available and updated annually or when a new substance is introduced
- Ensure that a Material Safety Data Sheet is/has been provided by the manufacturer
- A Sypol COSHH assessment is available for all of the substances which are on the above mentioned list (*contact your departmental Health & Safety Officer for advice*)
- The above mentioned assessments are reviewed at regular intervals or when they become invalid
- Ensure that all tasks/activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible. (*see appendix 1*)
- Ensure that engineering controls are properly maintained and monitored in accordance with any relevant legislation to ensure their continued effectiveness (*e.g. Local exhaust ventilation, captor hoods etc*)
- Inform all employees and others who may work in affected areas of the safe operation of all control measures
- Safe systems of work are in place so that the health and safety of vulnerable people such as service users and members of the public are

not endangered by the inappropriate storage, transportation, use and/or disposal of hazardous substances

- Personal protective equipment (*PPE*) is only used as a last resort and to protect against residual risk where control cannot be achieved by any other means
- Personal protective equipment which is issued to staff is suitable and sufficient for the substance it is designed to protect against
- Where respiratory protective equipment is provided (*other than disposable face masks*), make arrangements for it to be inspected by a competent person at intervals of no more than 3 months. (*Contact health & safety officer*)
- Records of the above mentioned inspections are maintained
- Provide appropriate health surveillance where the need has been identified during the assessment process
- Ensure that where health surveillance is carried out, appropriate health records are made, maintained and kept for a minimum of 40 years
- Notify employees of the results of any monitoring or health surveillance carried out
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with

### **Employees Responsibilities;**

All employees have a responsibility for their own health & safety and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to substances hazardous to health
- They report any unsafe practice regarding the storage, transportation, use and disposal of hazardous substances to their manager
- That any service users/visitors or members of the public are not exposed to substances hazardous to their health

### **Controllers of Premises must:**

- Ensure that contractors and others carrying out works on site provide appropriate COSHH Assessments for any hazardous substances they use, and that copies are available on site for reference/information (e.g. First Aid action, spills, disposal)
- Ensure, so far as is reasonably practicable, that contractors use and store their substances in accordance with the manufacturer's instructions and/or their COSHH Assessment control measures, and that such substances are not accessible by members of the public, service users or visitors
- Report to their manager any adverse health effect, which they believe employees or others may be suffering as a result of exposure to substances used by contractors

### **Links to other policies & arrangements**

These arrangements should be read in conjunction with;

- Council Health and safety policy, which identifies the roles and responsibilities of all employees and managers

- Health and Safety Management Arrangements for Risk Assessment
- Health & Safety Management Arrangements for First Aid

## **Appendix 1**

### **Prevention and Control**

Identification and assessment of the risk will give you an insight into the control and prevention measures necessary to comply with the COSHH Regulations.

Prevention/control measures may include:

- Removal/substitution of the substances in current use in your workplace
- Production of procedures to keep risk of exposure to a minimum
- Altering the nature of the substance (e.g. from powder to liquid)
- Reducing employee exposure time in using the substance
- Providing ventilation to the room where the substance is being used either forced ventilation or extraction
- Provision of protective clothing (e.g. goggles, gloves, etc) to the individual handling the substance