



London Ambulance Service **NHS**
NHS Trust

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.

Sponsor Department: Health Safety and Security

Author/Reviewer: Head of Health, Safety and Security. To be reviewed by March 2019.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
08/02/17	3.1	IG Manager	Document Profile & Control update
26/01/17	2.3	Director of Corporate Governance	Review
09/06/16	2.2	Safety and Risk Advisor	Updated Implementation Plan and minor amendments.
17/05/12	2.1	IG Manager	Update following approval.
20/01/12	1.5	IG Manager	Formatting and Document Profile & Control update
03/03/11	1.4	Senior Safety & Risk Advisor	Revisions
22/12/10	1.3	Head Records Management	Amendments
10/10	1.2	Administration Manager Safety & Risk	Added scope monitoring
05/07/10	1.1	Records Manager	Reformatted

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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The RIB	14/02/17	IG Manager	G&A
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Staffside reviewed on	By

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Control of Substances Hazardous to Health Regulations (as amended 2005)	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

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1. Introduction

The London Ambulance Service NHS Trust (LAS) acknowledges that no workplace substance can be considered completely safe. For this reason the Trust 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 Trust, its employees and any other persons under its control.

3. Objectives

- To ensure that all COSHH-marked substances used by the Trust are, so far as is reasonably practicable, suitably controlled.
- To enable the Trust 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.
- 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 Director of Corporate Governance 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.

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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.

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

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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 (see TP027 - Infection Control Procedure, for clinical aspects of COSHH requirements).

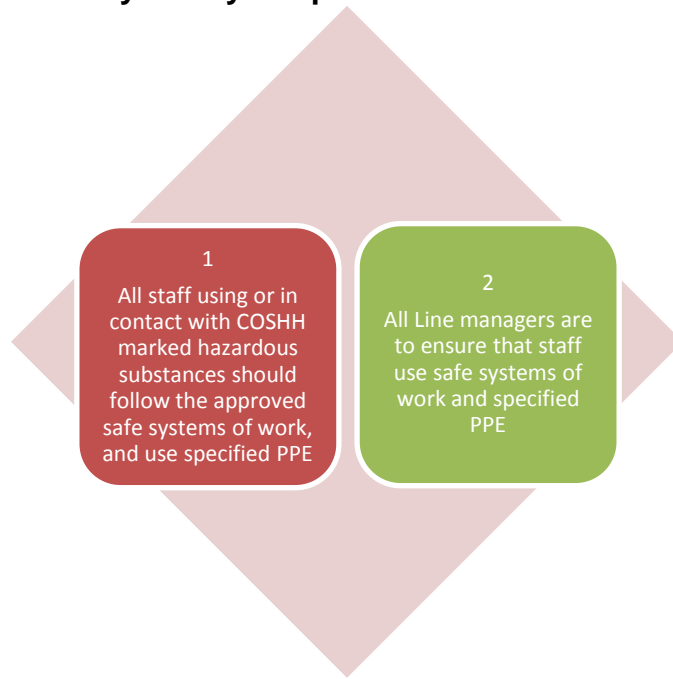
7. Prevention, Control, Monitoring and Health Surveillance

- 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.
- 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 Trust 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



IMPLEMENTATION PLAN				
Intended Audience	All LAS Staff			
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.			
Communications	Revised Procedure to be announced in the RIB 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