CHILDREN'S SERVICE

Local Code of Practice 6

Control of Hazardous, Explosive and Dangerous Substances (CHEDS)

(COSHH and DSEAR)

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Children's Service
Local Code of Practice No 6
Control of Hazardous, Explosive and Dangerous Substances (CHEDS)

1. Introduction:

This LCOP sets out the LA's guidelines for ensuring that staff and other persons are not exposed to hazardous, explosive and dangerous substances (HEDS) used or produced in educational establishments

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 were regulations passed under section 15 of the Health & Safety at Work Act 1974. These place duties primarily on the employer, who in this instance would be the LA and Governing Bodies.

The Governing Bodies have a general duty to co-operate with the LA in meeting obligations imposed by COSHH and DSEAR. This will involve ensuring that suitable and sufficient assessments are undertaken, proper control measures are employed and maintained and employees receive adequate instruction, information, training and supervision.

Premise's Controllers (Headteachers/Principals) are responsible to their Governing Body for complying with the Regulations. Subsequently all staff with delegated tasks under COSHH and DSEAR are responsible to the Premise's Controller.

This document applies to all employees and others involved in storage, handling and use of hazardous, explosive and dangerous substances, in work connected with the educational establishments undertaking.

2. Main Duties:

The principle requirement is that employers are to undertake a suitable and sufficient assessment of the risk to health, safety and the environment from every activity which involves or produces a substance which may be hazardous, explosive or dangerous.

The Premises Controller can delegate the task of undertaking the assessment to a person that is competent to do so.

If the results of that assessment indicate that the environment and/or health and safety of any person could be exposed to risk, the employer must reduce that risk so far as is reasonably practicable.

The responsibilities imposed on educational establishments differ for the different types of establishments:

2.1 Community Schools

In **Community schools**, the employer is the Local Authority (LA). This means that all of the duties to provide a safe place, environment and systems of work lie with the Council. As a result, this information is a direct instruction to schools, and the guidance **must** be followed.

2.2 Other Schools

In **Voluntary-aided** and **Foundation** schools, the employer is the Governing Body and the duties for Health & Safety of staff and users lies with the Governing Body. In these cases, the information is advisory, and it is recommended that the Governing Body amend their Health & Safety Policy to accept and implement the standards and systems in this guide.

3. Employer Approaches to be considered to reduce the level of exposure:

3.1 Prevention of exposure by:

- Elimination of the use of the substance
- Substitution of the HEDS with a less hazardous process, substance, or form e.g. pellet as opposed to powder

3.2 Controlling exposure by use of one of the following measures:

- Total enclosure of the process
- Partial enclosure of the process
- Provision of local exhaust ventilation
- Provision of sufficient general ventilation (e.g. windows)
- Reduction of the number of employees/users using the process to a minimum
- Reduction of amounts used or released
- Reduction of the period of exposure
- Safe systems of work to follow best practice procedures and guidance
- Provision of suitable protective clothing and equipment
- Marking of Zones classified for explosive atmospheres
- Limiting the spread of fire/explosions and adverse conditions to limit the extent of injury or damage

4. Definitions:

4.1 Substances hazardous to health

A Substance Hazardous to Health means any substance, including any preparation which is:

a) A substance listed in Part 1 of the approved list as dangerous for supply within the meaning of the Chemical (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP 3): and for which the general indication of nature of risk is specified as very toxic, toxic, harmful, corrosive or irritant.

b) A substance for which the Health and Safety Commission has approved a Workplace Exposure Limit (WEL); (Health & Safety Executive Guidance Note EH40 is published annually and lists all substances assigned an WEL)

c) A Biological Agent: (Biological Agent means any micro-organism, cell culture or human endoparasite (including genetically modified micro-organisms) capable of causing infection, allergy, toxicity or other human health hazard. Staff who undertake work which could expose themselves or others to biological agents should refer and comply with the requirements listed in Appendix B

d) A dust of any kind, when present at a substantial concentration in air. A "substantial" dust concentration is more than 10mg/m^3 (8 hour time weighted average of total inhalable dust) and more than 4mg/m^3 similarly of resparable dust, where no lower value is given.

e) Any other substance which creates a risk to health, but which for technical reasons may not be specifically covered by CHIP including: asphyxiants (i.e. gases such as argon and helium, which, while not dangerous in themselves, can endanger life by reducing the amount of oxygen available to breathe), pesticides, medicines, cosmetics or substances produced in chemical processes.

4.2 Dangerous Substance:

(a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations;

(b) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within subparagraph (a) above; or

(c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within subparagraphs (a) or (b) above.

(d) which is a dust of any kind, except dust which is a substance within paragraph (a) or (b) above, when present at a concentration in air equal to or greater than:

  (i) 10 mg/ m^3 as a time-weighted average over an 8-hour period, of inhalable dust, or
  (ii) 4 mg/m^3 as a time-weighted average over an 8-hour period, of respirable dust;

(e) which, not being a substance falling within sub-paragraphs (a) to (d), because of its chemical or toxicological properties and the way it is used or present at the workplace creates a risk to health.

4.3 When does COSHH Apply?

COSHH applies to virtually all substances hazardous to health except:

4.3.1 asbestos and lead, which have their own regulations;
4.3.2 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 employer's control, e.g. catching an infection from a workmate. (If in doubt, please contact Health & safety Unit for advice.)

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's used at work you do not have to worry about COSHH; but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.

4.4. When does DSEAR apply?

DSEAR applies whenever:

4.4.1 there is work being carried out by an employer (or self employed person);
4.4.2 a dangerous substance is present (or is liable to be present) at the workplace;
4.4.3 the dangerous substance could be a risk to the safety of people as a result of fires, explosions or similar energetic events.

Fires and explosions create harmful physical effects - thermal radiation, overpressure effects and oxygen depletion. These effects can also be caused by other energetic events such as runaway exothermic reactions involving chemicals or decomposition of unstable substances such as peroxides. These events are covered by DSEAR.

The following examples illustrate the type of activities covered by DSEAR in Educational Establishments:

- storage of petrol as a fuel for cars, vans, mini-buses, boats, machinery, portable generators etc;
- delivery, use and storage of flammable gases, such as LPG, acetylene, for welding, butane/propane cylinders for heating, camping etc;
- handling and storage of flammable wastes such as fuel oils, solvents, wood;
- use and storage of flammable solvents in laboratories, workshops etc;
- use and storage of flammable goods, such as paints, white spirits, turpentine, adhesives, glues etc;
- transporting flammable substances in containers around a workplace;
- dusts from machining and sanding operations and dusts from foodstuffs;
- treating swimming pools with trichloroisocyanuric acid;
- use and storage of fertilisers, weed killers and battery charging;
- deliveries from road tankers, such as petrol.

5. Risk Assessments:

5.1 Generic Assessments

The LA has produced Generic Assessments for frequently used cleaning materials (see LCOP 24 and 25). These assessments may only be used if the storage and safe working procedures are similar to those detailed in the generic assessment. Where conditions vary,

the Premises Controller must ensure that a suitable and sufficient risk assessment is undertaken.

5.2 Making the Risk Assessment:

The Premises Controller is responsible for ensuring that the assessment is carried out, or if they delegate the task, they must ensure that the person conducting the assessment is aware of the legal requirements, how and where the substance is used and knowledge of suitable control measures.

5.3 Information:

Manufacturers and suppliers of products used in the workplace must provide customers with a product safety data sheet.

Further guidance may be obtained from the following HSE publications:

- *Control of substances hazardous to health*. Control of Substances Hazardous to Health (COSHH) Regulations 2002. Approved Code of Practice and guidance L5;
- *COSHH: A brief guide to the Regulations What you need to know about the Control of Substances Hazardous to Health Regulations 2002 (COSHH), indg 136;*
- *A step by step guide to COSHH assessment* HSG97;
- *COSHH Essentials* http://www.coshh-essentials.org.uk/
- *Dangerous Substances and Explosive Atmospheres Regulations 2002* http://www.hse.gov.uk/fireandexplosion/dsear.htm
- *Dangerous Substances and Explosive Atmospheres*. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Approved Code of Practice and guidance L138.
- *Design of plant, equipment and workplace*. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Approved Code of Practice and guidance L134.
- *Storage of dangerous substances*. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Approved Code of Practice and guidance L135.
- *Control and mitigation measures*. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. Approved Code of Practice and guidance L136.
- *Safe working with flammable substance http://www.hse.gov.uk/pubns/indg227.pdf*
- *Storage of flammable liquids in process areas, workrooms, laboratories and similar workrooms* http://www.hse.gov.uk/fireandexplosion/storageflammliquids.htm
- *Petroleum* http://www.hse.gov.uk/fireandexplosion/petroleum.htm
- *Dispensing petrol as a fuel: Health and safety guidance for employees* http://www.hse.gov.uk/pubns/indg216.htm
- *Fire and explosion: How safe is your workplace* http://www.hse.gov.uk/pubns/indg370.pdf
- *Take care with Acetylene* http://www.hse.gov.uk/pubns/indg327.pdf

Where a generic assessment does not exist or is inadequate, an assessment should be carried out using the control of hazardous, explosive and dangerous substances (CHEDS) Assessment Form (See Appendix A).

For low risk work with chemical substances COSHH Essentials offers an easy approach and this is available at: www.coshh-essentials.org.uk

A copy of the assessment should kept on site for inspection if required.

A maximum period between initial assessment and the date of the first review should be established. This date must not exceed 5 years. The assessment should be reviewed when:

- There is reason to suspect it is no longer valid;
- Adverse effects on health and safety have been reported;
- Following an accident or incident;
- Better methods of control are available;
- New evidence about the harmful effects of particular substance has become available;
- There has been significant changes in the work, this might include:
    - Changes in the volume of work consumption of materials
    - The introduction of:
        - new substances
        - new procedures
        - new processes
        - new control methods
    - Changes in the physical layout of the workplace

5.4 Control Measures:

The conclusions from the assessment will determine the type of control measures required.

The selection of control measures should follow the established hierarchy listed below:

5.4.1 Prevention of exposure by:

- Elimination of the use of the substance
- Substitution of the hazardous substance with a less hazardous process, substance, or form e.g. pellet as opposed to powder

5.4.2 Controlling exposure by:

- Total enclosure;
- Use of plant, processes or systems of work which minimise generation of, or suppress, or contain the hazardous dust, fume, micro-organism etc, and limit the area of contamination in the event of spills and leaks;
- In the case of process plant, providing plant and equipment that can safely contain or suppress an explosion, or vent it to a safe place;
- Partial enclosure with exhaust ventilation;
- Local exhaust ventilation;
- Sufficient general ventilation;
- Reduction of numbers of persons exposed to a minimum and exclusion of non-essential access;
- Reduction in the period of exposure;
- Reduction of amounts used or released;
- Keep incompatible substances apart;
- Safe systems of work that follow best practice procedures and guidance;
- Regular cleaning and housekeeping of work area;
- Prevent the formation of an explosive atmosphere;
- Avoid ignition sources;

- Avoid adverse conditions (eg exceeding the limits of temperature or other control settings) that could lead to danger;
- Provision of safe storage, handling and disposal of substances;
- Provision of suitable personal protective equipment;
- Prohibition of eating, drinking and smoking, in contaminated areas;
- Designation of areas and installations by use of warning signs;
- Provision of adequate facilities for washing, changing and storage of protective equipment, clothing, including arrangements for the laundering of contaminated clothing;
- Limiting the spread of fire/explosions and adverse conditions to limit the extent of injury or damage;
- Preventing fires and explosions from spreading to other plant and equipment or to other parts of the workplace;
- Marking of Zones classified for explosive atmospheres with a specified "EX" sign at their points of entry (see Appendix D);
- Employees working in zoned areas are provided with appropriate clothing that does not create a risk of an electrostatic discharge igniting the explosive atmosphere;
- Areas where hazardous explosive atmospheres may be present are confirmed as being safe (verified) by a person (or organisation) competent in the field of explosion protection. The person carrying out the verification must be competent to consider the particular risks at the workplace and the adequacy of control and other measures put in place.

The Premise's Controller, the Governing Body and the LA have a statutory duty to ensure that these control measures are applied and used correctly.

5.5 Maintenance, Examination and Testing of Control measures

The Premise's Controller, Governing Body & LA must ensure that a proper maintenance programme is implemented to ensure that all control measures are regularly inspected, maintained and records kept.

Engineering controls must be thoroughly examined and tested at regular intervals.

Local exhaust ventilation equipment (e.g. fume cupboards, extraction on woodworking machinery etc) must be examined at least every 14 months by a competent person and records kept.

The Premise's Controller, Governing Body & LA must carry out regular inspections to ensure that the control measures, safe systems of work and maintenance of employee PPE is being adhered to. Records of these inspections must be maintained.

Employers should ensure that respiratory protective equipment (RPE) must be thoroughly examined and tested at suitable intervals in accordance with the manufacturer's instructions. The selected RPE facepiece (tight and loose-fitting types) must be of the right size and can correctly fit each wearer. For a tight-fitting facepiece (filtering facepieces usually known as disposable masks, half and full-face masks) the initial selection should include fit testing to ensure the wearer has the correct device. The test assesses the fit by determining the degree of face-seal leakage of a test agent while the RPE user is wearing the facepiece under test. For full and half face masks a suitable quantitative fit test should be used. For filtering facepieces and half masks a qualitative method (often called a semi-quantitative test) can be carried out instead. Employers must ensure that whoever carries

out the fit testing is competent to do so in accordance with regulation. Repeat fit testing will be needed when changing to a different model of RPE or a different sized facepiece or if there have been significant changes to the facial characteristics of the individual wearer, e.g. as a result of significant weight gain, weight loss, dentistry or surgery. Repeat fit testing will not be required following a change of employer, provided that the same model of RPE continues to be used by the employee.

HSE provide further information *Fit testing of respiratory protective equipment facepieces* OC 282/28(rev) www.hse.gov.uk/pubns/fittesting.pdf

All records should be kept for a minimum of five years unless they refer to an individual, in which case they are kept of 40 years.

5.6 Monitoring Exposure:

Under COSHH, you have to measure the concentration of hazardous substances in the air breathed in by workers where your assessment concludes that:

5.6.1 there could be serious risks to health if control measures failed or deteriorated;
5.6.2 exposure limits might be exceeded; or
5.6.3 control measures might not be working properly.

However, you do not need to do this if you can show by another method of evaluation that you are preventing or adequately controlling employees' exposure to hazardous substances, e.g. a system which automatically sounds an alarm if it detects hazardous substances. The *COSHH ACOP* provides examples of other alternative methods of evaluation.

Air monitoring must be carried out when employees are exposed to certain substances and processes specified in Schedule 5 to the COSHH Regulations. Where it is appropriate to carry out personal air monitoring, the air to be sampled is the space around the worker's face from where the breath is taken, i.e. the breathing zone.

The employee should keep and maintain a record of any exposure monitoring carried out for at least five years. Where an employee has a personal health record (required where they are under health surveillance), any monitoring results relevant to them as an individual must be kept with their health record for a minimum of 40 years. They should be allowed access to their personal monitoring record.

Monitoring records should provide sufficient information to determine:

5.6.4 When, where and under what conditions it took place.
5.6.5 What monitoring procedures were used and how long they took
5.6.6 Whose exposure was monitored
5.6.7 What the results were
5.6.8 What the results mean, are the control measures adequate
5.6.9 What, if any, are the recommendations

You can find more information on monitoring in the HSE guidance *Monitoring strategies for toxic substances HSG173*

5.7 Health Surveillance:

COSHH requires a health surveillance of an employee(s) in the following circumstances:

5.71 here an employee is exposed to one of the substances listed in Schedule 6 to COSHH and is working in one of the related processes *and* there is a reasonable likelihood that an identifiable disease or adverse health effect will result from that exposure;

5.72 where employees are exposed to a substance linked to a particular disease or adverse health effect *and* there is a reasonable likelihood, under the conditions of the work, of that disease or effect occurring *and* it is possible to detect the disease or health effect.

Health surveillance may involve examination by an Occupational Health Consultant (doctor or trained nurse). LA offer a service. For further details contact the Health & Safety Unit. In some cases a trained supervisor could, for example, check employees' skin for dermatitis, or ask questions about breathing difficulties where work involves substances known to cause asthma. A simple record (a 'health record') of any health surveillance carried out must be kept.

For further information to the HSE guidance Understanding *Health surveillance at Work: At Introduction for Employers* http://www.hse.gov.uk/pubns/indg304.pdf

Biological monitoring can also have a role in health surveillance. Further information on setting up a biological monitoring programme is available in the HSE publication *Biological monitoring in the workplace: Information for employees on its application to chemical exposure* http://www.hse.gov.uk/pubns/indg245.htm

5.7 Inclusion of CHEDS Assessment in Location Risk Assessment

On completion of the CHEDS risk assessment and in light of it's findings, the Premise (Building) risk assessment and Fire Risk Assessment (Local Code of Practice No.14 Fire Safety Precautions in Educational Establishments) must be reviewed and if necessary, updated accordingly.

5.8 Deal with accidents, incidents and emergencies

This will apply where the work activity gives rise to a risk of an accident, incident or emergency involving the use of a HEDS, which goes well beyond the risks associated with normal day-to-day work. In such circumstances, you must plan a response to an emergency involving HEDS before it happens. That means preparing procedures and setting up warning and communication systems to enable an appropriate response immediately any incident occurs, and ensuring that information on your emergency arrangements is available to those who need to see it, including the emergency services. It also requires these 'safety drills' to be practised at regular intervals.

If any accident, incident or emergency occurs you must ensure that immediate steps are taken to minimise the harmful effects, restore the situation to normal and inform employees who may be affected. Only those staff necessary to deal with the incident may remain in the area and they must be provided with appropriate safety equipment. However, you do not have to introduce these emergency procedures if:

5.8.1 the quantities of HEDS present in your workplace are such that they:

- present only a slight risk to your employees' health; and
- the measures you have put in place are sufficient to control that risk;
- but, the plans and procedures to deal with accidents, incidents and emergencies must be complied with in full where either carcinogens, mutagens or biological agents are used.

5.9 Disposal of Hazardous, Explosive, Dangerous Substances (HEDS)

The risk assessment should plan for the disposal of the HEDS e.g. paints, inks, chemicals, solvents, dust etc.) following:

5.9.1 It ‘s use;
5.9.2 It is no longer required;
5.9.3 Conversion to another form or product;
5.9.4 It exceed it’s shelf life

All HEDS must be disposed of in accordance with the Safety Data Sheet in full compliance with Environmental Legislation. It must be remembered that even though the waste may have left your premises, you are still responsible to ensure the hazardous waste is disposed on in compliance with Environmental Legislation. If it is not disposed of correctly the premise could be prosecuted.

5.9.5 To dispose of the hazardous substance ensure:

- That each container of hazardous waste chemical is clearly marked with:
    - Chemical Name or approved substance name (e.g. Mixed organic solvent waste)
    - UN/CAS Number (if applicable)
    - Quantity (Kilogramme or Litre)
    - Owner
    - Contact Number
- That each container of waste chemical is not modified and is free from defect;
- Arrangements are made to safely store the waste awaiting disposal in an upright condition;
- That your HEDS records are amended;
- When enough waste has been collected to make collection justifiable, make arrangements for a licensed Waste Contractor to collect and dispose of the hazardous waste;
- Using a licensed Waste Contractor contact:
    - LA Procurement or Asset Management Team
    - Environment Agency Website - http://www2.environment-agency.gov.uk/epr/search.asp?type=register
    - CLEAPPs - CLEAPPS booklet L5p “Safe use of household and other chemicals” lists Waste Contractors
- Check Waste Contractor Returns that the:
    - Items listed on hazardous the waste disposal lists are the same as the ones listed on the Producer Returns form;
    - Delivery destination is the same as that specified on Waste Control Ticket and Consignment Note;
    - Carrier is the same as that specified on Waste Control Ticket and Consignment Note. Keep a copy of the Returns on file.

5.10 Information, Instruction and Training

The Premise's Controller, Governing Body and the LA have a duty under regulation 12 of the COSHH Regulations to ensure that employees are provided with suitable and sufficient information, instruction and training to enable them to perform their job in a safe and healthy manner. This should include:

5.10.1 the names of the substances they work with or could be exposed to and the risks created by such exposure, and access to any safety data sheets that apply to those substances;
5.10.2 the main findings of the risk assessment;
5.10.3 the precautions they should take to protect themselves, other employees and visitors;
5.10.4 how to use and maintain personal protective equipment and clothing provided;
5.10.5 results of any exposure monitoring and health surveillance (without giving individual employees' names);
5.10.6 emergency and disposal procedures which need to be followed.

You should update and adapt the information, instruction and training to take account of significant changes in the type of work carried out or work methods used. You should also ensure that you provide information etc that is appropriate to the level of risk identified by the assessment and in a manner and form in which it will be understood by employees.

These requirements are vital. You must ensure your employees understand the risks from the HEDS they could be exposed to. Your control measures will not be fully effective if your employees do not know their purpose, how to use them properly, or the importance of reporting faults.

6. Assessment for Primary School Science

For primary school science, the consortium of local education authorities for the provision of science services (CLEAPPS) have issued a booklet L5p "Safe use of household and other chemicals", which is considered to constitute an adequate general assessment.

7. Assessment for Secondary School Science & Technology

CLEAPPS have also produced a set of "Hazards" covering the majority of hazardous substances used in the delivery of "GCSE" Science. The information given on these cards, when used in conjunction with recommended standard texts, (in the view of the Education Safety Advisory Committee) constitute a suitable and sufficient assessment with regard to Regulation 6 of the COSHH Regulations.

Technology departments should refer to Model Risk Assessments for Design & Technology in Secondary Schools published by CLEAPPS

8. Substances brought onto site by Contractors

Contractors e.g. builders, cleaners, gardeners, water treatment specialist etc have a duty under the Management of Health and Safety at Work Regulations (MHSWR) to cooperate and communicate information with regards to the risks they introduce on to your premise as a result of their undertaking and the control measures to reduce those risks i.e. share the information contained in the risk assessments and COSHH assessments.

For contract cleaners it is recommended that safety data sheets and COSHH assessments for cleaning materials used are readily available on-site at all times.

Contrary to popular belief there is no reason to prevent the use of bleach on your premise providing a suitable and sufficient risk assessment and COSHH assessment has been completed. This should include:

8.1 Assessing all the hazards and associated risks;
8.2 What precautions and controls are needed;
8.3 Safe systems of work, best practice procedures and guidance to be followed e.g. not mixing bleach (in diluted or concentrated form) with other chemicals e.g. cleaning materials etc;
8.4 General good cleanliness and housekeeping;
8.5 Selection of PPE suitable and sufficient for extent and nature of the hazard;
8.6 How the control measures are used and maintained;
8.7 Plans for dealing with accidents, incidents, emergencies or disposal;
8.8 The provision of suitable and sufficient information, instruction and training to all persons who may be affected by the presence and use of bleach;
8.9 Reviewing the Assessment at regular intervals or following a change in process or work activity.

9. Substances brought onto site by Individuals

Any substances brought onto an educational site by employees, students or pupils may be hazardous and will need to be assessed before use.

To comply with COSHH Regulations, Governing Bodies are advised to adopt the policy of prohibiting substances being brought onto site without the prior consent of the Premise's Controller.

The Premise's Controller will be responsible for ensuring that a suitable and sufficient risk assessment is completed before the substance is allowed on-site and to be used.

CHEDS Assessment Help Sheet

APPENDIX A

LONDON BOROUGH OF BARNET
CHEDS ASSESSMENT FORM

1. SUBSTANCE TRADE NAME *Product name*	**2.CHIP 2 LABEL** *Is the product very toxic, toxic, corrosive, flammable, ,harmful,, irritant, ,oxidising agent, explosive?*
3.SUPPLIER *Name of supplier/manufacturer*	
4. INGREDIENTS/MATERIALS OR COSHH HAZARDOUS SUBSTANCES *List active ingredients (from safety data sheet)*	**5. KNOWN STANDARD (WEL & AutoIgnition Temp^{o}C ETC)** ***WEL:*** *From safety data sheet or EH40 (These may be 8 hr time weighted average or short term 15 min exposure)* **AutoIgnition Temp***: the lowest temperature at which a substance will spontaneously ignite in a normal atmosphere without an external source of ignition, such as a flame or spark*
6. DESCRIPTION OF SUBSTANCE *Is it liquid, solid, gas, vapour or fume?* *What is its colour, smell & viscosity?*	
7 HAZARD(S) *What happens if the product is inhaled, swallowed, absorbed, injected comes in contact with skin/eyes?*	
8.FIRST AID REQUIREMENTS; *What procedures should be followed if the substance is: inhaled, ingested, absorbed into the skin/eyes*	
9. STORAGE PROCEDURES *How many containers are stored & of what size?* *What is the Storage temperature?* *What is the Storage humidity?* *What other chemicals are in the store, are they compatible?* *Is the store locked and ventilated?*	
10. ADDITIONAL INFORMATION *What emergencies procedures are in place?* *Is it necessary to draft emergency procedures?*	
11.DESCRIPTION OF USE: *By who?* *Who else may be exposed?* *For how long?* *How frequently will the product/substance be used?*	
12.QUANTITIES USED: *What amount is used for each application?* *How much is delivered/stored?* *How much is used over a specified time period?*	

13. ASSESSMENT OF RISK: *Is the risk to health insignificant- change unlikely in near future* *Is risk to health controlled but could increase in the future* *Is risk to health high, but is adequately controlled* *Is risk to health uncertain, nature of hazard is known but effect and extent of exposure is uncertain* *Insufficient information available to assess risk*
14. RECOMMENDED CONTROL PROCEDURE: *Can we implement the following?* *Dilution* *Reduction of personnel exposed* *Exclude non essential personnel* *Reduce exposure time or frequency* *Reduce amounts use/released* *Improve training/supervision* *Totally enclose* *Partially enclose* *Work in open air* *Introduce LEV* *General dilution ventilation* *Prevent the formation of ignition sources and explosive atmosphere* *Operate system within design parameters* *Design plant/systems to safely contain/suppress/release substances* *Supply PPE (specify type, size, etc) & Welfare* *Designation of areas, Zones and installations by use of warning signs* *Limiting the spread of fire/explosions and adverse conditions*
15. FURTHER ACTION REQUIRED: *By personnel* *Maintenance* *Review of information, instruction and training given to staff etc*
16. EMERGENCY PROCEDURE: *Plan emergency procedures* *Provide to the emergency services* *Refer to safety data sheet*
17. SPILLAGE PROCEDURE: *Refer to safety data sheet*
18. DISPOSAL PROCEDURE: *Refer to safety data sheet*

The risk assessment applies only to the product/substance and to the use described above.
If other products are used, the use of this product changes or process changes, a new assessment must be made.
Any products generate must also be assessed.

ASSESSING OFFICER:.....DATE:

REVIEW DATE:.....

This assessment must be specific to your application. Do not simply transfer details from the Safety Data Sheet, but use the information from it to answer the questions.

APPENDIX B

LONDON BOROUGH OF BARNET

CHEDS ASSESSMENT FORM

1. SUBSTANCE TRADE NAME	**2. CHIP 2 LABEL**
3. SUPPLIER	
4. INGREDIENTS/MATERIALS OR COSHH HAZARDOUS SUBSTANCES	**5. KNOWN STANDARD (WEL& Auto ignition Temp ETC)**
6. DESCRIPTION OF SUBSTANCE	
7 HAZARD(S)	
8. FIRST AID REQUIREMENTS	
9. STORAGE PROCEDURES	
10. ADDITIONAL INFORMATION	
11. QUANTITIES USED:	

12.	**ASSESSMENT OF RISK:**
13.	**RECOMMENDED CONTROL PROCEDURE:**
14.	**FURTHER ACTION REQUIRED:**
15.	**EMERGENCY PROCEDURE:**
16.	**SPILLAGE PROCEDURE:**
17.	**DISPOSAL PROCEDURE:**

The risk assessment applies only to the product/substance and to the use described above. If other products are used, the use of this product changes or process changes, a new assessment must be made. Any products generate must also be assessed.

ASSESSING OFFICER:..... DATE:.....

REVIEW DATE:.....

APPENDIX C

SPECIAL PROVISIONS RELATING TO BIOLOGICAL AGENTS

For further information regarding the biological agents listed in the Local Code of Practice please refer to the following
Secondary Schools: Refer to CLEAPPS laboratory handbook plus Microbiology and DfES Guide to Safety in Science Education.

Primary Schools: Refer to CLEAPPS Guide L190 “Studying Microrganisms in Primary Schools”.

Classification

The Health and Safety Commission (HSC) produces a document entitled “Categorisation of Biological Agents According to Hazard and Categories of Containment” which lists biological agents and their approved classification.

Where a biological agent does not have an approved classification the Assessor will have to make a provisional classification taking into account the nature and properties of the biological agent that they may be reasonably expected to know. (Advice may be sought from CLEAPPS on 01895 251496

In these circumstances the category 1 group explained below should be used when signing a provisional classification

(A) GROUP 1: biological agents that are unlikely to cause human disease.

This is the only category that may be used in schools. Group 1 biological agents , though unlikely to cause disease must be treated as hazardous and the guidance given in the HSC publication should be used at all times. This should apply to all environmental samples collected

Control of Exposure

It is the Authority’s policy that, where work activities allow, Service Area Management must prevent exposure of biological agents. However, if it is not reasonably practicable to prevent exposure it must be effectively controlled by the following measures which are to be applied in the light of the results of the assessment:

(a) the number of employees exposed to the biological agent should be reduced to the lowest level practicable;

(b) the design of work processes and engineering controls should be used to prevent or minimise the release of biological agents into the workplace;

(c) the provision and display of appropriate warning signs.

The Biohazard sign is:

(d) the provision of plans to cover accidents involving biological agents, including appropriate decontamination and disinfection procedures;

(e) the provision of secure and identifiable containers for contaminated waste and ensuring that such waste is suitably treated, where appropriate, so it can be safely collected, stored and disposed of;

(f) the implementation of workplace arrangements for the safe handling and transport of biological agents, including materials that may contain them;

(g) the implementation of procedures for taking, handling and processing samples that may contain biological agents;

(h) the provision of collective protective measures and if necessary, as a last resort, appropriate personal protective equipment (PPE);

(i) the provision of effective vaccines and ensuring that hygiene measures are instigated to prevent or reduce any accidental transfer or release of a biological agent, these hygiene measures include the provision of appropriate and adequate washing and toilet facilities and the prohibition of any eating, drinking, smoking or applying of cosmetics in any area where there is a risk of biological contamination.

In deciding what is adequate and appropriate provision of PPE and hygiene facilities, assessors should consider the risks involved and the conditions of the workplace where the risks arise.

Appendix D

CLASSIFICATION OF HAZARDOUS EXPLOSIVE ATMOSPHERE ZONES

- **Zone 0**

A place in which an explosive atmosphere consisting of a mixture of dangerous substances in the form of gas, vapour or mist with air is present continuously or for long periods.

- **Zone 1**

A place in which an explosive atmosphere consisting of a mixture of dangerous substances in the form of gas, vapour or mist with air is likely to occur in normal operation.

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- **Zone 2**

A place in which an explosive atmosphere consisting of a mixture of dangerous substances in the form of gas, vapour or mist with air is not likely to occur in normal operation but may occur and persist for a short period only.

- **Zone 20**

A place in which an explosive atmosphere in the form of combustible dust in air is present continuously or for long periods.

- **Zone 21**

A place in which an explosive atmosphere in the form of combustible dust in air is likely to occur in normal operation.

- **Zone 22**

A place in which an explosive atmosphere in the form of combustible dust in air is not likely to occur in normal but may occur and persist for a short period only.