



New Forest
DISTRICT COUNCIL

Appendix 5

Corporate Control of Substances Hazardous to Health Policy

October
2022



Document history

Name of policy	Control of Substances Hazardous to Health (CoSHH)
Purpose of policy	New Forest District Council (NFDC) is committed to providing healthy and productive working environment, safe from hazards. This policy and subsequent arrangements detail NFDC's commitment to ensuring the safety of its employees and others by eliminating or controlling exposure to potentially hazardous substances in the workplace.
Policy applies to	This corporate policy and arrangements apply to all NFDC employees, contractors, agency workers, visitors, volunteers and members of public who may be affected by the Council's undertakings.
Frequency of review	Bi-annual or if there has been a significant change in legislation or procure.
Latest update	October 2022
Update overview	October 2022 General update; Formatting Update; updated CoSHH assessment template form and CoSHH assessment guidance.

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1. Policy

1.1 Introduction

New Forest District Council (NFDC) has a duty to ensure compliance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002, The Health and Safety at Work etc. Act 1974 and other associated legislation for all employees who may come in to contact with hazardous substances. NFDC also has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of contractors, agency staff or volunteers working on their behalf.

This policy sets out clear roles and responsibilities to ensure both the compliance with the legislation and best practice is adhered to.

1.1.1 What is CoSHH?

CoSHH is the law that requires employers to control substances that are hazardous to health. Employers can prevent or reduce employee's exposure to hazardous substances by:

- Finding out what the health hazards are
- Deciding how to prevent harm to health (risk assessment)
- Providing control measures to reduce harm to health
- Making sure they are used
- Keeping all control measures in good working order
- Providing information, instruction and training for employees and others
- Providing monitoring and health surveillance in appropriate cases
- Planning for emergencies

Most businesses use substances, or products that are mixtures of substances. Some processes create substances. These could harm employees, contractors and other people.

Sometimes substances are easily recognisable as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

1.2 Scope

This policy applies to:

- All employees working for or on behalf of New Forest District Council (NFDC)
- Agency, contract workers or volunteers who may come in to contact with harmful substances whilst carrying out work on behalf of NFDC
- Members of public who are not directly involved in work processes but may be affected by NFDC undertakings
- This policy does not cover Lead or Asbestos as they are covered by their own specific regulations and as such separate policies exist

1.3 Legislative and regulatory context

This section highlights the key pieces of legislation that applies, and the general requirements NFDC is required to follow.

1.3.1 Control of Substances Hazardous to Health (CoSHH) Regulations 2002

Control of Substances Hazardous to Health (CoSHH) Regulations 2002 is the piece of legislation that sets out the general duties which employers have towards employees and persons affected by their work to control their exposure to hazardous substances. NFDC acknowledges and accepts its responsibilities under the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 and will ensure to control all significant risks to its employee and those affected by their work.

1.3.2 Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 (Management Regulations) generally make more explicit what employers, such as NFDC, are required to do to manage health and safety under the Health and Safety at Work Act. Like the Act, they apply to every activity.

The main requirement is for employers to carry out **risk assessments**.

The duties of the Management Regulations overlap with other regulations because of their wide-ranging general nature. Where duties overlap, compliance with the more specific regulation will normally be sufficient to comply with the corresponding duty in the Management Regulations.

For example, the Control of Substances Hazardous to Health Regulations (CoSHH) require employers to assess the risks from exposure to hazardous substances. An assessment for the purposes of CoSHH will not need to be repeated for the purposes of the Management Regulations.

1.3.3 The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc Act 1974 is the **primary piece** of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others.

New Forest District Council acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled to as low as is reasonably practicable.

1.4 Definitions

Term	Definition
Responsible Person (RP)	A person who has the overall responsibility of ensuring the risks of DSE are being managed as far as reasonably practicable.
Competent person (CP)	A person who has the correct level of skill, knowledge, experience and training to undertake a task.
Hazard	a hazard is anything which has the potential to cause harm.
Risk	is the chance of that harm occurring.
Control measures	Systems and procedures put in place to eliminate or minimise risk.
Suitable and sufficient	For a risk assessment to be deemed suitable and sufficient it should identify the significant risks arising from the work activity, identify and prioritise the measures needed to be taken to comply with the relevant statutory provisions, it should be appropriate to the nature of the activity, and it should be such that it remains valid for a reasonable period.

1.5 Key Duties and Responsibilities

1.5.1 Chief Executive & Executive Management Team (EMT)

- The Chief Executive has ultimate accountability for all health and safety issues in the Council. The Chief Executive is supported by the Executive Management Team (EMT).
- Ensure the organisation complies with the Health and Safety Policy requirements and provides the suitable provision of resources to ensure a safe working environment for staff.
- Ensure that health and safety policies and procedures and processes in place are adequate, this will be through delegation to the Corporate Health and Safety Team.

1.5.2 Senior Management and Line Managers

- Ensuring any hazardous substances, materials, process emissions such as dusts, gases and fumes that employees may be exposed to are managed in accordance with this policy and legislative requirements.
- Ensure safer alternatives are used wherever possible.
- Ensure an accurate record is kept of substances and materials held and process emissions created within their teams and that they have been suitably and sufficiently assessed.
- Ensure that copies of **CoSHH assessments** are available, including all relevant material safety data sheets (MSDS).
- Ensure all employees who may be exposed to a hazardous substance, material or process emission has read and understood the risk assessment and is aware of its location along with the relevant MSDS and, where required, safe system of work.
- Ensure all **CoSHH assessments** are reviewed .
- Ensure suitable and sufficient personal protective equipment (PPE) is available for all employees that may be exposed to a harmful substance, material or process emission where it is indicated as required in the risk assessment.
- Ensure that any respiratory protective equipment (RPE) is subject to appropriate inspection and maintenance in accordance with the manufacturers and regulatory guidance and good practice standards are followed in relation to face fit testing as in section 3.6 of this policy.
- Where appropriate, ensure that the testing of mechanical extraction and local exhaust ventilations systems takes place every 14 months, with records maintained for a minimum of 5 years where these systems are provided as part of local CoSHH arrangements.
- Maintain suitable and sufficient records of all of the above to demonstrate compliance.

1.5.3 Employees

All employees have a duty to cooperate with NFDC with regards to health and safety issues to ensure that they, and others who may be affected by their acts or omissions, can be kept safe

As such, all employees must:

- Familiarise themselves with their relevant **risk assessments** for hazardous substances, materials and process emissions within their work area.
- Act upon findings within each assessment such as ensuring PPE is being worn correctly when it is required and ensuring safe storage, use and disposal of substances as appropriate.
- Attend all training when required to do so.
- Report any concerns to their immediate line manager (whether actual or suspected) in relation to any hazardous substance, material or process emission.
- Attend occupational health assessments when required to do so for health surveillance relating to their use of hazardous substances, materials or exposure to process emissions.
- Report incidents in relation to any hazardous substance, material or process emissions in line with the Council's accident reporting procedure.

1.5.4 Contractors

All contractors providing services, either temporary or permanent, for NFDC must comply with the Council's CoSHH Policy.

Specifically, they must ensure that their own substances in use have been suitably and sufficiently risk assessed, and all significant findings documented and that up-to-date copies are made available to NFDC at all times.

1.5.5 Corporate Health and Safety Team

- Provide independent advice and support to Managers, Supervisors and Employees when necessary.
- Undertake a more detailed CoSHH assessment as required.
- Manage the mandatory CoSHH E-Learning module.
- Review the need to provide new training for CoSHH Assessors.
- Carry out investigations into accidents and near misses as necessary, record findings and root causes and provide recommendations for considerations by management.
- Review and update this policy, training module and assessments on a regular basis and as required such as in response to legislative change.

2. Identification and Assessment

2.1 Identification of Risks

NFDC aims to ensure all significant risks associated with hazardous substances are identified using assessments, guidance and liaising with employees.

2.2 Assessment

All substances used within NFDC must be subject to a suitable and sufficient CoSHH risk assessment completed by a competent person.

The competent person must have a working knowledge of the substances and processes being assessed and, in some instances, various parties may need to collaborate when carrying out an assessment. Those individuals having responsibility for any work area or activity must ensure that these assessments have taken place.

When carrying out a CoSHH risk assessments the guidance in Appendix 6.2 should be consulted as this offers a simple approach to completing the assessment.

Material Safety Data Sheets (MSDS) on all substances should be supplied by the manufacturer and retailer and should be used as part of the assessment process.

The **CoSHH risk assessment** should consider the health risks created by any work practice and the measures that need to be taken as a consequence, including:

- What substances are present and in what form;
- What harmful effects are possible, including the possibility of occupational asthma;
- Where and under what conditions are substances stored and handled;
- What harmful emissions may be generated by combining substances;
- What might be the enhanced effect of multiple exposures;
- Who could be affected, to what extent and for how long?;
- How likely and under what circumstances exposure may occur;
- What precautions need to be taken to ensure the health of the individual and compliance with the CoSHH regulations.

Once a risk assessment is complete, safe systems of work can be developed which provide employees with instructions on how to safely carry out an activity whilst minimising risk. These can be recorded directly on to the risk assessment in most cases.

2.3 Managing the issues

When information concerning a substance(s) present and the work practices involved has been gathered and an assessment completed, it may be concluded that the degree or nature of exposure does not constitute a health risk.

Alternatively, it may be deemed necessary to introduce one or more measures to:

- Prevent the risk completely by removing or replacing the hazardous substance with a non-hazardous one;
- Reduce or prevent the risk by changing work practices;

- Ensure that control priorities are put in place with regards to design, control at source and PPE;
- Ensure that control measures are adopted, and safety procedures instigated and observed;
- Supply, test and maintain safety equipment and Personal Protective/Respiratory Equipment;
- Inform, instruct and train employees with regard to the potential risks and precautions to be taken.

3. Good Practice Standards

3.1 Procurement of Substances and Materials

All substances and materials procured by NFDC that are covered by the CoSHH Regulations should be supplied with a material safety data sheet.

If a safety data sheet is not provided, then the supplier can be contacted to obtain a copy which will assist with the risk assessment process and must be stored securely alongside the completed risk assessment.

3.2 Risk Assessment

All substances used within NFDC must be subject to a suitable and sufficient **CoSHH risk assessment**. This assessment must be completed by a competent individual (see 2.2)

Each risk assessment must be reviewed periodically except in the following circumstances when the assessment will require a review sooner:

- Where there has been a significant change in process or task
- If the substance/s or material/s have changed
- Following an incident (involving the substance, material or task)

3.3 Storage

Storage of hazardous substances and materials should be in accordance with the finding of the risk assessment and statutory requirements.

3.4 Use of Substances and Materials

All hazardous substances and materials must be used in accordance with the manufacturer's instructions for use and the findings of the risk assessment.

3.5 Disposal

Arrangements for disposal of unused or unwanted hazardous substances and materials will be determined within the risk assessment.

3.6 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Any personal protective equipment identified as necessary by risk assessment must be procured and issued to those employees having a need to use it.

PPE must be individual and not shared.

Regular inspections of PPE must take place and be documented by Managers/Supervisors, where any deficiencies exist with PPE it must be disposed of safely and securely and new PPE issued to the individual employee.

Both PPE and RPE should be stored in designated personal accommodation.

Where RPE is used, suitable prescribed face fit testing in accordance with regulations should be carried out by a competent person to ensure a personal fit without leakage. All employees using RPE must be clean shaven.

3.7 Monitoring and Health Surveillance

3.7.1 Active Monitoring

Active monitoring shall be achieved by regular workplace inspections and supervision of tasks being undertaken.

Additionally, the Corporate Health and Safety Team will undertake periodic audits of individual Services and Teams.

3.7.2 Reactive Monitoring

Reactive monitoring shall be achieved by Services reviewing incident reports received in relation to hazardous substances, materials or process emissions.

Further reactive monitoring may be undertaken following advice from occupational health as necessary.

3.7.3 Health Surveillance

See Occupational Health and Health Surveillance Policy

3.8 Documentation

All documentation relating to hazardous substances, materials and process emissions must be maintained for a minimum period of 5 years in the case of general minimal exposure to the workforce, and for 40 years in the case of personal exposure to identifiable individual employees from the date of last use.

Retention schedules can be set within the Council's SharePoint folders.

3.9 Accidents and Emergency Procedures

Procedures should be put in place in case of an accident or accidental spillage, which should include first aid provision, safety drills (where necessary), information in emergency arrangements, firefighting arrangements and other specific hazards to expect in an emergency.

4. Training And competence

4.1 CoSHH Assessors

Specific Services within the Council where it is known that employees use or are exposed to hazardous substances must appoint an individual to be their designated CoSHH Assessor.

These Services include:

- Open Spaces (to include Pest Control)
- Street Scene
- Workshops
- Housing Maintenance
- Facilities

There is also the potential for other Council Services, and the teams within them, to appoint individuals as competent CoSHH Assessors. Should it be determined, as necessary, these assessors must receive training approved by the Corporate Health and Safety Team.

This assessor can help to:

- Identify if a substance, material or process emission is covered by the Regulations
- assess substance, material or process emission risks and put control measures in place
- provide assistance and or training to the staff in their service or team

Currently the Corporate H&S team take on the responsibility of providing this competent support.

Should NFDC put in place provisions to have trained assessors it enables NFDC to benefit from their experience and knowledge to quickly and easily carry out CoSHH assessments for particular substances used in specific workplace environments and tasks.

4.2 Competence of CoSHH Assessors

All CoSHH Assessors are required to be competent; the following standards will demonstrate that an individual is competent to conduct CoSHH risk assessments to a suitable and sufficient standard.

The individual should:

- Be able to demonstrate an understanding of the CoSHH Regulations, including the approved code of practice
- Be able to gather relevant information about how exposure to a substance, material or process emission may occur and the risks to an individual's health from exposure
- Be able to specify actions that are required to comply with CoSHH Regulations
- Be able to understand their limitations and identify when further assistance may be required
- Be able to produce clear and concise reports on the findings of an assessment when required

4.3 Refresher Training for Assessors

All assessors are expected to revisit training materials periodically. This could be through the format of webinars, e-learning, external training, revision of up-to-date guidance or internal training.

4.4 Training for all other employees (including temporary and agency workers)

All employees are to be provided training that is consistent with their exposure to hazardous substances, materials or process emissions.

It is the responsibility of line management of individuals to ensure that all training undertaken in respect of CoSHH is recorded and these records are kept in accordance with NFDC retention schedules.

5. Additional Information

5.1 Useful HSE Links

5.2 Useful Non HSE Links

5.3 Useful Video Links

6. Appendix

6.1 General guide on process to follow

Based on the HSE Guide

A CoSHH assessment concentrates on the hazards and risks from hazardous substances in your work area or related to your work task.

It is important to remember that health hazards are not limited to substances or materials labelled as 'hazardous' and that some harmful substances can be produced by the process you are undertaking, for example fumes produced from welding or dusts from sanding down wood.

Stage 1 Identify the hazards

- Identify which substances, materials or process emissions are harmful by reading product information, labels and safety data sheets
- If you are in doubt, contact the supplier of the substance or material for more information
- Remember to think about harmful substances produced by your activities that may not have a specific safety data sheet, speak to a member of the Corporate Health and Safety Team if you feel that you may need more information

Stage 2 Decide who might be harmed and how

- How might people be exposed?

Think about the route into the body (whether the substance can be breathed in, get onto or through the skin or can even be swallowed) and the effects of the exposure by each of these routes

- Think how often people work with the substance or material or are exposed to the process emissions and for how long each time
- Think about anyone else who could be exposed, not just NFDC employees
- Also think about who could be exposed accidentally if controls fail or a spillage occurs

Stage 3 & 4 Evaluate the risks and decide on controls

Once you have carried out a risk assessment and identified which harmful substance or materials are present and how people can be harmed, you need to think about how to prevent exposure.

- Do you really need to use a particular substance or material, or is a safer alternative available?
- Can you change the activity or task to eliminate the substance use or avoid producing it?

If this is not possible then you **must** put in place adequate control measures to reduce exposure.

Control measures could include:

Changing the activity/task to reduce risks

- Consider whether you can change the activity to reduce the risk of exposure.

Containment

- Enclose the process or activity as much as possible to minimise the escape or release of harmful process emissions
- Use closed handling systems
- Extract emissions of the substance near the source
















Systems of Work





- Restrict access to only those people that need to be there
- Plan the storage of materials and use appropriate containers
- Check storage containers are correctly labelled and that incompatible materials are separated
- Plan the storage and disposal of waste

Cleaning

- Exposure to hazardous substances can occur during cleaning so plan and organise the workplace so that it can be easily and effectively cleaned
- Smooth work surfaces will allow easy cleaning
- Have the right equipment and procedures to clear up spillages quickly and safely
- Clean regularly using a 'dust free' method – vacuum rather than sweep

6.2 Corporate CoSHH Assessment Template

XXXXX Services COSHH Assessment									
Reference No.									
PRODUCT DETAILS									
Product Name									
Manufacturer									
MSDS Sheet ref		Dated							
Chemical Substance / Description / Common name									
USE OF SUBSTANCE									
What is Substance used for?									
Persons using product?									
How is it Applied (e.g. diluted, applied with brush, spray, poured?)									
Location of task? (Click on box as applicable)		Outside	<input type="checkbox"/>	Public areas	<input type="checkbox"/>				
		Inside (Well ventilated)	<input type="checkbox"/>	Inside (limited ventilation)	<input type="checkbox"/>				
		Other (state)							
Approx. how much is being used per task. (Litres / kg)									
Approx. duration of task / frequency of exposure?									
HAZARD IDENTIFICATION (Click on box as applicable)									
	Very Toxic	<input type="checkbox"/>		Corrosive	<input type="checkbox"/>		Irritant	<input type="checkbox"/>	
	Toxic	<input type="checkbox"/>		Harmful	<input type="checkbox"/>		Environmental	<input type="checkbox"/>	
	Respiratory	<input type="checkbox"/>	Other (state)						
CHEMICAL STATE (Click on box as applicable)									
Solid	<input type="checkbox"/>	Powder / Dust	<input type="checkbox"/>	Liquid	<input type="checkbox"/>	Gas / Vapour	<input type="checkbox"/>	Mist	<input type="checkbox"/>
FLAMMABILITY (Click on box as applicable)									
	Highly Flammable	<input type="checkbox"/>		Oxidising	<input type="checkbox"/>				
	Flammable	<input type="checkbox"/>		Explosive	<input type="checkbox"/>				
ROUTE OF EXPOSURE (Click on box as applicable)									
Ingestion	<input type="checkbox"/>	Inhalation	<input type="checkbox"/>	Skin Contact	<input type="checkbox"/>	Eyes	<input type="checkbox"/>		
Other									
Workplace exposure limit		Long term (8hr TWA)	<input type="checkbox"/>	Short term (15mins)	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
Other (State)									
PPE (Click on box as applicable)									
		Type / Standard				Type / standard			
	<input type="checkbox"/>	Goggles / Glasses			<input type="checkbox"/>	Disposable Mask			
	<input type="checkbox"/>	Visor			<input type="checkbox"/>	Gloves			

 <input type="checkbox"/>	Respirator	<input type="checkbox"/>	 <input type="checkbox"/>	Safety Footwear	<input type="checkbox"/>
 <input type="checkbox"/>	Overalls	<input type="checkbox"/>	 <input type="checkbox"/>	Other	<input type="checkbox"/>
CONTROL MEASURES & EMERGENCY FIRST AID					
In case of-		Actions (control measures)			
Inhalation					
Skin Contact					
Eye Contact					
On Ingestion					
Further Controls					
STORAGE AND HANDLING					
Pack / Container Size					
Control Measures					
TRANSPORT CONSIDERATIONS					
EMERGENCY FIRE PRECAUTIONS					
ENVIRONMENTAL CONTROL					
DISPOSAL CONTROL (Click on box as applicable)					
Hazardous Waste	<input type="checkbox"/>	Biological Waste	<input type="checkbox"/>	General waste	<input type="checkbox"/>
				Return to supplier	<input type="checkbox"/>
ACTION REQUIRED AS A RESULT OF ASSESSMENT (Click box as applicable)					
Health Surveillance /monitoring required?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is exposure adequately controlled?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
RISK Rating following control measures (Click box as applicable)					
High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
Assessor	Signature	Date	Next review date		
Reviewed by	Signature	Date			

 Editable version of Corporate CoSHH Assessment can be found on ForestNet [here](#).