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| **Hazardous Substance Safety** A quick guide[[1]](#footnote-1) to what to do  |

| ***Key requirement*** | ***Who needs to take action*** | ***What they need to do*** |
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| **Procurement** | **Responsible person[[2]](#footnote-2)** | Ensure that all hazardous substances are ordered through an appropriate and approved ordering system only.Any new substances which require special handling measures must be risk assessed before procurement. |
| **Hazardous substance user** | Any chemicals to be used must be sourced through the approved process only and not brought in via any other source. Quantities ordered should be kept to the minimum required for the activity. |
| **Inventory** | **Responsible person** | Ensure that there is an [up-to-date inventory](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/chemical-safety/hazardous-substance-inventory-template.xlsx) of hazardous substances for their department/section. This should include the product name, hazard statements, storage requirements and maximum quantity of each substance held as ‘working stock’.  |
| **Local Procedures** | **Responsible person** | If the department handles or stores significant quantities of hazardous substances, ensure that there are documented local procedures setting out the arrangements for safe management.  |
| **Line manager/supervisor** | Ensure thatstaff, students and others under their supervision are trained in the local procedures. |
| **Hazardous substance user** | Follow the requirements of the local procedures. |
| **COSHH[[3]](#footnote-3) Assessment and Safety Data Sheets** | **Responsible person** | Ensure that current Safety Data Sheets are readily available for all hazardous chemicals.Ensure that a suitable and sufficient COSHH assessment[[4]](#footnote-4) is in place for hazardous substances. Please refer to the web page on [hazardous substances](https://www.essex.ac.uk/staff/working-with-substances/hazardous-substances-safety) |
| **Line manager/supervisor** | Ensure thatstaff, students and others under their supervision are trained in the COSHH assessment. |
| **Hazardous substance user** | Follow the requirements in the COSHH assessment and report any defects in control measures to their supervisor immediately. |
| **DSEAR[[5]](#footnote-5) Assessment** | **Responsible person** | Ensure that a suitable and sufficient DSEAR assessment4 is in in place for substances which have a fire and explosion risk. Please refer to the web page on [dangerous and explosive substances](https://www.essex.ac.uk/staff/working-with-substances/dangerous-and-explosive-substances-safety) |
| **Line manager/supervisor** | Ensure that staff, students and others under their supervision are trained in the DSEAR Assessment. |
| **Hazardous substance user** | Follow the requirements in the DSEAR assessment and report any defects in control measures to their supervisor immediately. |
| **Control Measures** | **Responsible person** | Ensure the control measures set out in the COSHH assessment or DSEAR assessment are implemented, used, maintained and monitored. An example of this is Local Exhaust Ventilation (LEV). |
| **Line manager/supervisor**  | Ensure that staff, students and others under their supervision are trained to use the control measures and know the action to take if the control measure is defective. Monitor compliance of those under their supervision. |
| **Hazardous substance user** | Follow the control measures in place and report any defects to their supervisor immediately.  |
| **Personal Protective Equipment (PPE)** | **Responsible person** | Ensure that the provided PPE is suitable for the hazardous substances and tasks, as specified in the COSHH assessment. |
| **Line manager/supervisor**  | Ensure that suitable PPE is available for the activities under their control and monitor that it is worn by the users. |
| **Hazardous substance user** | Wear the PPE provided as specified in the COSHH assessment and report any damage to their supervisor. |
| **Labelling** | **Responsible person** | Ensure hazardous substances are clearly labelled with the substance name, hazard and hazard symbols. Chemicals that deteriorate over time must be labelled with date of receipt.  |
| **Chemical user** | Ensure any solutions made up from chemicals are clearly labelled as above. |
| **Storage** | **Responsible person** | Ensure hazardous substances are stored in designated areas (refer to Safety Data Sheet and COSHH/DSEAR assessment for specific storage requirements) with segregation of incompatible materials. Appropriate security measures must in place to control access. |
| **Line manager/supervisor**  | Ensure that staff, students and others under their supervision are trained to store hazardous substances correctly and monitor compliance with storage requirements. |
| **Hazardous substance user** | Follow the storage requirements for the hazardous substances. |
| **Emergency Procedures** | **Responsible person** | Ensure that spill kits are available for cleaning up spills and these are regularly checked and kept fully stocked.Where a hazardous substances require special procedures for cleaning up, it is strongly recommended to develop Emergency Grab Cards. |
| **Line manager/supervisor**  | Ensure that staff, students and others under their supervision are trained in the emergency procedure(s) for hazardous substances they are using. |
| **Hazardous substance user** | Follow the requirements of the emergency procedure(s).  |
| **Waste** | **Responsible person** | Ensure all hazardous waste generated by the department is disposed of via the correct waste route and all waste is sent to approved waste contractors.  |
| **Line manager/supervisor**  | Ensure that staff, students and others under their supervision are trained in the waste disposal procedures for hazardous substances they are using. |
| **Hazardous substance user** | Follow the local procedures for disposal of hazardous substances. |
| **Security** | **Responsible person** | Ensure secure locked storage for hazardous substances which are toxic, corrosive, flammable (and any other substances on the COSHH assessment which are identified as needing secure storage) which is accessible by authorised persons only. |
| **Health Surveillance** | **Responsible person** | Ensure that where health surveillance is required, this is identified on the COSHH assessment(s).Ensure arrangements are in place for to relevant staff to have health surveillance where this identified (refer to [Occupational Health](https://www.essex.ac.uk/staff/professional-services/occupational-health-team) for further advice). |
| **Record keeping** | **Responsible person** | Ensure that up to date records of the Hazardous Substance Inventory, COSHH Assessments, DSEAR Assessments and training (including induction) records are kept, in accordance with the [University Record Retention Policy](https://www.essex.ac.uk/staff/freedom-of-information/retention-schedule-health-and-safety) Ensure that COSHH assessments, DSEAR assessments and other relevant documentation is reviewed annually as a minimum. |
| **Training and supervision** | **Responsible person** | Have documented training records to show that those working with hazardous substances are adequately trained before working with them. |
| **Line Manager** | Ensure that those under their control are supervised at a level which is appropriate to their level of competence and experience.Ensure that anyone under their supervision has had appropriate training for the tasks involving hazardous substances that they are undertaking.  |
| **Hazardous substance user** | Adhere to the requirements of their training and supervision level for hazardous substances. |

1. This is not a comprehensive list of responsibilities - please refer to the [**University of Essex** **Hazardous Substance Safety Policy**](www1.essex.ac.uk/restricted/staff/documents/health-safety/hazardous-substance-safety-policy.docx) for full details and responsibilities for managing hazardous substances safely. [↑](#footnote-ref-1)
2. Overall responsibility is held by the Head of Department/Section. They may designate responsible person(s) within the department to manage specific aspects of the process. [↑](#footnote-ref-2)
3. Control of Substances Hazardous to Health Regulations [↑](#footnote-ref-3)
4. Note: where small amounts are used in an area that does not have many hazardous substances (e.g. standard cleaning agents in a kitchen area) it may be sufficient to include these on the [general risk assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/ra-template.dotx) for the activity provided that full details of the substance and how it is used are included on the form. Consult the WHSW team for further advice if required. [↑](#footnote-ref-4)
5. Dangerous Substances and Explosive Atmospheres Regulations [↑](#footnote-ref-5)