

Rose Education Provision

Rose Education Pro



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH AND SAFETY POLICY

August 2025

1 **Background and Purpose**

This policy forms part of and should be read in conjunction with the Health and Safety Policy and the Risk Assessment Policy. It is designed to confirm how Rose Education Provision will address the requirement to prevent or control hazards associated with the use of and exposure to substances hazardous to health and safety as regards its staff, students and where appropriate members of the public potentially affected by any activity thereby complying with the provisions of The Control of Substances Hazardous to Health Regulations 2002 and the Dangerous Substances and Explosive Atmospheres Regulations 2002.

The policy requires all managers, on behalf of Rose Education Provision to:

- i. ensure all hazardous substances are subject to a valid COSHH or DSEAR assessment as appropriate with suitable and sufficient preventive and protective measures planned and implemented;
- ii. ensure all potentially hazardous substances being purchased for the first time are obtained with a Material Safety Data Sheet and subject to a valid COSHH assessment prior to being introduced;
- iii. ensure all new activities, involving hazardous substances, are subject to a valid COSHH or DSEAR assessment as part of the risk assessment process prior to being introduced with suitable and sufficient preventive and protective measures designed at the outset to eliminate or reduce so far as is reasonably practicable the COSHH/DSEAR hazards;
- iv. implement the appropriate preventive and protective risk control measures, including the provision of training, information, mechanical aids and personal protective equipment necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
- v. review the assessments as necessary to ensure they remain valid.

This policy is required to comply primarily with The Control of Substances Hazardous to Health Regulations 2002 as amended, L5, INDG136 and the Dangerous Substances and Explosive Atmospheres Regulations 2002, L138.

Rose Education Provision will also comply with the associated general duties placed on it by other relevant Health and Safety legislation including;

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999, L21
- Personal Protective Equipment Regulations 1992, INDG174
- Workplace (Health, Safety and Welfare) Regulations 1992, L24
- Provision and Use of Work Equipment Regulations 1998, L22
- EH40/workplace exposure limits

2 **Organisational Scope**

This policy applies to all existing and proposed school on and off-site activities that involve the use of or exposure to substances hazardous to health and safety.

Students for the purposes of the relevant legislation are deemed as “members of the public” and as such require to be protected from exposure to specific work-related substances hazardous to health and safety presented by the activities/operation of Rose Education Provision.

All external agents, contractors and employers operating on school premises or engaged in or affected by its activities will be expected to have suitable and sufficient COSHH or DSEAR assessments as appropriate, designed to cover their operation/activities, which are aligned with school originated assessments, where appropriate, to ensure effective co operation and co ordination of the work.

3 **Definitions**

Substance hazardous to health

Applies to virtually all substances hazardous to health except:

- Asbestos (see the specific asbestos policy and procedure) and lead, which have their own regulations;
- Substances which are hazardous only because they are: radioactive (see the science procedure for radioactive sources); at high pressure; at extreme temperatures; or have explosive or flammable properties (other regulations apply to these risks);
- Biological agents that are outside the College’s control, e.g., catching an infection from a colleague or student unless as a direct result of their work activities.

Substances hazardous to safety

Applies to any substance or preparation (including by-products and waste products) which has the potential to create a risk to an individual’s safety from energy-releasing events such as fires, explosions, exothermic reactions, decomposition of unstable substances, etc.

Material Safety Data Sheet

Document required to be supplied with substances for use at work which provides advice and guidance on the substance and any hazards its use may present.

Hazard

Something, arising out of a work situation, which has the potential to cause harm to an individuals’ health and/or safety.

Risk

The term used to describe the likelihood that a hazard is realised taking into account the severity of the outcome.

Risk Rating

The determination of the level of risk using the methodology detailed in the Risk Assessment Policy/Procedure.

4 Policy statement

Rose Education Provision recognises and readily accepts the benefits that accrue from the use of the principles and practices relating to COSHH and DSEAR assessment as a means of determining suitable and sufficient arrangements for the prevention or control of the hazards created by the use of or exposure to work related substances.

All managers, or other member of staff planning to introduce an activity which involves potentially hazardous substances will be required to undertake COSHH and DSEAR assessments, as appropriate, in accordance with the school's procedure governing the control of substances hazardous to health (COSHH) and dangerous substances and explosive atmospheres (DSEAR) as part of the planning process to ensure all relevant health and safety issues have been properly addressed.

All external agents, contractors and employers operating on school premises or engaged in or affected by school activities will be expected to have suitable and sufficient COSHH/DSEAR assessments, designed to cover their operation, which are aligned, where appropriate, with Rose Education Provision originated assessments to ensure effective co operation and co ordination of the work.

The objective of this requirement to undertake assessments is to reduce the risks presented by any hazards identified to the lowest level which is reasonably practicable.

All COSHH/DSEAR assessments must be subject to review to ensure they remain valid.

5 Records

A record of all appropriate COSHH/DSEAR assessments undertaken, along with any revision and associated documentation will be retained by the relevant manager.

Copies of all COSHH/DSEAR assessments produced by external agents, contractors and employers operating on school premises will be held by the Head of School.

6 References

Health and Safety at Work Act Etc 1974,
Control of Substances Hazardous to Health Regulations 2002,
Dangerous Substances and Explosive Atmospheres Regulations 2002
The Management of Health and Safety at Work Regulations 1999,
Control of substances hazardous to health (COSHH) and dangerous substances and explosive atmospheres (DSEAR) Procedure,
Risk Assessment Policy and Procedure.

7 Monitoring

The operation of this policy will be subject to review annually as part of the overall review of the safety management system.

COSHH and DSEAR PROCEDURE

The use of and exposure to chemicals or other substances within Rose Education Provision can put people's health and safety at risk. The law requires the school, working in conjunction with its managers, staff, clients, agents and contractors to prevent or control exposure to hazardous and dangerous substances so as to protect the health and safety of staff, customers and others who may be affected. Health effects from hazardous substances range from skin irritation to chronic lung disease or, in the worst-case death, safety effects from dangerous substances include fire, explosion and asphyxiation.

HAZARDOUS SUBSTANCES

COSHH applies to virtually all substances hazardous to health, including those used within the curriculum except:

- Asbestos and lead, which have their own regulations;
- Substances which are hazardous only because they are: radioactive; at high pressure; at extreme temperatures; or have explosive or flammable properties (other regulations apply to these risks);
- Biological agents that are outside the control of Rose Education Provision, e.g., catching an infection from a colleague or customer.

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if it is used within the College COSHH will not be applicable; but there is a warning label on bleach, and so COSHH does apply to this product, if used.

DSEAR applies to:

- Any substance classified under CHIP as Explosive, Oxidising, Extremely Flammable, Highly Flammable or Flammable is a dangerous substance.
- Any substance where its properties together with the circumstances in which it is used can create a safety risk. For example, many dusty substances can create explosive dust clouds in the right circumstances.

CHEMICALS (HAZARD INFORMATION AND PACKAGING FOR SUPPLY) REGULATIONS 2002 (CHIP) (Replaced by CLP Regulation 2015). EASH - CLP

Substances or mixtures of substances classified as dangerous to health within these regulations can be identified by their warning label and the supplier must provide a materials safety data sheet (MSDS) for them.

HAZARDOUS/DANGEROUS SUBSTANCES

These include:

- Substances used directly within the activities/operation of the school (e.g. adhesives, paints, cleaning agents, solvents etc);
- Substances generated during the activities/operation of the school (e.g. fumes from welding, dust etc);

- Naturally occurring substances (e.g. wood sap);
- Work related exposure to biological agents such as bacteria and other micro-organisms (e.g. needle stick injury, clostridium tetani from soil etc)

EXAMPLES OF THE EFFECTS OF HAZARDOUS/DANGEROUS SUBSTANCES INCLUDE:

- Skin irritation or dermatitis as a result of skin contact;
- Occupational Asthma as a result of developing allergy to substances;
- Losing consciousness as a result of being overcome by toxic fumes;
- Cancer, which may appear long after the exposure to the chemical that caused it;
- Infection from bacteria and other micro-organisms (biological agents);
- Burns from exposure to thermal radiation;
- Blast injuries from an explosion;
- Asphyxiation from oxygen depletion.

EXPOSURE LIMITS

Managers and staff responsible for controlling hazardous substances need to be aware of and comply with the exposure limits contained within the COSHH Regulations, where these may be appropriate.

Occupational exposure standards (OES)

An OES is set at a level that is not likely to damage the health of staff or students exposed to it, by inhalation, day after day (based on current scientific knowledge). For substances with an OES, the exposure should be reduced to comply with that OES.

However, under COSHH, it is allowable to exceed the OES, provided that those managers and staff 'controlling' the hazardous substance state why it has been exceeded and take appropriate steps to reduce exposure as soon as is reasonably practicable.

Maximum exposure limits (MEL).

MELs are set for substances which may cause the most serious health effects such as cancer and occupational asthma, and for which it is not possible to set an OES. For substances with MELs managers and staff responsible for 'controlling' hazardous substances are required to reduce exposure so far as is reasonably practicable and, in any case, below the MEL.

Information concerning the Maximum Exposure Limits and Occupational Exposure Standards can be obtained from the Health and Safety Team. Information relating to the Occupational Exposure limits and Maximum Exposure Limits can also be obtained from HSE guidance documentation, e.g. Environmental Hygiene Guidance Note (EH 40), it should be noted here that different standards apply in different Countries care should therefore be taken if using the Internet to research hazardous substances.

A single type of limit is being introduced, with Workplace Exposure Limits (WELs) replacing Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs). The OESs for around 100 substances will be deleted as the substances are now banned, scarcely used or there is evidence to suggest adverse health effects close to the old limit value.

As the numerical values of the other limits being transferred to the new system are unchanged, suppliers may exhaust stocks of safety data sheets that refer to MELs and

OESs before producing new ones that refer to WELs. Similarly, COSHH assessments can be updated as part of duty holder's periodic reviews.

Adequate control of exposure will require employers to:

- apply the eight principles of good practice for the control of substances hazardous to health;
- ensure that the WEL is not exceeded; and
- ensure that exposure to substances that can cause occupational asthma; cancer; or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

The eight principles to be followed are:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Overview of what COSHH requires in practice

Those managers and staff with responsibility for controlling substances hazardous to health should instigate risk control systems based upon this guide to managing COSHH. The fundamentals of this approach are as follows:

Step 1

Identify all hazardous substances which have the potential to affect the health of any persons likely to be exposed and assess the risks to health arising from those hazardous substances used within or created by the College's activities/operation.

Step 2

Decide what precautions are needed. Staff must not carry out work, introduce activities or allow students/contractors to, which could expose themselves or anyone else to hazardous substances, without first considering the risks and the necessary precautions that are needed to comply with COSHH.

Step 3

Prevent or adequately control exposure. Managers and staff must prevent themselves, students, visitors or anyone else from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then those responsible (managers and staff) must ensure adequate controls are in place to protect from exposure.

Step 4

Managers and staff responsible for controlling their areas of work must ensure that control measures are used and maintained properly and that safety procedures are followed.

Step 5

Managers must make the necessary arrangements to monitor the exposure of any staff, students, visitors or anyone else that is exposed to hazardous substances, if necessary, by calling on additional guidance.

Step 6

Managers must make the arrangements to organise and carry out appropriate health surveillance where any assessment has shown this to be necessary or where COSHH sets specific requirements (e.g. lung function test, dermatitis checks), by contacting the appropriate Head of Faculty for teaching staff or the Human Resource Manager for all other staff.

Step 7

Managers, as appropriate, must ensure that they, in conjunction with their staff, have prepared plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where this may be necessary.

Step 8

Managers and staff must ensure that all appropriate persons, including students, visitors or anyone else, are properly informed regarding any hazardous substance that they may be exposed to, provided with suitable and sufficient training and be properly supervised.

Where appropriate staff representatives should be consulted via the Health & Safety Committee on the production of COSHH assessments and the dissemination of the relevant information.

DETAILED PROCEDURES TO BE FOLLOWED**Step 1- Conduct a COSHH assessment**

Managers/assessors must:

- Identify the hazardous substances present in the areas of work for which they are responsible;
- Consider the risks these substances present to staff, students and other appropriate persons health.

Assessing the risk involves making a judgement as to how likely it is that a hazardous substance (e.g. substances which have been supplied to the area; those produced by the work activities in the area, i.e. fumes, vapours, aerosols, final products and waste materials; and those naturally or incidentally present in the area, e.g. infectious agents) will affect someone's health. The use of Material Safety Data Sheets (MSDSs) are a useful source of information to inform judgements and decisions etc within the assessments, and must be provided, upon request, by the supplier(s). However, these do not constitute an overall COSHH Assessment, they merely supply information to inform the assessment.

The assessment needs to address the following points:

- How much of the substance is in use or produced by the areas activities and how people could be exposed to it.
- Who could be exposed to the substance and how often (i.e. students, contractors, visitors, staff, cleaning and maintenance workers etc)
- Consider any specific needs, certain groups could suffer more from exposure than others, e.g. pregnant women, individuals with a suppressed immune system and young persons etc.
- Is there a possibility of substances gaining access to the body by being inhaled, absorbed or injected through the skin, or swallowed (e.g. as a result of a substance getting into the mouth from contaminated hands, during eating or smoking)?
- Are all areas within your control covered, e.g. off-site activities, shared sites/areas, contractors' operations etc?

The assessments should be carried out in accordance with the procedures detailed in this document, using the standard proforma attached or a suitable proprietary alternative that follows the same principles, where such a system is used, for example CLEAPSS documentation, the assessments should be tailored to ensure they meet the specific usage within the school.

To ensure a competent uniform approach is taken, all school personnel who are expected to participate in the production of a COSHH assessment will be required to attend training in the procedures and requirements of these arrangements. Similarly, all personnel involved with COSHH assessments will need access to, and understand the COSHH Regulations and relevant Approved Codes of Practice or have recourse to someone else who does. Training will be offered from time to time, as part of the ongoing professional development arrangements, to address these requirements.

Step 2- Decide what precautions are needed

If significant risks are identified within the COSHH assessment the manager having control of that area/activity must decide on the action to be taken to prevent or control the risks to acceptable levels. Sources of information that may aid the decision include:

- Good work practices and standards used by, or recommended for the industry sector, as appropriate, e.g. trade associations, Health and Safety Commission, Industry Advisory Committees;
- The supplier's or manufacturer's advice on storage, use and disposal (contained within the MSDS);
- Specific industry related documentations produced by trade groups etc.

Those persons responsible for undertaking the COSHH Assessments must make and keep a record of the main findings of the assessment. The record should be made as soon as practicable after the assessment and contain enough information to explain the decisions that have been taken about whether risks are significant and the need for any control measures.

The assessment record must identify the risk control actions that staff and others need to take to ensure hazardous substances are adequately controlled.

If the outcomes of the COSHH assessment decide that there are no risks to health or the risk is trivial, then this needs to be recorded, along with the identity of the substance, the control measures taken, and the fact that it poses little or no risk.

Once complete, the assessment should be communicated to all relevant personnel, included as appropriate within the system of work and revisited if circumstances change. The COSHH assessment must be reviewed at least annually, or in the event of the following:

- There is reason to suspect the assessment is no longer valid;
- There has been a significant change in the work;
- The results of monitoring exposure show it to be necessary.
- new legislation requires this

Step 3 - Prevent or adequately control exposure

The COSHH Regulations require the prevention of exposure to substances hazardous to health, if it is reasonably practicable to do so. Those people responsible for undertaking the COSHH Assessments should consider the following:

- Change the process or activity so that the hazardous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form, e.g. pellets instead of powder.

If prevention is not reasonably practicable, then measures must be provided to adequately control exposure. The measures provided must be appropriate to the activity and consistent with the COSHH assessment, including, in order of priority, one or more of the following:

- Use appropriate work processes, systems and engineering controls, and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;
- Control exposure at source, (e.g. local exhaust ventilation), and reduce to a minimum the number of persons exposed, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the area;
- Provide personal protective equipment, (e.g. face masks respirators, protective clothing) but only as a last resort and never as a replacement for other control measures which are required.

The COSHH regulations define adequate control as 'Reducing exposure to a level that most persons could be exposed to, day after day, within a working, or similar environment, without adverse effects on their health'. For a number of commonly used hazardous substances the Health and Safety Commission has assigned a workplace exposure level (WEL) occupational exposure standard (OES), and a Maximum Exposure Limit (MEL), to help define adequate control, see earlier text.

Step 4 - Ensure that control measures are used and maintained

COSHH requires that all staff and others as appropriate make proper use of the control measures in place, and that they report any defects identified. All managers and staff must take responsibility for ensuring that all reasonable steps, including reporting systems, have been addressed, to ensure control measures are adhered to and defects etc are reported. Managers for the area and staff as appropriate must ensure that suitable training, information and appropriate supervision is provided at all times.

COSHH also requires that all controls are kept in efficient working order and good repair. Engineering controls and respiratory protective equipment have to be examined and, where appropriate, tested at suitable intervals. COSHH sets specific intervals between examinations for local exhaust ventilation equipment (usually once in every period of 14 months). Where appropriate managers must ensure that testing of such equipment is arranged. Records of examinations and tests carried out (or a summary of them) will be retained for at least five years.

Step 5 - Monitor exposure

It is unlikely that routine air monitoring will be required for the activities undertaken within Rose Education Provision, as long as it can be shown that systems are in place to adequately control exposure to hazardous substances. However, those managers and staff responsible for COSHH and associated risk assessments need to be mindful of the requirement to measure the concentration of hazardous substances in the air breathed in by staff and others if the assessment concludes that:

- There could be serious risks to health if control measures failed or deteriorated;
- Exposure limits might be exceeded;
- Control measures might not be working properly.

Where managers are unsure of the need for monitoring advice should be sought from the Support Staff Manager who will liaise with appropriate external advisers.

Step 6 - Carry out appropriate health surveillance

It is likely, from time to time, that health surveillance resulting from the activities undertaken will need to involve examination by an occupational health practitioner. Managers and those responsible for controlling hazardous substances should be aware of the possible requirement to provide health surveillance, as for example devising procedures to check skin for dermatitis, or ask questions about breathing difficulties where activities involve substances known to cause asthma, where staff or others may be affected.

Step 7 - Prepare plans and procedures to deal with accidents, incidents and emergencies

These requirements only apply where any organised activity/operation gives rise to a risk of an accident, incident or emergency, involving exposure to a hazardous substance, which goes well beyond the risks associated with normal day-to-day operations. In such circumstances, responsible managers must plan for a response to emergency involving hazardous substances before it happens.

Managers will need to prepare, as appropriate, procedures and set up warning and communication systems to enable an appropriate response, immediately any incident occurs. Managers must ensure that information regarding the emergency arrangements is available to those who need to see it, including the emergency services where appropriate. If an accident, incident or emergency does occur, those persons in control of the activity, or area, at the time must ensure that immediate steps are taken to minimise the harmful effects, restore the situation to normal and inform all who may be affected.

Only those staff necessary to deal with the incident may remain in the area and they must use any safety equipment that may be appropriate

It should be remembered that these plans and procedures need not be introduced if:

- The quantities of substances hazardous to health present in the area of work are such that they present only a slight risk to staff and others' health; and
- The measures introduced within Step 3 are sufficient to control that risk.

Step 8 - Ensure that all staff, as appropriate, and where necessary others, are properly informed, trained and supervised

Managers and staff responsible for controlling substances hazardous to health must provide all other staff and others who may be affected, with suitable and sufficient information, instruction and training, the determination of which should be subject to suitable and sufficient consultation with staff and where appropriate their representatives.

The information, instruction and training should include:

- The names of substances used within the area and the risks created by such exposure, and where necessary access to any material safety data sheets that apply to the substances;
- The main findings of the COSHH assessment;
- The precautions that should be taken to protect all concerned;
- How to use any personal protective equipment and clothing provided;
- Results of any exposure monitoring and health surveillance (without giving individual names);
- Emergency procedures which need to be followed (where necessary).

Managers and those responsible for controlling substances hazardous to health must update and adapt the information, instruction and training to take account of any significant changes in the type of activities being carried out or changed methods of use. They should also ensure that the information etc provided is appropriate to the level of risk identified by the assessment and in a manner and form in which it will be understood by all concerned.

Managers must ensure that all appropriate staff and others understand the risks from the hazardous substances they could be exposed to. Any control measures will not be fully effective if those concerned do not know their purpose, how to use them properly, or the importance of reporting faults.

Further advice and information

Control of Substances Hazardous to Health Regulations 2002 as amended, Approved Code of Practice and guidance L5

HSE Books 2002 ISBN 0 7176 2534 6

<https://www.hse.gov.uk/pubns/priced/l5.pdf>

Working with Substances Hazardous to Health

<https://www.hse.gov.uk/pubns/indg136.pdf>

EH40/2005 Occupational Exposure Limits

[EH40/2005 \(Fourth Edition 2020\)](#)

COSHH essentials: easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193

HSE Books 1999 ISBN 0 7176 2421 8

(an electronic version is available at [Controlling exposure to chemicals](#))

EU Regulations no 1272/2008

Occupational exposure limits: Containing the list of maximum exposure limits and occupational exposure standards for use with the Control of Substances Hazardous to Health Regulations Environmental Hygiene Guidance Note EH 40
ISBN 9780717664467

CLP 2015 supersedes CHIP regulations June 2015

WHAT DSEAR REQUIRES

Those managers and staff with responsibility for controlling substances dangerous to safety should instigate risk control systems based upon the HSE's three step guide to managing DSEAR. The fundamentals of this approach are as follows:

Step 1

Identify all dangerous substances and preparations classified under CHIP as explosive, oxidising, extremely flammable, and highly flammable or flammable which have the potential to affect the safety of any persons likely to be exposed.

Step 2

Assess the physical and chemical properties of the substances and preparations identified as well as the work processes involved determine the risk of fire, explosion or similar energy releasing event from those hazardous substances used within or created by the activities/operation of Rose Education Provision.

Then decide what precautions are needed. Staff must not carry out work, introduce activities or allow contractors activities which could expose themselves, students, visitors or anyone else to dangerous substances, without first considering the risks and the necessary precautions that are needed to comply with DSEAR.

Step 3

Assess whether the work activity involves the creation or handling of potentially combustible or explosive dusts.

PROCEDURES TO BE FOLLOWED

Step 1 - Conduct a DSEAR assessment

Managers/assessors must:

- Identify the dangerous substances present in the areas of work for which they are responsible;
- Consider the risks these substances present to staff and other appropriate persons safety.
- Consider the existing fire safety measures and the Fire Risk Assessment for the area in question.

Assessing the risk involves making a judgement as to how likely it is that a dangerous substance (e.g. substances which have been supplied to the area; those produced by the work activities in the area, i.e. fumes, vapours, dusts, final products and waste materials) is likely to cause a fire, explosion or similar event so as to affect someone's safety. The use of Material Safety Data Sheets (MSDSs) are a useful source of information to

inform judgements and decisions etc within the assessments, and must be provided, upon request, by the supplier(s). However, these do not constitute an overall DSEAR Assessment, they merely supply information to inform the assessment.

The assessment needs to address the following points:

- How much of the substance, preparation or combination of substances are in use or produced by the area's activities;
- The likelihood that an explosive atmosphere will occur and persist;
- The likelihood that ignition sources will be present;
- The scale of any effect of a fire or explosion;
- Are all areas within your control covered, e.g. off-site activities, shared sites/areas, contractors' operations etc.

The assessments should be carried out in accordance with the procedures detailed in this document, using the standard proforma attached or a suitable proprietary alternative that follows the same principles.

To ensure a competent uniform approach is taken, all College personnel who are expected to participate in the production of a DSEAR assessment will be required to attend training in the procedures and requirements of these arrangements. Similarly, all personnel involved with DSEAR assessments will need access to, and understand the DSEAR Regulations and relevant Approved Codes of Practice or have recourse to someone else who does. Training will be offered from time to time, as part of the ongoing professional development arrangements, to address these requirements.

Step 2 - Decide what precautions are needed

If significant risks are identified within the DSEAR assessment the manager having control of that area/activity must decide on the action to be taken to prevent or control the risks to acceptable levels. Sources of information that may aid the decision include:

- DSEAR ACOPS and guidance;
- Good work practices and standards used by, or recommended for the industry sector, as appropriate, e.g. trade associations, Health and Safety Commission, Industry Advisory Committees; now HSE
- The supplier's or manufacturer's advice on storage, use and disposal (contained within the MSDS);
- Specific industry related documentations produced by trade groups etc.

Those persons responsible for undertaking the DSEAR Assessments must make and keep a record of the main findings of the assessment. The record should be made as soon as practicable after the assessment and contain enough information to explain the decisions that have been taken about whether risks are significant and the need for any control measures.

The assessment record must identify the risk control actions that staff and others need to take to ensure dangerous substances are adequately controlled.

If the outcomes of the DSEAR assessment decide that there are no risks to safety or the risk is trivial, then this needs to be recorded, along with the identity of the substance, the control measures taken, and the fact that it poses little or no risk.

Once complete, the assessment should be communicated to all relevant personnel, and revisited if circumstances change. The DSEAR assessment must be reviewed at least annually, or in the event of the following:

- There is reason to suspect the assessment is no longer valid;
- There has been a significant change in the work;
- The results of monitoring show it to be necessary.
- New legislation requires this

Managers and staff responsible for controlling dangerous substances must provide all other staff and others who may be affected, with suitable and sufficient information, instruction and training, the determination of which should be subject to suitable and sufficient consultation with staff and where appropriate their representatives.

The information, instruction and training should include:

- The names of substances used/created within the area and the risks created, and where necessary access to any material safety data sheets that apply to the substances;
- The main findings of the DSEAR assessment;
- The precautions that should be taken to protect all concerned;
- How to use any personal protective equipment and clothing provided;
- Emergency procedures which need to be followed (where necessary).

Managers and those responsible for controlling dangerous substances must update and adapt the information, instruction and training to take account of any significant changes in the type of activities being carried out or changed methods of use. They should also ensure that the information etc provided is appropriate to the level of risk identified by the assessment and in a manner and form in which it will be understood by all concerned.

Managers must ensure that all appropriate staff and others as appropriate understand the risks from the dangerous substances they could be exposed to. Any control measures will not be fully effective if those concerned do not know their purpose, how to use them properly, or the importance of reporting faults.

Step 3 - Prevent or adequately control exposure

The DSEAR Regulations require the elimination or reduction of risks from dangerous substances, so far as it is reasonably practicable to do so. Those people responsible for undertaking the DSEAR Assessments should consider the following:

- Change the process or activity so that the dangerous substance is not needed or generated;
- Replace it with a safer alternative;
- Use it in a safer form, e.g. pellets instead of powder.

If prevention is not reasonably practicable, then measures must be provided to adequately control the dangers presented by the substance. The measures provided must be appropriate to the activity and consistent with the DSEAR assessment, including one or more of the following:

- Use appropriate work processes, systems and engineering controls, and provide suitable work equipment and materials e.g. use processes which minimise the

amount of material used or produced, or equipment which controls the release of a dangerous substance;

- Control ignition sources and adverse conditions which could cause harmful physical effects (fire and explosion)
- Limit the number of persons that could potentially be affected and provide suitable personal protective equipment, but only as a last resort and never as a replacement for other control measures which are required.

DSEAR requires that all staff and others as appropriate make proper use of the control measures in place, and that they report any defects identified. All managers and staff, as appropriate, must take responsibility for ensuring that all reasonable steps, including reporting systems, have been addressed, to ensure control measures are adhered to and defects etc are reported. Managers for the area must ensure that suitable training, information and appropriate supervision is provided at all times.

DSEAR also requires that all controls are kept in efficient working order and good repair. Engineering controls and respiratory protective equipment have to be examined and, where appropriate, tested at suitable intervals.

To address the risks if controls fail plans and procedures to deal with accidents, incidents and emergencies are required where any school activity gives rise to a risk of a serious accident, incident or emergency, involving fire or explosion, which goes well beyond the risks associated with normal day-to-day operations. In such circumstances, responsible managers must plan for a response to emergency involving dangerous substances before it happens.

Managers will need to prepare, as appropriate, procedures and set up warning and communication systems to enable an appropriate response, immediately any incident occurs. Managers must ensure that information regarding the emergency arrangements is available to those who need to see it, including the emergency services where appropriate. If an accident, incident or emergency does occur, those persons in control of the activity, or area, at the time must ensure that immediate steps are taken to minimise the harmful effects, restore the situation to normal and inform all who may be affected.

Only those staff necessary to deal with the incident may remain in the area and they must use any safety equipment that may be appropriate.

These procedures should be integrated with the Fire Risk Assessment for the area in question.

Further advice and information

Dangerous Substances and Explosive Atmospheres Regulations 2002, Approved Code of Practice and guidance L138

HSE Books 2003 ISBN 9780717666164

[Dangerous Substances and Explosive Atmospheres](#)

The idiot's guide to CHIP 3: Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 Leaflet INDG350

HSE Books 2002 (single copy free or priced packs of 5 ISBN 0 7176 2333 5)

CLP 2015 supersedes CHIPS regulations effective June 2015

LIST OF APPENDICES

Appendix A – Hazardous Substances Health & Safety Management Standard Issue 2
(September 2010)

Appendix B – COSHH Risk Assessment

Appendix C – COSHH User Information Sheet

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Date:	August 2025		
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COSHH – Hazardous Substances Health & Safety Management & Issue 5 (March 2022)

Introduction

This document contains corporate standards and guidance on managing risks arising from the use of hazardous substances. It is the responsibility of all staff that hazardous substances are managed in line with this document and its control.

This document must be read in conjunction with any additional Divisional issues or activities.

Managers' Checklist – Hazardous Substances

The checklist given below identifies key actions involved in managing risks arising from the use of hazardous substances. Further information and points is contained in this document.

1. Have all hazardous substances been identified?
2. Has a COSHH Risk Assessment been carried out on all hazardous substances?
3. Is it possible to prevent exposure to hazardous substances?
4. If it is not possible to prevent exposure to hazardous substances, have adequate controls been identified that will adequately control exposure?
5. Has any need for exposure monitoring or health surveillance been identified?

Under the COSHH Regulations there are a range of substances that are hazardous to health:

- **Substances listed in Annex VI of the Classification (CLP) Regulation** for which the indication of danger is : harmful, corrosive or irritant.

Substances and products covered by the CLP Regulation must have a diamond with a warning symbol displayed on the packaging. Substances and products covered by the CLP Regulation must also provide a Material Safety Data Sheet (MSDS) if the substance is hazardous. Some of the most common CLP labels are shown below:



Very Toxic
Toxic



Harmful
Irritant



Corrosive

Some packages may still carry the old orange/black symbols from the Chemicals (Hazard, Information and Packaging) Regulations. The CHIP Regulations became obsolete from 1st June 2015.



Very Toxic
Toxic
Carcinogenic



Harmful
Irritant
Sensitiser



Corrosive

- **Substances with Workplace Exposure Limits (WELs)**
A WEL is the maximum concentration of an airborne substance that individuals may be exposed to over a known period of time.

not dangerous in themselves, can endanger life by reducing the amount of oxygen available to breathe, some pesticides, medicines, chemicals, etc. are produced in chemical and manufacturing processes, e.g.

Do different forms of the same substance present different risks?

A substance may be hazardous in one form but not in another. For example, hardwood poses no risk in itself. However, hardwood dust can present a hazard. Therefore, if a substance is not being used in a way that is harmful to health and the work process does not create by-products that are harmful, it does not need a COSHH Risk Assessment.

What substances are not covered by COSHH?

Not all substances are covered by the COSHH Regulations. For example, for commercial products the presence (or not) of a CLP warning symbol indicates whether the substance is covered by the COSHH Regulations.

- There is no warning label on water based marker pens. Therefore, the COSHH Regulations do not apply;
- However, there is a CLP warning symbol on many types of bleach. The requirements of COSHH do apply to those types of bleach.

Other substances that are not covered by the COSHH Regulations include:

- Asbestos and lead, which have their own regulations;
- Substances that are hazardous only because they are radioactive, or are at extreme temperature, or have explosive or flammable properties. (Special regulations apply to these risks.)
- Biological agents if they are not directly connected with the employers' control, such as catching a cold from a virus.

If you are unsure if a substance is covered by COSHH please refer to the COSHH Sheet from the supplier, or contact the Corporate Health & Safety Department.

Carrying out COSHH Risk Assessments

Preventing Exposure

For any hazardous substance, the first control measure that must be taken after risk assessment is to prevent exposure. Prevention of exposure can be achieved by:

- Replacing the hazardous substance with a non-hazardous substance;
- Changing the method of work, so that the task or operation is no longer necessary;
- Modifying the process, to eliminate the production of hazardous waste products.

In many areas it will not be possible to eliminate hazardous substances. Where the use of hazardous substances is necessary, consideration must be given to the risks to employees by using:

- an alternative less hazardous substance; or
- a different form of the same substance (e.g. pellets instead of powder); or
- a different work process.

Suppliers will often be able to provide advice on non-hazardous alternatives that are available.

Controlling Exposure

If it is not reasonably practicable to prevent exposure (i.e. all the risks of exposure outweigh all the potential health benefits) the exposure must be controlled to a level that will not harm health (i.e. below an acceptable level for the substance).

Control measures appropriate to the activity should be considered, including (in order of priority) one or more of the following:

- Put appropriate work processes, systems and engineering controls in place to provide suitable work equipment and materials (e.g. use of local exhaust ventilation).

check the MSDS for hazard statement H340 or H350 (formerly R49 under CHIP). The use of these substances must be eliminated. Contact the Corporate Health & Safety Team for further advice.

Monitoring Exposure

Under COSHH, employers are required to measure the concentration of hazardous substances in the air, in any of the following circumstances:

- Where the failure or deterioration of controls could result in exposure exceeding the WEL
- When measurement is necessary to ensure that the WEL is not being exceeded;
- As an additional check on the effectiveness of any control measure
- Where changes in the nature of employees' exposure or the controls are not adequate, e.g. change in work method, in substance used, etc.

If you think that exposure monitoring may be necessary, please contact the Corporate Health & Safety Team for further advice.

Health Surveillance

Health surveillance is about putting in place systematic, regular procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results.

Under the COSHH Regulations health surveillance is required for employees exposed to a substance:

- That is linked to an identifiable disease or adverse health effect
- There is a reasonable likelihood of that disease or health effect occurring
- There are valid techniques for detecting indications of that disease or health effect

For example, Highways maintenance operatives are regularly exposed to silica dust during cutting operations, silica dust is known to cause the respiratory disease silicosis.

- The results of any exposure monitoring;
- The purpose and collective results of any health surveillance;
- The importance of good hygiene standards;
- Relevant information arising for any risk assessment being carried out;
- Procedures for dealing with accidents, incidents and emergencies (see 'Emergency Procedures' below).

The extent of information, instruction and training that is necessary will depend on the level of risk involved. Practical ways in which employees can be provided with instruction are set out below:

- Involve staff in undertaking or reviewing COSHH Risk Assessments;
- Discuss the findings of COSHH Risk Assessments at team meetings;
- Ensure copies of COSHH Risk Assessments (and relevant COSHH Information Sheets) are kept in a known and accessible location;
- Ensure COSHH Risk Assessments are viewed by all employees before a new substance being used for the first time.

Staff can be provided with copies of the completed risk assessment or, alternatively, within the Corporate Safety Manual there are 'COSHH Information Sheets'. If no other system is in place to provide information, the manager deems this an appropriate method of communication.

A COSHH Awareness e-learning course is available to provide information on hazardous substances.

Records of all information, instruction and training must be kept.

Ensuring Control Measures are Used and Maintained

COSHH requires that employees make proper use of control measures and report defects. It is the responsibility of managers and supervisors to ensure that they do. For example, if an employee is not using a respirator for it not being worn should be discussed with the employee providing a different size if it is too small or large.

the existing risk assessment to ensure it is still valid and that an update is made on the risk assessment.

A COSHH Risk Assessment should always be reviewed immediately if:

- When there is evidence that it may no longer be valid, e.g. new information on exposure, from the results of health surveillance, where the substance is known to be carcinogenic or mutagenic
- Where there has been a significant change to the work, e.g. change in process or method of work, the volume used, changes in control measures, etc.

Risk assessment reviews should always re-consider if it is practical to use a less hazardous substance. Reviews should also record the measures that are in place and whether they can be improved.

Contractors and COSHH

Like any employer, contractors are required to ensure that the use of hazardous substances does not harm their employees or other people who may be on the premises, e.g. employees or service users if the substances are being used in the premises.

Managers in control of premises should ensure that they are aware of the hazardous substances that contractors will be using on the premises, so that they can:

- Are satisfied that the contractors' control measures will protect their employees, service users, pupils, etc, e.g. by asking for copies of the risk assessment for any hazardous substances they are using on the site
- Can provide LCC employees with information about the substances being used by contractors;
- Can reassure LCC employees that any exposure to hazardous substances and risks to their health are being properly controlled.

If a manager is concerned that a contractor is working in an unsafe manner or in accordance with their own risk assessments or method statements, they should raise concerns as soon as possible with the contractor's representative.

VERSION CONTROL SUMMARY

Document:	COSHH – Hazardous Substances	
Issue Number:	5	Date of Issue:

Summary details of amendments made at this review.

Page	Section / Paragraph	Amendment
3	Carrying out COSHH Risk Assessments	Updated references to the new COSHH Regulations
6	Information, Instruction & Training	Updated to include the new COSHH Regulations



Leicester
City Council

COSHH Risk Assessment

Division:

Premises/School:

Please refer to the LCC 'Hazardous Substances - H&S Management Standard' before

The Product

Product name:

Supplied by:

List the hazardous substances in the product below

If any of these substances are above the Exposure Limit

How is the Product Hazardous to Health Use information from the MSDS

List the Hazard Statements (formerly risk phrases) below

Signal Word: Danger ☐ Warning ☐

Can the existing process be eliminated, or the product replaced with a safer alternative?

Yes ☐ If Yes – Dispose of this product following the Material Safety Data Sheet instructions

No ☐ If No – Proceed with this assessment

Use of the Product

What is the product used for? (e.g. cleaning surfaces, protective coating)

How much is used in a week and in what form? (State in litres, kilograms, etc.)

Control Measures			
Identify the Control measures for the safe Handling & Use of the substance			
Identify the Control measures for the safe Storage of the product			
If Personal Protective Equipment (PPE) is required - Specify the type and standard			
	☐ Eye protection - Type & Standard _____		☐ Gloves - Type & Standard _____
	☐ Overalls/clothing - Type & Standard _____		☐ Masks - Type & Standard _____
	☐ Other - Type & Standard _____		
Is health surveillance required for those using the substance?		Yes ☐ No ☐	If Yes, provide detail _____
Is exposure monitoring required?		Yes ☐ No ☐	If Yes, provide detail _____
Emergency, Environmental & Disposal Requirements			
First Aid Action			
For Inhalation			
For Eye Contact			
For Skin Contact			
For Ingestion			
Note: If medical attention is sought – take this Risk Assessment and/			
Spillage Actions			
Personal / Safety Precautions			
Environmental Precautions			
Clean up Method			

Overall Assessment of Risk			
With the control measures in place - The use of and exposure to be			
	☐ High Risk	☐ Medium Risk	☐ Low Risk
<i>If 'high risk' even with controls in place, reconsider elimination</i>			
Additional Control Measure Required			
<i>Where the risk is not sufficiently controlled by the above measures</i>			
Authorisation			
Assessor name: 		Assessor signature: 	
The Line Manager must sign below to accept this CoSHH Risk Assessment			
Line Managers name: 		Line Managers signature: 	
Reviews			
Date next	Date Review	Reviewed by	Remarks



COSHH Hazardous Substances Health & Safety Employee Info Issue 2 (October 2022)

Introduction

This document contains general information and guidance on risks arising from the use of hazardous substances.

What is a Hazardous Substance?

The aim of the Control of Substances Hazardous to Health Regulations is to prevent ill health and injury to employees caused by the use of hazardous substances, which are defined as:

- Substances listed in Annex VI of the Classification, Labelling and Packaging Regulation for which the indication of danger is specified as toxic, corrosive or irritant. These can be easily identified by the presence of a warning symbol on the packaging label. Some of the symbols are shown below:



Toxic



Harmful



Corrosive



Irritant

Some packages may still have the old orange/black symbols. These are also covered by the Regulations. For more information, see the COSHH Regulations (Hazard Information and Packaging for Supply).

COSHH Risk Assessments & Control Measures

A COSHH Risk Assessment must be completed by a competent person detailing the hazards of that substance and the control measures in place to ensure it can be used without causing harm to anyone.

The best method of control is to replace the hazardous substance with a less hazardous one, e.g. an irritant rather than a corrosive. It is also possible to use a different form of the substance, e.g. in pellets rather than a liquid. Different ways of working may also be used to reduce the risk.

If it is not reasonably practicable to prevent the use of hazardous substances, they must be adequately controlled by:

- the use of work processes and systems to minimise the risk of exposure or produced;
- providing dust or fume extraction to minimise the level of exposure;
- providing suitable Personal Protective Equipment (PPE) such as gloves, eye protection, face mask, etc.

Where such control measures are specified YOU MUST USE THEM.

Information & Training

All employees who use hazardous substances must be given training to enable them to work safely with those substances. This can be done by one or more of the following methods:

- The findings of a COSHH risk assessment detailing the control measures that must be used during normal work, in emergency situations and disposal, etc;
- Other forms of information including signs and posters;
- Tool box talks held locally with relevant employees;

are below the Workplace Exposure Limit. If this monitoring is carried out, your manager must provide you with information about the results.

For some groups of employees it may be necessary to undertake health surveillance to detect any early signs of work-related ill health. This is only required if you are exposed to a substance linked to a particular disease or adverse health effect, and there is a reasonable likelihood of that disease or ill health occurring. If health surveillance is carried out your manager must provide you with summary information about the results.

VERSION CONTROL SUMMARY

Document:	COSHH Hazardous Substances – Emergency Procedures – Employee Information Sheet	
Issue Number:	2	Date of Issue:

Summary details of amendments made at this review.