



## Estates Department

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

**C.O.S.H.H.**

# **Policy & Guidance**

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Reviewed by: The Laurus Trust

## 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.

<b>Assessor (s): Robert Hardman</b>	<b>Date: 01/04/13</b>	<b>Ammended 01/05/18</b>
Locations: Cheadle Hulme High School Gorsey Bank Primary School	Review Date: 01/05/18 Review Date: 01/05/19	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 Hygiene Caretaking staff	Metered Air Freshner	Aerosol spray	LTEL 8hr TWA See data sheet	PPE/ safe system of work. Use as directed on container.	Flammable	Medium
Scrubs	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.	Flammable	Medium
C.G.R.	Evans Vanodine Caretaking / Cleaning Staff	Chewing Gum remover	Clear pale yellow liquid	Not applicable	PPE Eye / hand protection	Harmful	Medium
Everfresh	Evans Vanodine Caretaking / Cleaning Staff	Toilet Cleaner Perfumed	Clear green or blue viscous liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low
Lemon Gel	Evans Vanodine Caretaking / Cleaning Staff	Floor Maintainer	Fluorescent yellow / green viscous gel	Not applicable	PPE Eye / hand protection.	Not Classified	Low
High Class	Evans Vanodine Caretaking / Cleaning Staff	Floor Maintainer	Clear orange liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low
Enhance	Evans Vanodine Caretaking / Cleaning Staff	Floor Polish	White Emulsion	Not applicable	PPE Eye / hand protection.	Not classified	Low
Easy Strip	Evans Vanodine Caretaking / Cleaning Staff	Floor polish remover	Clear colourless Liquid	LTEL 8hr TWA STEL 15mins See data sheet	PPE Eye / hand protection. Ventilate Room	Corrosive / Harmful	Medium
Clean & Shine	Evans Vanodine Caretaking / Cleaning Staff	Floor Maintainer	Pink Opaque Liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low
Protect	Evans Vanodine Caretaking / Cleaning Staff	Disinfectant	Clear Blue Liquid	LTEL 8hr TWA STEL 15mins See data sheet	PPE Eye / hand protection.	Not Classified	Low
Cream Cleanser	Evans Vanodine Caretaking / Cleaning Staff	Hard Surface cleaner	White creamy liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low
Odoron	Evans Vanodine Caretaking / Cleaning Staff	Odour Neutraliser	Clear colourless Liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low

Extraction	Evans Vanodine Caretaking / Cleaning Staff	Carpet Shampoo	Clear Blue Liquid	LTEL 8hr TWA STEL 15mins See data sheet	PPE Eye / hand protection.	Not Classified	Low
Blusyl	Evans Vanodine Caretaking / Cleaning Staff	Degreaser	Clear blue/Green Viscous Liquid	Not applicable	PPE Eye / hand protection.	Not Classified	Low
Evans Lime Disinfectant	Evans Vanodine Caretaking / Cleaning Staff	Deodorising disinfectant cleaner	Clear Green Liquid	Not applicable	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Not Classified	Low
Florazol	Evans Vanodine Caretaking / Cleaning Staff	Deodorising Disinfectant liquid	Clear Yellow Liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE/ safe system of work. Use as directed on container. Ventilate room	Highly Flammable	Medium
Final Touch	Evans Vanodine Caretaking / Cleaning Staff	Neutral cleaner for washrooms with bactericide	Green liquid	Not applicable	PPE Eye / hand protection.	Irritant	Low
Clear	Evans Vanodine Caretaking / Cleaning Staff	Window Cleaner	Clear Blue Liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE/ safe system of work.	Not applicable	Low
Lift	Evans Vanodine Caretaking / Cleaning Staff	Multi Purpose bactericidal cleaner & degreaser	Clear pale liquid	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE Eye / hand protection	Irritant	Low
Tippex	Societe Bic All School Staff / pupils occasionally	Correction fluid	White Liquid	LTEL 8hr TWA	None Required Wash hands after use	Highly Flammable	Low
BJ Cartridge BC1- 3eBK	Cannon Inc Reprographics technicians / ICT Department Technicians	Ink Cartridge For Printers	Black Liquid	See data sheet	PPE Eye / hand protection.	Combustible Liquid	Medium

Purell instant hand sanitiser, fragrance free.	TJM Services Ltd Whole school	Hand sanitiser	Clear Liquid	Not applicable	None Required	Highly Flammable	Medium
Exocet	IMG Products Caretaking staff	Drain clearer	Fine granular powder with lemon smell	LTEL 8Hr TWA STEL 15 Mins See data sheet	PPE , Chemical Resistant Gloves, Goggles, Ventilation. Safe system of work.	Corrosive, Can cause severe burns	Medium
Dust off cleaning wipes.	Falcon Caretaking staff /ICT Department Technicians	Computer monitor cleaners	Towelette saturated with clear liquid.	Not applicable	PPE Eye / hand protection.	Irritant	Low
Disinfecting Phone Wipes	Falcon Caretaking staff /ICT Department Technicians	Phones / keyboard cleaner	Towelette saturated with clear liquid.	Not applicable	PPE/ safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Irritant	Low
Magic Gum Gone	R.P.Adam Caretaking / Cleaning Staff.	Chewing gum remover	Clear liquid	STD WEL 8Hr EH40 5mgm-3 STD WEL 15Min EH40 10mgm -3	PPE/ safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Harmful	Medium
HSC Hard Surface Cleaner	Evans Vanodine Caretaking / Cleaning Staff	Hard Surface cleaner	Clear Liquid	LTEL 8Hr STEL 15 Mins See data sheet	PPE Eye / hand protection.	Irritant	Low
Woody Weed control	AgChemAccess Ltd Caretaking Staff	Herbicide for control of scrub and brushwood in forests	Golden Brown liquid	Not applicable	PPE/Goggles and gloves safe system of work. Use as directed on container. Use respirator if necessary but certainly mask against mist spray.	Harmful	Medium
VMIX-Daily washroom cleaner V100	Selden Cleaning staff	Toilet and washroom cleaner	Clear liquid Red colour Floral odour	Not applicable	PPE safe system of work. Use as directed on container. Ventilate room / respirator if necessary	Irritant	Low

VMIX-Low foam floor cleaner V300	Selden Cleaning staff	Low foam floor cleaner	Green Liquid Fresh Bouquet fragrance	2- Aminoethanol WEL 1 ppm (sk) 2.5mg/m3(sk) 3 ppm(sk) 7.6mg/m3(sk) See Data sheet	PPE/Goggles and gloves safe system of work. Use as directed on container.	Irritant	Low
VMIX-Multipurpose cleaner V200	Selden Cleaning staff	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/Goggles and gloves safe system of work. Use as directed on container.	Irritant	Low
VMIX-Floor maintainer V400	Selden Cleaning staff	Floor maintainer	Opaque liquid Pink colour perfume scent	Not applicable	PPE Eye / hand protection.	Irritant	Low
ACT H005 Acidic descaling toilet cleaner	Selden Cleaning staff	Toilet cleaner	Blue clear liquid Fresh bouquet fragrance	Not applicable	PPE Eye / hand protection.	Irritant	Low
VMIX-Bactericidal kitchen cleaner V500	Selden Cleaning staff	Kitchen cleaner	Clear reddish liquid Odourless	Not applicable	PPE Eye / hand protection.	Irritant	Low
Taski Sprint Emerald QS E5a	Diversey Cleaning staff	Floor / Hard surface cleaner	Clear blue liquid Fragrance	See Data Sheet	PPE Eye / hand protection.	Irritant Harmful	Medium
Taski Sani Des QS W9a	Diversey Cleaning staff	Surface Disinfectant	Clear Red Liquid	Not applicable See Data Sheet	PPE hand protection.	Corrosive	Medium
Diversey Concentrated Shield	Diversey Cleaning staff	Surface Disinfectant	Clear Liquid	See Data Sheet	PPE Eye / hand protection.	Corrosive	Medium
Lifeguard 3 way toilet cleaner	Diversey Cleaning staff	Toilet cleaner	Opaque Blue liquid	1mg/m3 LT Value2mg/m3 ST Value	PPE Eye / hand protection.	Corrosive Harmful	High

Good Sense Breakdown	Diversey Cleaning staff	Sanitary, Carpet and drain cleaner	Red liquid Perfumed	Not applicable See Data Sheet	PPE Eye / hand protection	Harmful	Low
Taski Jontec Tensol QS F3d	Diversey Cleaning staff	Floor Cleaner	Clear Colourless Liquid	Not applicable See Data Sheet	PPE Eye / hand protection	Irritant Flammable	Medium
Taski Sprint Emerel QS E5a	Diversey Cleaning staff	General Purpose Cleaner	Clear Blue Liquid	1ppm LT Value 3ppm ST Value See Data Sheet	PPE Eye / hand protection	Irritant Corrosive	Medium
Taski Sani 4 in 1 QS	Diversey Cleaning staff	Sanitary Cleaner	Clear Red Liquid	1000ppm / 1920mg/m3 LT Value 3000ppm 5760mg/m3 ST Value	PPE Eye / hand protection	Irritant Corrosive	Medium
Taski Sprint Spitfire Spray E5c	Diversey Cleaning staff	General purpose cleaner	Clear Pale Blue Liquid	25ppm 123mg/m3 LT Value 50ppm 246mg/m3 ST Value	PPE Eye / hand protection	Irritant	Low
Diversey Aggressor	Diversey Cleaning staff	General purpose cleaner	Opaque green liquid	Not applicable	PPE Eye / hand protection	Irritant	Low
Silicone spray	Duplex (UK) Caretaking staff	Lubricant	Aerosol	TWA 1000ppm STEL 1250ppm,	PPE Eye / hand protection	Irritant Flammable	Medium
Reflect	System Hygiene Caretaking staff	Glass cleaner	Clear blue liquid spray	Not Applicable See data sheet	PPE Eye / hand protection	Irritant	Low
Spray & Wipe	System Hygiene Caretaking staff	General purpose cleaner	Clear Blue liquid spray	Not Applicable See data sheet	None Required	None Required	Low
D-Bond Chewing gum remover	Seldon Cleaning staff	Chewing gum remover	Clear liquid spray	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low

Initial Liquid hand wash	Initial All Staff	Hand Wash	Pink liquid	Not Applicable	None required	Not Applicable	Low
Jangro Pine disinfectant	Jangro Cleaning Staff	Surface Disinfectant	Green 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	Low
Jangro Chlorine Sanitising Tablets	Jangro Caretaking Staff	Urinal Cleaner	Block	Not Classified See data sheet	PPE Eye / hand protection	Not Classified	Low
Jangro Air Freshener	Jangro Caretaking Staff	Air Freshener	Scented spray	Not Classified See data sheet	None required	Not Classified	Low
Jangro Cleaning Disinfectant	Jangro Cleaning Staff	Surface Disinfectant	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	Low
Cif Wood/Furniture Polish	Cif Cleaning Staff	Wood surface cleaner	Clear Spray	Not Classified See data sheet	None required	Not Classified	Low
Jangro Kitchen cleaner sanitiser	Jangro Cleaning Staff	Surface Disinfectant	Clear Liquid	Not Applicable	PPE Eye / hand protection	Irritant	Medium
Jangro Odour Neutraliser	Jangro Cleaning 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.	Not Classified	Low
Jangro Dishwasher Tablets	Jangro All Staff	Dish Washer	Tablet	Not Applicable	None required	Not Classified	Low
Jangro Cream Cleaner	Jangro Cleaning Staff	Hard Surface Cleaner	Light Yellow Liquid	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low
Jangro Cleaner Polish	Jangro Cleaning Staff	Polish	Aerosol	TWA 1000ppm STEL 1250ppm	PPE Eye / hand protection	Irritant Flammable	Medium
Jangro Glass & Mirror cleaner	Jangro Cleaning Staff	Window cleaner	Clear blue liquid	TWA 400ppm STEL 500ppm	PPE Eye / hand protection	Irritant	Low

Jangro Safety Floor Cleaner	Jangro Cleaning Staff	Floor Cleaner	Clear Pink Liquid	WEL 2mg/m3	PPE Eye / hand protection	Irritant	Medium
Jangro Germicidal Washroom Cleaner	Jangro Cleaning Staff	Washroom Cleaner	Green Liquid	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Medium
Jangro Virucidal Cleaner	Jangro Cleaning Staff	Hard surface cleaner	Red Liquid	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Medium
Doff Systemic Path Weedkiller	Doff Caretaking Staff	Weedkiller	Liquid	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Irritant	High
Vitax Compost maker	Vitax Caretaking Staff	Compost Accelerator	Light Brown Liquid	WEL 0.1mg/m3	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Irritant	High
Premiere Carpet Cleaner	Premiere Caretaking Staff	Hot water carpet cleaner	Liquid	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container.	Irritant Flammable	Medium
Maximus Insecticide	Maximus Caretaking Staff	Insecticide	Colourless Liquid	Not Classified See data sheet	PPE/safe system of work. Training in use of chemical and dilution rates to be followed on container	Irritant	Medium
Write Off Graffiti remover	Write Off Caretaking staff	Graffiti remover	Spray	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low
Gum-Solv Chewing Gum Remover	Gum-solv Caretaking Staff	Chewing gum remover	Liquid	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low
Dusmo Sweeping compound	Dusmo Caretaking Staff	Spillage Control	Brown Granules	Not Classified See data sheet	PPE Eye / hand protection	Irritant	Low



## COSHH Assessment Form 2.

### Actions to be taken to improve control measures

Details of further actions	Who?	By when?	Done ✓
<b>For all products above introduce Flammable Lockable cabinets by April 2009 in all cleaning cupboards and caretaking stores.</b>	<b>Estates Manager Solutions SK Ltd Axis</b>	<b>April 2009</b>	<b>March 2009</b>
<b>Fit all cleaning cupboards with new suited locks so access is properly limited to those staff with authority.</b>	<b>Estates Manager</b>	<b>April 2009</b>	<b>May 2009</b>
<b>Solutions SK and Axis to purchase additional colour coded equipment for cleaning tasks and appropriate C.O.S.H.H. Labels for all spray bottles used on site</b>	<b>Solutions SK Ltd Axis</b>	<b>April 2009</b>	<b>Sept 2009</b>

<p><b>Refresher Training for all cleaning and caretaking staff on new Selden Research Chemicals, safe use and storage, C.O.S.H.H. Power point training session by H&amp;S competent person.</b></p> <p><b>New product introduced by Diversey in April 2016, reviewed Risk assessment and Diversey have trained all cleaning operatives on new products and dilution.</b></p> <p><b>Data sheets reviewed and updated in all COSHH cabinets.</b></p> <p><b>Reviewed March 2017, updated COSHH RA's to support Gorsey Bank and other proposed schools</b></p>	<p><b>Estates Manager Solutions SK Ltd Axis</b></p> <p><b>Deputy Estates Manager</b></p>	<p><b>July 2015</b></p> <p><b>March 2017</b></p>	<p><b>Caretaking April 2010 refresher training2015 and 2016 SSK / Axis Tool box talks regular updates.</b></p> <p><b>June 2017</b></p>
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## **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)**