



Estates Department

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

C.O.S.H.H. Policy & Guidance

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INTRODUCTION

The COSHH Regulations places a duty on employers to manage hazardous substances in the workplace.

The School risk assessment process provides a legal framework to protect people who could be exposed to hazardous substances.

Hazardous substances can come in many forms, e.g.:

- Chemicals such as acids, solvents and oils, etc.
- Fumes from paint, soldering, etc.
- Dusts from wood machining, cement, etc.
- Micro-organisms, viruses and bacteria.

They can enter the body through various routes:

- Inhalation
- Ingestion
- Injection
- Skin absorption
- Through the mucous membrane in the eyes

They can cause ill-health, e.g.:

Short term effects can include:

- Skin or eye irritation
- Headaches
- Dizziness
- Nausea
- Unconsciousness
- ...or even death.

Long term effects can include:

- Cancer
- Lung disease, e.g. asthma
- Liver/kidney dysfunction
- Skin disease, e.g. dermatitis
- ...or even death.

POLICY

The Trust requires COSHH assessments to be undertaken by managers, in conjunction with employees who may be using and/or are likely to come into contact with hazardous substances.

The Risk Assessment process is designed to be a simple and straightforward procedure to ensure continuous improvement and raise overall standards of occupational health and safety.

Accordingly, managers will:

- Carry out COSHH assessments of any hazardous substances and provide general protection in preference to personal protection (Personal Protective Equipment - PPE)
- Ensure that employees adhere to this Policy and provide Health Surveillance where it is applicable
- Ensure that adequate resources, management, maintenance, training and information systems are in place

Employee's duties are:

- To adhere to any reasonable instructions, etc.
- To ensure their own and/or other people's health and safety is not put at risk by their acts or omissions.
- To ensure that they inform management as soon as it is practicable to do so in cases of serious and imminent danger and where general unsafe conditions exist in the workplace.

GUIDANCE

Step1. - identifying hazardous substances

Find out what you have and/or are likely to come into contact with in your workplace, and make an inventory of all hazardous substances that are either stored, used or produced or likely to be interfaced with.

These can usually be identified by the labels on containers and packages which will state whether the substances are very toxic; toxic, corrosive; harmful or irritant.

Additionally, for hazardous chemicals etc. that are natural, e.g. toxic plants, there are no labels attached. The nature of the hazard will have to be identified via the corporate risk assessment process.

Information can also be found in the Manufacturer's Safety Data Sheets (MSDS) - **but, please note that these are not a substitute for a COSHH Assessment, merely reference material.**

If there are no sheets available, then contact the supplier as they have a legal duty to provide you with this information (Section 6, Health & Safety at Work etc. Act 1974).

Further information can be found in HSE information sheets and guidance notes, as well as the HSE's document, EH40 Occupational Exposure Limits.

Step 2. - how are the substances used/interfaced with?

Examine the work process:

- How are they delivered and stored?
- How are they prepared and used?
- How often are they used?
- Is exposure likely?
- How do you dispose of any residues and containers?

Step 3. - what are the risks of injury and ill-health?

Make a judgement on whether any person (including members of the public) could suffer any ill-health or injury from:

- Spillages and splashes
- Breathing dusts and vapours
- Mixing incompatible substances

- Absorption through the skin (or eyes)
- Contact with the substance / accidental ingestion

You should now decide whether the existing and potential exposure poses any significant risk - if the answer is "no"- then you have done enough.

If the answer is "yes"- then carry on...

Step 4. - how do you control the risk?

Can you (in order of priority):

- Eliminate the hazard
- Substitute for a less hazardous substance (or dilute it)
- Contain the hazard - by isolating; enclosing or extraction*
- Introduce and enforce a safe system of work
- Provide adequate supervision
- Provide Health Surveillance where necessary
- Use suitable Personal Protective Equipment - (last resort!)?

*All extraction systems must be maintained and tested periodically

Step 5. - record & review your findings

Unless the assessment is simple and can be explained easily, then it should be recorded (see attached).

The COSHH Assessment should identify who is at risk and why, and what precautions and preventative measures are in place to reduce the risk to an adequate level.

It must decide when and what needs reviewing to maintain validity, and if any influencing situations change, then a new assessment must be carried out.

Step 6. - reality checks

Managers must carry out regular inspections to ensure that hazardous substances are being properly used, stored and disposed of, and that the COSHH Assessments are being adhered to.

Step 7. - Training

All new employees to read and understand the COSHH policy during their induction process and sign that this is completed.

All relevant employees to refresh annually at the start of the academic year in line with other policy review.

C.O.S.H.H. PRODUCT

SAFETY DATA SHEETS

COSHH Assessment Form 1.

Assessor (s): Robert Hardman	Date: 01/04/13	Ammended 01/05/18
Locations: Cheadle Hulme High School Gorsey Bank Primary School	Review Date: 01/05/18 Review Date: 01/05/19 Review Date: 01/04/2020	Service Area: Caretaking / Cleaning Service Estates Department
Task/Activity: Cleaning Tasks	Page 1 of 7	

Substance name/ description	Make/supplier / School User	Purpose	Substance: Solid/liquid/ Gas/ dust/ Vapour/fume Micro-org.	Workplace Exposure Limit (WEL) Exposure time/level	Existing control measures: PPE/safe system of work. etc.	Hazard: Very Toxic/ Toxic/Corrosive Harmful/irritant	Residual Risk Rate: H / M / L
Swarfega Patio and Drive Cleaner.	Swarfega Caretaking Staff	Clean paths and remove algae build up.	Liquid clear	Not applicable	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Harmful / Irritant	Low
Swarfega Original Hand Cleaner	Swarfega Caretaking Staff	Hand Cleanser	Green Gel	Not applicable	Use as directed on container.	Wear eye protection irritant.	Low
R&J Lemon Disinfectant	R&J Caretaking Staff	Deodorising disinfectant cleaner	Clear Yellow Liquid	Not applicable	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not classified as hazardous	Low
Norsan Air Spray.	Norsan Concept	Metered Air	Aerosol spray	LTEL 8hr TWA	PPE/ safe system of work. Use as directed on container.	Flammable	Medium

Scrubs	Hygiene Caretaking staff	Freshner		See data sheet			
	Dymon Caretaking staff	Graffiti and Paint Remover	Liquid Concentrate with solvent odour saturated on a cloth wipe.	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE Eye protection. Wear suitable solvent resisting gloves, eye protection and Adequate ventilation	Harmful	Medium
Swift	Granwax Products Caretaking staff	Low foam degreaser cleaner	Clear Yellow liquid	8Hr TWA See data sheet	PPE Eye / face / hand protection/ safe system of work. Use as directed on container. Ventilate room and use mask if OES is to be exceeded.	Irritant	Low
3 in 1 Oil	WD Products Caretaking staff	Multi Purpose Oil	Liquid	Not applicable	PPE Eye / hand protection.	Not classified	Low
WD40	WD Products Caretaking staff	Anti Squeak, moisture repellent	Aerosol	LT Asphyxiating ST Asphyxiating See data sheet	PPE Eye / hand protection.	Flammable Gas	Medium
3 in 1 Lithium Grease	WD Products Caretaking Staff	Greasing Agent	Aerosol white liquid	LT 600ppm ST 750ppm LT 1450mg/m3 ST 1810mg/m3 See data sheet	PPE Eye / hand protection.	Extremely Flammable	Medium
ESP	Evans Vanodine Caretaking / Cleaning Staff	Surface spray cleaner	Aerosol white liquid	LTEL 8hr TWA STEL 15 min See data sheet	PPE Eye / hand protection PPE Eye / hand protection.	Flammable	Medium
C.G.R.	Evans Vanodine	Chewing Gum remover	Clear pale yellow liquid	Not applicable	PPE Eye / hand protection.	Harmful	Medium

Everfresh	Caretaking / Cleaning Staff	Toilet Cleaner Perfumed	Clear green or blue viscous liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
Lemon Gel		Floor Maintainer	Fluorescent yellow / green viscous gel	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
High Class		Floor Maintainer	Clear orange liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection. Ventilate Room		
Enhance		Floor Polish	White Emulsion	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
Easy Strip		Floor polish remover	Clear colourless Liquid				
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not classified	Low
Clean & Shine		Floor Maintainer	Pink Opaque Liquid	LTEL 8hr TWA STEL 15mins See data sheet			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Corrosive / Harmful	Medium
		Disinfectant	Clear Blue Liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
Protect		Hard Surface cleaner	White creamy liquid	LTEL 8hr TWA STEL 15mins See data sheet			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
Cream Cleanser		Odour Neutraliser	Clear colourless Liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not Classified	Low
Odoron		Carpet Shampoo	Clear Blue Liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE/ safe system of work. Use as directed on container. Ventilate room	Not Classified	Low
Extraction		Degreaser	Clear blue/Green Viscous Liquid	LTEL 8hr TWA STEL 15mins See data sheet			
	Evans Vanodine Caretaking / Cleaning Staff				PPE Eye / hand protection.	Not Classified	Low
Blusyl		Deodorising disinfectant cleaner	Clear Green Liquid	Not applicable			
	Evans Vanodine Caretaking / Cleaning Staff				PPE/ safe system of work.	Not Classified	Low
Evans Lime Disinfectant		Deodorising		Not applicable			
					PPE Eye / hand protection		

Florazol	Evans Vanodine Caretaking / Cleaning Staff	Disinfectant liquid	Clear Yellow Liquid			Not Classified	Low
		Neutral cleaner for washrooms with bactericide	Green liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet	None Required Wash hands after use		
Final Touch	Evans Vanodine Caretaking / Cleaning Staff	Window Cleaner			PPE Eye / hand protection.	Highly Flammable	Medium
			Clear Blue Liquid	Not applicable			
Clear	Evans Vanodine Caretaking / Cleaning Staff	Multi Purpose bactericidal cleaner & degreaser			None Required	Irritant	Low
			Clear pale liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet			
Lift	Evans Vanodine Caretaking / Cleaning Staff	Correction fluid			PPE , Chemical Resistant Gloves, Goggles, Ventilation. Safe system of work.	Not applicable	Low
			White Liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet			
Tippex	Evans Vanodine Caretaking / Cleaning Staff	Ink Cartridge For Printers			PPE Eye / hand protection.	Irritant	Low
			Black Liquid	LTEL 8hr TWA			
BJ Cartridge BC1-3eBK	Societe Bic All School Staff / pupils occasionally	Hand sanitiser		See data sheet	PPE/ safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Highly Flammable	Low
Purell instant hand sanitiser, fragrance free.	Cannon Inc Reprographics technicians / ICT Department Technicians	Drain clearer	Clear Liquid		PPE/ safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Combustible Liquid	Medium
Exocet			Fine granular powder with lemon smell	Not applicable			
	TJM Services ltd Whole school	Computer monitor cleaners				Highly Flammable	Medium
Dust off cleaning wipes.	IMG Products Caretaking staff	Phones / keyboard cleaner	Towelette saturated with clear liquid.	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE Eye / hand protection.		
			Towelette saturated with clear liquid.	Not applicable	PPE/Goggles and gloves safe system of work. Use as directed on container.	Corrosive, Can cause severe burns	Medium
Disinfecting Phone Wipes	Falcon Caretaking staff /ICT Department	Chewing gum			Use respirator if necessary but certainly mask against mist spray.	Irritant	Low

Technicians	remover	Clear liquid	Not applicable	PPE safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Irritant	Low	
Magic Gum Gone	Falcon Caretaking staff /ICT Department Technicians						
		Hard Surface cleaner	Clear Liquid	STD WEL 8Hr EH40 5mgm-3	PPE/Goggles and gloves safe system of work. Use as directed on container.	Harmful	Medium
HSC Hard Surface Cleaner	R.P.Adam Caretaking / Cleaning Staff.	Herbicide for control of scrub and brushwood in forests	Golden Brown liquid	STD WEL 15Min EH40 10mgm -3			
Woody Weed control				LTEL 8Hr STEL 15 Mins See data sheet	PPE/Goggles and gloves safe system of work. Use as directed on container.	Irritant	Low
	Evans Vanodine Caretaking / Cleaning Staff	Toilet and washroom cleaner	Clear liquid Red colour Floral odour	Not applicable		Harmful	Medium
VMIX-Daily washroom cleaner V100	AgChemAccess Ltd Caretaking Staff						
		Low foam floor cleaner	Green Liquid Fresh Bouquet fragrance	Not applicable	PPE Eye / hand protection.		
VMIX-Low foam floor cleaner V300	Selden Cleaning staff				PPE Eye / hand protection.	Irritant	Low
		Multipurpose cleaner	Blue liquid Pine odour	2-Aminoethanol WEL 1 ppm (sk) 2.5mg/m3(sk) 3 ppm(sk) 7.6mg/m3(sk) See Data sheet	PPE Eye / hand protection.	Irritant	Low
VMIX-Multipurpose cleaner V200	Selden Cleaning staff				PPE Eye / hand protection.		
		Floor maintainer	Opaque liquid Pink colour perfume scent	2-Aminoethanol WEL 1 ppm (sk) 2.5mg/m3(sk) 3 ppm(sk) 7.6mg/m3(sk) See Data sheet	PPE hand protection. PPE Eye / hand protection.		
		Toilet cleaner		Not applicable	PPE Eye / hand protection	Irritant	Low

VMIX-Floor maintainer V400			Blue clear liquid Fresh bouquet fragrance	Not applicable	PPE Eye / hand protection		
ACT H005 Acidic descaling toilet cleaner	Selden Cleaning staff	Kitchen cleaner	Clear reddish liquid Odourless	Not applicable	PPE Eye / hand protection	Irritant	Low
VMIX-Bactericidal kitchen cleaner V500	Selden Cleaning staff	Floor / Hard surface cleaner	Clear blue liquid Fragrance	See Data Sheet	PPE Eye / hand protection	Irritant	Low
Taski Sprint Emerald QS E5a	Selden Cleaning staff	Surface Disinfectant	Clear Red Liquid	Not applicable See Data Sheet			
Taski Sani Des QS W9a	Selden Cleaning staff	Surface Disinfectant	Clear Liquid	See Data Sheet	PPE Eye / hand protection	Irritant	Low
Diversey Concentrated Shield	Diversey Cleaning staff	Toilet cleaner	Opaque Blue liquid	1mg/m3 LT Value 2mg/m3 ST Value		Irritant Harmful	Medium
Lifeguard 3 way toilet cleaner	Diversey Cleaning staff	Sanitary, Carpet and drain cleaner	Red liquid Perfumed	Not applicable See Data Sheet	PPE Eye / hand protection	Corrosive	Medium
Good Sense Breakdown	Diversey Cleaning staff	Floor Cleaner	Clear Colourless Liquid	Not applicable See Data Sheet	PPE Eye / hand protection	Corrosive	Medium
Taski Jontec Tensol QS F3d	Diversey Cleaning staff	General Purpose Cleaner	Clear Blue Liquid	1ppm LT Value 3ppm ST Value See Data Sheet	PPE Eye / hand protection	Corrosive Harmful	High
Taski Sprint Emerel QS E5a	Diversey Cleaning staff	Sanitary Cleaner	Clear Red Liquid	1000ppm / 1920mg/m3 LT Value 3000ppm 5760mg/m3 ST Value	PPE Eye / hand protection	Harmful	Low
Taski Sani 4 in 1 QS	Diversey Cleaning staff	General purpose cleaner	Clear Pale Blue Liquid	25ppm 123mg/m3 LT Value 50ppm 246mg/m3 ST Value	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Irritant Flammable	Medium
Taski Sprint Spitfire Spray E5c	Diversey Cleaning staff	General purpose cleaner	Clear Pale Blue Liquid	Not applicable	PPE Eye / hand protection	Irritant Corrosive	Medium
		Lubricant		TWA 1000ppm	PPE/safe system of work. Training in use of chemical	Irritant Corrosive	Medium

Diversey Aggressor	Diversey Cleaning staff	Glass cleaner	Opaque green liquid	STEL 1250ppm, Not Applicable See data sheet	and dilution rates to be followed on container. None required	Irritant	Low
		General purpose cleaner	Aerosol	Not Applicable See data sheet	PPE Eye / hand protection		
Silicone spray	Diversey Cleaning staff	Chewing gum remover	Clear blue liquid spray	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Irritant	Low
Reflect		Hand Wash	Clear Blue liquid spray	Not Applicable	None required		
Spray & Wipe	Duplex (UK) Caretaking staff	Surface Disinfectant	Clear liquid spray	Not Classified See data sheet	PPE Eye / hand protection	Irritant Flammable	Medium
D-Bond Chewing gum remover	System Hygiene Caretaking staff	Urinal Cleaner	Pink liquid	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low
Initial Liquid hand wash	System Hygiene Caretaking staff		Green Liquid		PPE Eye / hand protection		
Jangro Pine disinfectant	Seldon Cleaning staff	Air Freshener	Block	Not Classified See data sheet	PPE Eye / hand protection	None Required	Low
Jangro Chlorine Sanitising Tablets		Initial All Staff		Surface Disinfectant	Scented spray	Not Classified See data sheet	PPE Eye / hand protection
	Jangro Air Freshener	Jangro Cleaning Staff	Wood surface cleaner	Clear Blue Liquid	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not Classified
Jangro Cleaning Disinfectant	Jangro Caretaking Staff	Surface Disinfectant	Clear Spray	Not Applicable	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not Classified	Low
Cif Wood/Furniture Polish		Jangro Caretaking Staff		Odour Neutraliser	Clear Liquid	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.
Jangro Kitchen cleaner sanitiser	Jangro Cleaning Staff	Dish Washer	Clear Liquid	Not Applicable	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not Classified	Low
Jangro Odour Neutraliser		Hard Surface Cleaner		Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.		
		Polish					

	Cif Cleaning Staff		Tablet		PPE Eye / hand protection	Not Classified	Low
Jangro Dishwasher Tablets	Jangro Cleaning Staff	Window cleaner	Light Yellow Liquid	TWA 1000ppm STEL 1250ppm	PPE Eye / hand protection	Irritant	Medium
Jangro Cream Cleaner	Jangro Cleaning Staff	Floor Cleaner	Aerosol	TWA 400ppm STEL 500ppm	PPE Eye / hand protection	Not Classified	Low
Jangro Cleaner Polish				WEL 2mg/m3			
Jangro Glass & Mirror cleaner	Jangro All Staff	Washroom Cleaner	Clear blue liquid	Not Classified See data sheet		Not Classified	Low
Jangro Safety Floor Cleaner	Jangro Cleaning Staff	Hard surface cleaner	Clear Pink Liquid	Not Classified See data sheet		Irritant	Low
Jangro Germicidal Washroom Cleaner	Jangro Cleaning Staff	Weedkiller	Green Liquid	Not Classified See data sheet		Irritant Flammable	Medium
Jangro Virucidal Cleaner	Jangro Cleaning Staff	Compost Accelerator	Red Liquid			Irritant	Low
Doff Systemic Path Weedkiller	Jangro Cleaning Staff		Liquid	WEL 0.1mg/m3		Irritant	Medium
Vitax Compost maker	Jangro Cleaning Staff	Hot water carpet cleaner	Light Brown Liquid	Not Classified See data sheet		Irritant	Medium
Premiere Carpet Cleaner	Jangro Cleaning Staff	Insecticide	Liquid	Not Classified See data sheet		Irritant	Medium
Maximus Insecticide	Doff Caretaking Staff					Irritant	High
Write Off Graffiti remover	Vitax Caretaking Staff	Graffiti remover	Colourless Liquid	Not Classified See data sheet		Irritant	High
Gum-Solv Chewing Gum		Chewing gum remover		Not Classified See data sheet			
	Premiere Caretaking Staff	Spillage Control	Spray	Not Classified See data sheet		Irritant Flammable	Medium
			Liquid				

Remover			Brown Granules				
Dusmo Sweeping compound	Maximus Caretaking Staff					Irritant	Medium
	Write Off Caretaking staff					Irritant	Low
	Gum-solv Caretaking Staff					Irritant	Low
	Dusmo Caretaking Staff					Irritant	Low



Additional information

1. Mixing substances

Never mix substances yourself unless you are specially trained to do so and you have authority from your supervisor/line manager.

Take additional care when using a number of substances together or if you suspect that other substances are present.

2. Ventilation

Ensure adequate ventilation is available at all times

3. Smoking/Eating

Do not smoke or eat when handling any substances used at work

4. Use of substances

Do not bring into work any substances from home - only use ones that are provided for use by the employer.

5. Warning!

Should an employee have any unusual effects whilst using a substance at work or at a later date, they must inform their supervisor/line manager at the earliest opportunity.

Additionally, an employee must inform their supervisor/line manager of any emergencies; near-misses or changes in the work environment at the earliest opportunity.

6. Personal Protective Equipment (PPE)

All PPE must be suitable and sufficient with adequate training provided where necessary. It must also be maintained and properly stored.

7. Substances not covered by COSHH

For substances such as asbestos; lead, etc. please refer to specific legislation, etc.

For further information or advice, please contact the Estates Director (Ext 241)