Health and Safety
Control of Substances Hazardous to Health (COSHH) Operational Procedure

Purpose of this procedure:

The aim of this Procedure is to establish the framework to implement the Health and Safety-Control of Substances Hazardous to Health (COSHH) Policy 2.0 within the Organisation.

This Procedure applies to all staff in NHS Lothian or working on behalf of NHS Lothian in particular those with Management responsibilities. Managers of temporary and agency staff, volunteers, contractors, students and work experience personnel will also be expected to follow the requirements contained within this Procedure. This Procedure applies to all hazardous substances covered by the COSHH Regulations used and/or produced by NHS Lothian and should be used in conjunction with the NHS Lothian COSHH Policy and NHS Lothian COSHH Guideline.

The Procedure:

1. Communicate and share the COSHH Policy and Procedure with your staff and ensure that they have understood their responsibilities. Keep records of this communication.
2. Identify the substances hazardous to health used in your department and the processes that can create substances hazardous to health. Guidance on this identification can be obtained through the [HSE website](https://www.hse.gov.uk). Contact the Health and Safety department in case you need further support.
3. Complete your COSHH Index. See associated materials at the end of this procedure for further information.
4. Collate the Safety Data Sheet (SDS) for all the hazardous substances to health used in your department. Suppliers of a chemical product(s) must by law provide an up to date SDS if a substance is dangerous for supply. Remember that the SDS is a source of information to complete your COSHH Assessment but it is not a COSHH Assessment itself.
5. Conduct a full COSHH Assessment following the NHS Lothian COSHH assessment form. Consult and involve your staff in the process. More information can be found in the associated information on the intranet site on how to complete a COSHH Assessment.
6. Ensure that the control measures already in place or identified in the action plan within the COSHH assessment are properly used and maintained.
7. Identify Local Exhaust Ventilation (LEV) used within your department if any. If LEV is used in your department, ensure that thorough examination and testing of the LEV is carried out at least once every 14 months by a competent person and keep records of this examination for at least 5 years.
8. Provide suitable Personal Protective Equipment (PPE) based on the level of risk. When the wearing of the face masks has been identified in the COSHH assessment, ensure that Face Fit Testing (FFT) is carried out on regular basis or when changes to an individual has occurred (i.e. weight loss/gain).
9. Monitor exposure of staff to hazardous substances to health when needed. Contact Health and Safety Department for further advice.
10. Ensure that health surveillance, including skin health, is conducted when this has been identified using the health surveillance Policy and associated Procedure and has been specified in the relevant COSHH Assessment or the COSHH Regulations establishes it specifically. Contact Occupational Health Department for further advice.

11. Prepare plans to deal with accidents, incidents and emergencies involving substances hazardous to health, for example, spillages and communicate this information to staff.

12. Review your COSHH Assessments annually or immediately as result of any significant change and/or adverse events involving substances hazardous to health and report your progress as part of the Health and Safety Management Quarterly Reporting System (Quarter 1).

13. Encourage your staff to report any adverse event related to substances hazardous to health and investigate them in line with the NHS Adverse Event Management Policy and Operating Procedure.

14. As a result of the COSHH Assessment process, ensure that your staff receives suitable and sufficient information, training and instruction with regard to the risks involved and the necessary control measures.

15. Maintain records of the COSHH process for 10 years, records of the maintenance of LEV if appropriate for 5 years and associated health records for 40 years.

Associated materials/references:

- Health and Safety-Control of Substances Hazardous to Health (COSHH) Policy
- Health and Safety COSHH Guideline
- COSHH Index
- How to complete a COSHH Assessment