

Lindsey Lodge Hospice and Healthcare

**(COSHH)  
CONTROL OF SUBSTANCES  
HAZARDOUS TO HEALTH  
POLICY**



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

### Lindsey Lodge Hospice & All Retail Outlets

#### INTRODUCTION

This policy must be read in conjunction with Lindsey Lodge Hospice Health and Safety Policy.

Lindsey Lodge Hospice will monitor and control all substances within the Hospice site, and also within the Lindsey Lodge Retail outlets and the Retail Distribution Centre that have potential to cause harm and to ensure the safe usage and storage of these items. It is our intention not to use hazardous material and if found to be hazardous, the hospice endeavours to substitute a less hazardous substance. Staff will be made aware of used substances and trained in their use.

These procedures will include, but will not be limited to:

- All substances with a hazard identification symbol which may include:
  - i. Cleaning materials
  - ii. Chemicals
  - iii. Petrol
  - iv. Pest control products
  - v. Gases
  - vi. Hazardous waste
  - vii. Medicines
  - viii. Complementary Therapy oils

#### SAFETY DATA SHEETS (SDS)

An SDS is also known as product safety sheet or material safety data sheet (MSD) and suppliers of chemicals must by law provide an up to date safety data sheet if a substance is dangerous for supply. Safety data sheets are also needed if a chemical is not classified as dangerous but contains small amounts of a dangerous substance(s). Where a customer re-orders substances or mixtures, then the supplier does not need to re-supply the SDS, unless the sheet's contents have changed.

The SDS is not a COSHH Risk Assessment, the risk assessment must reflect the local use and control of the substance and the SDS should form part of the COSHH Risk Assessment process. In order to ensure the most up to date SDS is available, they must be obtained direct from the supplier.



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The organisation will maintain a SDS for all substances bearing a hazard symbol. A copy of the SDS which specifies emergency treatment will be held for each hazardous substance in paper form within a COSHH folder in all locations that store hazardous substances and electronically on the L Drive. It is the Team Leaders & Retail Managers responsibility to request any additional SDS their department or site needs to comply with COSHH regulations. It is important that no other product is bought or used without the agreement with the Director of Nursing and Patient Services (DNPS) if within the clinical areas of the hospice, or with the Senior Manager for Retail and Marketing if in the retail outlets and retail distribution centre.

SDS will always be specific to the product in use. These will, in all cases, be obtained from the product manufacturer or the product supplier and updated at regular (e.g. annual) intervals. Where an original supplier data sheet is not available the product will be withdrawn, and an alternative will be sourced.

Where a SDS is not available the product must not be used. Where a new product is being considered or is to be obtained the relevant data sheet should be obtained prior to the product being brought on-site.

### RESPONSIBILITIES

#### The Chief Executive

The Chief Executive has overall responsibility for health and safety within the organisation which includes COSHH and must ensure there are adequate resources to provide for a healthy and safe working environment.

General responsibilities relating to COSHH are described in the organisations Health and Safety Policy.

#### The Director of Nursing and Patient Services

The DNPS has delegated responsibility to ensure that up to date SDS and risk assessments are in place for all areas of the hospice and works with the Senior Manager for Retail and Marketing regarding up to date COSHH files within retail outlets and the Retail and Distribution Centre.

#### Team Leaders

Are responsible for ensuring that this policy is implemented within their departments and that staff under their management ensure compliance with this policy.

This will include ensuring that employees under their management are given time to understand the COSHH policy and receive the necessary training.

Team Leaders must also ensure that any additional SDS or risk assessments copies required are provided.

#### The Department /Area must identify a senior person to be recognised as the Competent Person

The Competent person must ensure that all processes that involve or may involve exposure to substances hazardous to health are risk assessed and reviewed annually and potential hazards present are recorded formally documenting how the risk assessment was communicated with staff using the Audit tool



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### Appendix A.

On completion of the annual audit for each area, this must be forwarded to the Hospice's Health and Safety SMT for oversight and part of the highlight reporting to the Quality Assurance Subgroup of the Board.

### Employees

#### Must:

- Be aware of the contents of any COSHH Assessment relating to any substance they use or come into contact with in the workplace.
- Follow any safe systems of work that have been identified in the assessment.
- Take steps to minimise exposure to themselves and others.
- Make full and proper use of control measures including reporting any defects.
- Wear any PPE provided, including Respiratory Protective Equipment (RPE), correctly and in accordance with the manufacturer's instructions;
- Promptly report all incidents concerning the use, storage, disposal or accidental release of hazardous substances.

### GENERAL ARRANGEMENTS

- Staff must not bring substances on-site without permission
- Staff must not move substances into different storage or use locations unless authorised to do so
- Substances in use will generally be those which are in regular supply unless an alternative or a new substance has been approved
- COSHH items will be audited at least on an annual basis as part of the annual Health & Safety inspection
- Substances bearing a hazard symbol must not be used by staff unless they are authorised and trained to do so
- Temporary staff likely to come into contact with hazardous substances will be instructed as to their use
- COSHH training will be carried out with all staff at induction and refreshed as part of Mandatory training.
- Personal Protective Equipment (PPE) of the required grade will be available for use in accordance with the requirements and recommendations stated on the SDS
- COSHH substances will be maintained at a minimum stock level



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### Appendix A

#### COSHH AUDIT RECORD

ITEM	FINDINGS	ACTION REQUIRED
All hazardous substances have been listed below		
All substances have a Data Sheet in the central file		
All substances have a Data Sheet available to the cleaning staff		
All substances have a Data Sheet available adjacent to the substance storage / use location		
All Data Sheets are manufacturer / supplier originals		
All data sheets are up to date		
No new substances are received without a Data Sheet prior to the substance arrival		
Users of all substances are aware of the specific substance handling and safety requirements		
No substances are located in unauthorised areas		
Staff training has been carried out in the last 18 months		
Essential PPE equipment (per the Data Sheets) is available		
Essential PPE is worn by the staff		
Contractors are not permitted to bring hazardous materials on site without authority		
A Risk Assessment is available for all hazardous substances		

















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### Appendix B









<b>COSHH Assessment Form</b>		Maintenance						
Date		Facilities						
Person(s) involved in COSHH assessment		Housekeeping (Catering/Cleaning)						
		Other						
1. Eliminating the need to use hazardous substances, please consider is it possible to avoid the need to use hazardous substances?			Yes	No				
2. Before beginning work on the COSHH assessment process ensure you have a copy of the latest <b>Manufacturers Safety Data Sheet (MSDS) for the substance</b> . MSDS's are available from suppliers and manufacturers of products								
Describe the activity or work process. Note: Include how long the task will take, how often it will be repeated and how much of the substance is used.			How long?	How often?	How much?			
<b>Location of work</b>								
<b>Persons at risk:</b>	<b>Employees</b>		<b>Volunteer s/learners</b>		<b>Others</b>		<b>Patients</b>	
<b>Name of the substance</b>								

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Please classify the substance (place an 'x' in the box next to the appropriate sign) For a fuller understanding of symbols, abbreviations, risk and safety phrases click on this link <http://www.hse.gov.uk/chip/phrases.htm>

 Very Toxic <input type="checkbox"/>	 Irritant <input type="checkbox"/>	 Highly Flammable <input type="checkbox"/>
 Toxic <input type="checkbox"/>	 Sensitising <input type="checkbox"/>	 Extremely Flammable <input type="checkbox"/>
 Corrosive <input type="checkbox"/>	 Biological <input type="checkbox"/>	 Serious long term health hazard <input type="checkbox"/>
 Harmful <input type="checkbox"/>	 Oxidising <input type="checkbox"/>	 Dangerous to the environment <input type="checkbox"/>
 Explosive <input type="checkbox"/>	 Flammable <input type="checkbox"/>	

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Indicate below which route(s) of exposure the substance takes									
Inhalation		Skin		Eyes		Ingestion		Other state	
List the risks to health below from exposure to the substance									
Control Measures: List below control measures e.g. extraction, ventilation, supervision, include additional controls for vulnerable persons where necessary									
Certain substances can react adversely when they come into contact with others, please list any compatibility warnings here:									
Personal Protective Equipment felt required- identify type and specification									
 <input type="checkbox"/> Dust mask		 <input type="checkbox"/> visor							
 <input type="checkbox"/> Respirator		 <input type="checkbox"/> Goggles							
 <input type="checkbox"/> Gloves		 <input type="checkbox"/> Overalls							
 <input type="checkbox"/> Footwear		 <input type="checkbox"/> Other							
First Aid Measures in the area									





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Fire identify appropriate fire extinguishers required									
During combustion substances may give rise to harmful vapours/gases etc please detail below									
Dry Powder		CO <sup>2</sup>		Water		Foam		Fire blanket	
Detail where the substance stored									
Disposal of waste substances & containers- please indicate below how the substance will be disposed off									
Hazardous waste		General		Waste		Biological waste		Return to supplier	
Is exposure adequately controlled?				Yes		no			

### Appendix B

3. Substitution	Yes	No
Is it possible to use a less harmful substance to do the work?		

Signature(s)  Line Manager/Team Leader:  Senior Manager:	Date	Review Date

REFERENCES: Lindsey Lodge Hospice Health and Safety Policy				
Control of Substances Hazardous to Health 2002 (COSHH)				
ISSUE DATE February 2021				
To Be reviewed	Review completed	By	Approved By	Circulation
Review Internal 3 Years	Jan 2021	MG	QA Sub-committee 10/02/2021	L:/Policies & Guidelines