

Health and Safety Department

Chemical Safety Policy

Contents

1. Overview

- 1.1 Purpose
- 1.2 Scope

2. Key legislative requirements

- 2.1 Control of Substances Hazardous to Health
- 2.2 Other key legislation

3. Duty Holders

- 3.1 Deans of Schools/Heads of Professional Services
- 3.2 School/Department Safety Officers
- 3.3 Line Manager/Academic Supervisor
- 3.4 COSHH assessor
- 3.5 University Health & Safety Service
- 3.6 Environmental Manager
- 3.7 Occupational Health
- 3.8 Facilities Services
- 3.9 Employees and Students

4. General Requirements and Guidance

- 4.1 Purchase and acquisition
- 4.2 Inventory
- 4.3 Labelling
- 4.4 Storage
- 4.5 Transport and transfer of hazardous chemicals to other organisations
- 4.6 Disposal and Decontamination
- 4.7 Emergency Arrangements
- 4.8 Training, instruction and supervision

5. Specific Requirements

- 5.1 Control of Substances Hazardous to Health Regulations 2002 Inventory
- 5.2 Carcinogens, Mutagens, Teratogens and substances toxic to reproduction
- 5.3 Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

6. Regulated Substances

- 6.1 Chemical Weapons
- 6.2 Drug Precursor Chemicals
- 6.3 Controlled Drugs for Research Activities
- 6.4 Explosive Substances
- 6.5 Ozone Depleting Substances
- 6.6 Mercury

7. Technical references and further reading

1. Overview

2. Key Legislative Requirements

2.1 Control of Substances Hazardous to Health Regulations (COSHH) 2002

2.2 Other Key Legislation

- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Classification Labelling and Packaging (CLP) regulation (EC No 1272/2008)
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Chemical Weapons Convention (CWC) 1997
- Precursor of Chemical Licensing (EC Regulation No 273/2004)
- Misuse of Drugs Act 1971
- Explosive Regulations 2014
- Use of Controlled Substances (Ozone Depleting) (EC Regulation 1005/2009)
- Environmental Damage (Prevention and Remediation)(England) Regs 2015
- Environmental Protection Act 1990

3. Duty Holders

3.1 Deans of Schools/Heads of Professional Services

Deans of Schools/Heads of Professional Services shall:

Ensure that systems are in place to control the purchasing or acquisition of substances hazardous to health. An inventory of Hazardous chemicals should be kept within the School/Service for this purpose.

Ensure that systems are in place to comply with this policy.

Ensure that adequate resources are made available to implement this policy. In particular:

- o Allocate sufficient resources to install and maintain effective control measures in accordance with statutory requirements
- o Provide training for staff to comply with this policy
 - Seek confirmation from School/Service staff that arrangements are still effective
 - Appoint responsible person to manage any dedicated central chemical stores (if applicable)
 - Ensure training and competencies for all relevant staff and student
 - Ensure safe disposal of all hazardous chemicals and material

On receipt, containers must be labelled either with the date acquired, the name of the purchaser and any expiry date (where this is applicable) or in a manner that enables the container to be traceable through a local chemical inventory. Once the chemical/substance has been opened, it should have an open date on as well.

Appendix 1 Key areas covered in COSHH

The regulations (SI 2002/2677) are cited as the Control of Substances Hazardous to Health Regulations 2002 and came into force on 21 November 2002.

The key areas covered in COSHH are listed in the table below.

Regulation	Duty	Comment
6	Duty to assess the risk to health arising from work involving substances hazardous to health	This is the fundamental requirement of COSHH. The assessment must be carried out prior to work commencing
7	Prevention or control of exposure	An assessment should always aim in the first instance to eliminate exposure to hazardous substances but if this is not possible the assessment should address the precautions necessary to prevent harm.
8	Use of control measures	Once control measures have been identified the employer has to ensure that the control measures are used and maintained properly and that safety procedures are followed.
9	Maintenance, examination and testing of control measures	See above
10	Monitoring exposure at the workplace	It is necessary to monitor exposure if the assessment indicates: <ul style="list-style-type: none"> • There could be serious risk to health if a control measure fails • An exposure limit could be exceeded • Control measures may not be working properly
11	Health surveillance	It is necessary to carry out health surveillance where the assessment shows it is necessary or where COSHH sets specific requirements
12	Information, instruction and training for person who may be exposed to substances hazardous to health	Information must be provided which explains the findings of the risk assessment and informs employees of the precautions that they must take to prevent harm to themselves or others. Information must be up to date and delivered in a manner that is understandable to the target audience
13	Arrangements to deal with accidents, incidents and emergencies	If an accident or incident involving a hazardous substance carries a risk of exposing anyone to harm that exceeds that associated with normal day to day work then the employer has a duty to make arrangements to restore the situation to normal. An example could be failure of a LEV that would necessitate the emergency evacuation and ventilation of a laboratory.