



ECA 15 - Control of Substances Hazardous to Health (COSHH) Compliance

1.0 Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL COSHH (if applicable) Policy and Guidance notes which can be found at [Health and Safety Department \(sharepoint.com\)](https://sharepoint.com)

2.0 Purpose

This document is aimed at any Estates personnel who are using, going to use, or managing contractors who are using substances which are hazardous to health, as defined under The Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Estates Department subcontracts the majority of the activities that require the use of COSHH and we carry out regular COSHH checks as part of our Internal Audit process. However, if COSHH is being used by any Estates Department personnel, this arrangement must be fully implemented.

For a full detail on the legislation relating to COSHH please visit the embedded link below:

[The Control of Substances Hazardous to Health Regulations 2002 \(legislation.gov.uk\)](https://legislation.gov.uk)

3.0 General

The COSHH regulations apply to any substance that has the potential to be harmful to health.

COSHH officially classifies these as:

- Toxic, harmful, irritant, or corrosive.
- Substances with workplace exposure limits.
- Dusts of any kind in substantial concentrations.
- Biological agents (harmful micro-organisms)
- Any other substance that creates a risk to health, e.g. pesticides, allergens.

What is COSHH?

COSHH covers substances that are hazardous to health. Substances can take many forms and includes liquid chemicals, fumes, dusts, vapours, mists, gases and germs causing disease, e.g. leptospirosis or legionnaires disease.

COSHH does not include lead, asbestos or radioactive substances as these are covered by separate regulations. COSHH also does not apply to substances which are only hazardous because they are flammable or explosive – i.e. they pose no health hazard in normal use.

For further information and guidance on COSHH please see the link embedded below:

[Control of Substances Hazardous to Health \(COSHH\) - COSHH \(hse.gov.uk\)](https://hse.gov.uk)

Duties and responsibilities

Responsibilities are detailed in the University of Lincoln's Policy for Hazardous Substances.



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4.0 Procedure

A substance should be regarded as hazardous to health if it is hazardous in the form in which it occurs in the work activity. This may occur in a variety of activities, for example laboratories, workshops, cleaning, catering, and office work. Many industrial, commercial, and domestic materials and preparations (usually referred to by a trade or brand name) contain substances hazardous to health, and their use is subject to the COSHH Regulations.

Material Safety Data Sheets

All hazardous substances must have a valid Material Safety Data Sheet (MSDS) supplied by the manufacturer or supplier. MSDSs should be retained in the area where the substances are stored and readily available to any person requiring them.

MSDSs are the best source of information on hazardous substances. There is a legal obligation for manufacturers or suppliers of the item to make these available. Many MSDSs are available from manufacturers' websites.

COSHH assessment

A COSHH assessment must be completed for the use of any items which are deemed as a hazardous substance. Please see Appendix 1 for the University of Lincoln COSHH assessment form.

- The COSHH assessment must be retained with the substances.
- All COSHH assessments should be completed by a competent person.
- All MSDS should be attached to the COSHH assessment.
- All COSHH assessments, must be readily available to the substance user and a record maintained that shows the users have read and understood the assessment.
- There must be evidence that the hazardous substance users have had the COSHH assessment communicated to them and provided with any control measures identified in the assessment.
- COSHH assessments should be reviewed regularly to ensure they are up to date, but also:
 - If the process for using the substance changes.
 - If the substance changes its composition or hazard classification
 - A new MSDS is issued by the manufacturers.

Workplace Exposure Limits (WELs)

WELs are occupational exposure limits and are set in order to help protect the health of workers. WELs are maximum concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA).

The two time periods used are:

- Long-term (8 hours).
- Short-term (15 minutes).

Prior to working with substances, you are required to check if they are in the list of approved Exposure Limits. These can be found within the link embedded below:



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[EH40/2005 Workplace exposure limits \(hse.gov.uk\)](#)

If you are unsure, or the substance in question is not listed in EH40, this does not mean that exposure to it does not need to be limited or recorded. For guidance, please speak to the Estates Compliance Team.

PPE

When dealing with hazardous substances, the COSHH Assessment must be used with the MSDS to confirm what PPE or RPE is required.

For further guidance please see ECA 19 Health Surveillance Arrangements Compliance.

Using COSHH substances

Estates Department areas that use hazardous substances must ensure all the following actions are adhered to:

- Comply with the control measures identified in the COSHH assessment.
- Wear the PPE/RPE identified in the COSHH assessment and MSDS.
- Make sure that the substance container is securely placed to prevent accidental spillage.
- Report any significant spillages using the MISHAP procedure.
- Clear any spillages using a spill kit provided, in accordance with the MSDS.
- Make sure that effective barriers and signage are provided where the substance or type of use and COSHH assessment requires such measures.
- Dispose of used containers and contaminated equipment as directed by the MSDS.
- Dispose safely of residual materials in line with MSDS and the local hazardous waste disposal procedure.

For additional guidance the HSE has a series of tools available for use which can be found using the link embedded below:

[COSHH Essentials - COSHH e-tool \(hse.gov.uk\)](#)

Storage of substances

Hazardous substances must be correctly and securely stored with proper COSHH signage, spill kit and any other emergency equipment provided in a suitable location, as described in the MSDS and stated in the COSHH assessment.

Storage must be suitable for the materials, with consideration to the recommendations in the MSDS regarding such issues as segregation, ventilation, and location.

Training and competency

All people using equipment at work must be adequately trained to ensure health and safety in its use, supervision, or management.

Health surveillance

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Health surveillance may be required when working with certain substances. Employees who are exposed to the health hazard of COSHH products may be liable for Health Surveillance.

For further guidance please see ECA 19 Health Surveillance Arrangements Compliance.

5.0 Estates Department points of contact

Please contact the Estates Compliance Team for clarification or further guidance on these Arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documents

Reference	Title
ECA 19	Health Surveillance Compliance

External

Source	Title
Legislation	The Control of Substances Hazardous to Health (CoSHH) Regulations 2002
Legislation	The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG09)
WELs List	EH40/2005 Workplace exposure limits – EH40-2005
ACOP	The Control of Substances Hazardous to Health Regulations 2002 – L5
HSE Leaflet	Working with substances hazardous to health: A brief guide to COSHH – INDG136
HSE Leaflet	Personal protective equipment (PPE) at work – INDG 174

7.0 Change History

Version	Date	Summary of Changes Made
1	19/03/21	Estate Compliance Arrangement for COSHH Compliance created
2	07/06/21	Internal Review Board Check
3	24/03/22	RW and SJ review
3.1	24/08/22	RW and SB review

8.0 Appendix List

Appendix	Title
1	University of Lincoln COSHH Assessment Form

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APPENDIX 1

University of Lincoln COSHH Assessment Form

This Assessment Form has been provided by the University of Lincoln and can be found within the University of Lincoln's COSHH Guidance Document, please see link below.

<https://universityoflincoln.sharepoint.com/sites/HS/ResourcesLibrary/Document%20Library/COSHH%20Guidance.pdf>