



Leicester Event Medical LTD

Procedure for the Control of Substances Hazardous to Health

DOCUMENT PROFILE and CONTROL.

Purpose of the document: This document describes the procedure pertaining to the control of substances which are hazardous to health.

Author/Reviewer: C.Johnston. To be reviewed by March 2019.

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Document Status: Final

Date	Author/Contributor	Amendment Details

1. Introduction

Leicester Event Medical (LEM) acknowledges that no workplace substance can be considered completely safe. For this reason the Company will take all reasonable steps to ensure that all exposure to known substances hazardous to health used on its premises will either be prevented, or adequately controlled through risk assessment.

2. Scope

The procedure applies to all COSHH marked substances purchased, used or generated by the Company, its employees and any other persons under its control.

3. Objectives

- To ensure that all COSHH-marked substances used by the Company are, so far as is reasonably practicably, suitably controlled.
- To enable the Company to identify, through risk assessment, the most practicable means to safeguard the health, safety and welfare of its staff, patients, and third parties, who may come into contact in its premises with known substances hazardous to health.

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- To prevent or adequately control exposure to hazardous substances, where reasonably practicable by measures other than the provision of personal protective equipment.
- To ensure as far as is reasonably practicable that adequate measures are taken to prevent exposure to staff or others from carcinogens and biological agents it is responsible for or has generated.

4. Responsibilities

4.1 The Managing Director has delegated responsibility for the procedure.

4.2 All line managers are responsible to ensure that all COSHH marked substances used in their premises are suitably risk assessed, adequately controlled, and that staff are aware of the approved safe-systems of work.

4.3 The Health, Safety and Security department are responsible for monitoring the collation of corporate generic risk assessments (See X;/Health and Safety Risk Assessments), and providing assistance as necessary for implementing this procedure.

4.4 All staff are responsible to comply with, and implement through dynamic risk assessment, approved safe systems of work, and the use of specified PPE.

5. Definitions

5.1 **Substances hazardous to health** are defined as:

- A substance classified as “very toxic, toxic, harmful, corrosive or irritant”.
- A substance with workplace exposure limits, or for which the Health and Safety Executive has approved an Occupational Exposure Limit.
- A biological agent.
- Dust of any kind when present at a substantial concentration in air.

5.2 **Biological Agent** means any micro-organism, cell culture or human endoparasite, including any which have been genetically modified which may cause infection, allergy toxicity, or otherwise create a hazard to human health.

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5.3 **Carcinogen** means any substance, or preparation, which is classified as being carcinogenic.

6. Risk Assessment

6.1 Generic corporate risk assessments will be carried out periodically by specialist external assessor, suitably experienced to carry out such tasks. The Health, Safety & Security Department will advise as necessary in these assessments, and will also be responsible for monitoring the collating of such assessments and their outcomes. Staff will assess dynamically as required the requirement and use of appropriate PPE, and its safe disposal as appropriate following use (Generic corporate risk assessments can be found at X:/Health and Safety Risk Assessments).

6.2 Risk Assessments and control measures must ensure that :-

- Control measures, personal protective equipment or other method of control are used properly.
- Control measures must be maintained in an efficient state and working order.
- The health of staff is monitored where specific circumstances dictate by Occupational Health. Where the protection of specific employees who have been exposed to substances hazardous will be placed under health surveillance.
- Information, instruction, and awareness training is provided to all staff who may be exposed to substances hazardous to health

7. Prevention, Control, Monitoring and Health Surveillance

7.1 Where a risk assessment reveals possible hazards to the health of employees, suitable action should be taken to prevent or control those hazards. This should generally be a written instruction or by signs indicating the hazards and the risks involved, and the precautions to be taken.

7.2 Where it becomes known that employees have been exposed to substances that indicate a possible health risk (this could include needle sticks, exposure to infection/disease, biological agents, Carbon Monoxide exposure etc), their line manager must arrange for them to be seen at the earliest opportunity by the Occupational Health Department.

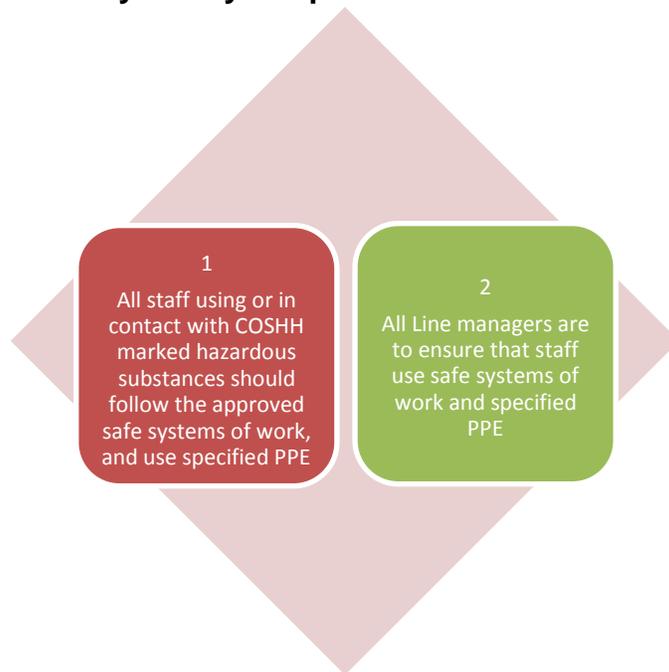
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7.3 Where personal protective equipment is used to protect employees, an adequate assessment of the equipment should be undertaken by either the Vehicle Working Group (VWG) and the Clinical Working Group (CWG), as appropriate, prior to any purchase.

8. Information, Instruction and Training

8.1 The Company will provide those employees whose work may expose them to hazardous substances, with all the necessary information, instruction, training and supervision to ensure staff are aware of the risks, and of the safe systems of work that must be taken.

Summary of Key Responsibilities under HS010



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IMPLEMENTATION PLAN				
Intended Audience	All LEM Staff			
Dissemination	Available to all staff on salus and to the public on the LEM website.			
Communications	Revised Procedure to be announced in salus and a link provided to the document.			
Training	Training awareness is provided to all staff at corporate and local induction; Senior and Line Manager Health and Safety Awareness; All-in-One (Non Operational Staff); Initial Training and Core Skills Refresher Courses (Operational Staff)			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Frequency, Type and Severity of COSHH related incidents	Quarterly review of incident reports to identify trends and reporting of the numbers of incidents.	Health, Safety and Security report to the Area Quality / Area Health and Safety Committees	Risk Compliance and Assurance Group	Learning disseminated via Corporate Health and Safety Committee