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LEAFLET 15 TO PART 3 TO SHEF MANUAL

HAZARDOUS SUBSTANCES

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 consolidates all previous COSHH Regulations and amendments and covers all substances hazardous to health except for substances with their own regulations i.e. asbestos, lead, ionising radiation etc.
2. The definition of substances hazardous to health is given in Regulation 2 of COSHH and it covers virtually all substances including preparations, capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial and in a solid, liquid, gaseous or vapour form. Micro-organisms are also included.
3. The Regulations state that no employer may carry out any work liable to expose employees to substances hazardous to their health unless a suitable and sufficient assessment of the risks created by that work has been completed.
4. Line managers are responsible for ensuring that assessments, in accordance with JSP 375, Volume 2, Leaflet 5¹ have been carried out by competent personnel for all work activities under their control involving substances hazardous to health, and that appropriate actions have been taken to minimise and control exposure. Reviews must be periodically undertaken and assessments recorded on the COSHH assessment form shown in Annex A. All staff must be made aware of such assessments and are to read, understand and comply with the requirements detailed in them.
5. Assessments are to be conducted in accordance with the instructions detailed on the COSHH Assessment Form shown in Annex A and JSP 375 Vol 2 Leaflet 5¹. The following is an outline of the procedure:
 - a. Identify the work process.
 - b. List the substances involved in the work process.
 - c. Establish the hazards presented by the process/substances using the manufactures safety data sheets as a reference.
 - d. Determine the exposure level of firstly, operators directly involved in the process, and, secondly, of any personnel indirectly involved in the process.
 - e. Devise and prioritise proportionate Control Measures.

1. JSP 375 is accessible on the Defence Intranet and on the Worldwide Web.

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6. Manufacturers are obliged by law to provide hazard information for their products and hazard data sheets for substances in use within the workplace may be obtained through the supply chain or HSIS (available in JSP 515 on the Defence Intranet). Manufacturers of hazardous substances are also required to identify such substances with an appropriate hazard logo and indicate on the label, adjacent to the logo, the nature of the hazard and the precautions to be taken.

7. One of the main areas within SCE to fall under the COSHH Regulations are Science Laboratories. However, SCE uses the services of CLEAPPS, who provide advice and guidance to educational establishments on Science, and this includes the provision of generic COSHH assessments. It is therefore acceptable for Science Heads of Department to use those Generic assessments as long as each assessment has been checked to ensure it's suitability for local use, that amendments are made where required, that it's signed off by the responsible person and reviewed every 12 months. In all other areas the COSHH Assessment sheet at Annex A must be used.

8. COSHH Assessments must be conducted by competent persons who have adequate knowledge, training and expertise. All head teachers/heads of departments who have accountability for the use of hazardous substances in their schools should ensure that they have staff with appropriate training and experience. The SCE Lead SHEF Advisor should be contacted if there is a requirement for staff training in COSHH.

**UNDER NO CIRCUMSTANCES ARE HAZARDOUS SUBSTANCES TO BE
DISPOSED OF BY UNAUTHORISED METHODS**