



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 Risk

**Author/Reviewer:** Snr. Health & Safety Advisor. To be reviewed by March 2015.

**Document Status:** Final

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
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.

<b>For Approval By:</b>	<b>Date Approved</b>	<b>Version</b>
ADG	27/03/12	2.0
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The Pulse	18/05/12	Governance Co-ordinator	G&C
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<b>EqIA completed on</b>	<b>By</b>
08/03/11	HS&R team
<b>Staffside reviewed on</b>	<b>By</b>

<b>Links to Related documents or references providing additional information</b>		
<b>Ref. No.</b>	<b>Title</b>	<b>Version</b>
	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 LAS will take all reasonable steps to ensure that following an assessment of risk, all exposure to substances hazardous to health used on its premises will either be prevented, or adequately controlled so far as is reasonably practicable.

## 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 staff, patients, and third parties, who may come into contact on 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 from carcinogens and biological agents.

## 4. Responsibilities

- 4.1 The Director of Human Resources and Organisational Development 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 locally risk assessed, adequately controlled, and that staff are aware of the approved safe-systems of work.
- 4.3 The Health, Safety and Risk department have the responsibility 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 have a responsibility 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 Risk assessments will be carried out on a generic basis by specialist external assessors, suitably experienced to carry out such tasks. The Health, Safety & Risk Advisers 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 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 facility are used properly.
- Control measures should be maintained in an efficient state and working order.

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- The health of staff is monitored where specific circumstances dictate, and that where the protection of specific employees who may be exposed to substances hazardous to health, that such employees are placed under health surveillance.
- Information, instruction, and awareness training is provided to all staff that may be exposed to substances hazardous to health (see TP027 - Infection Control Procedure, for clinical aspects of COSHH requirements).

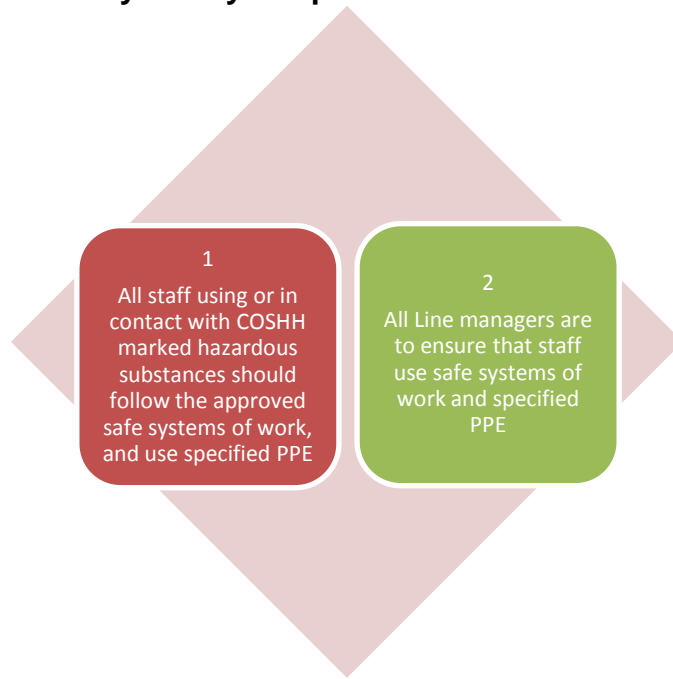
## **7. Prevention, Control, Monitoring and Health Surveillance**

- 7.1 Where a risk assessment reveals possible hazards to the health of employees, 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 to be used to protect employees, an adequate assessment of the equipment should be undertaken through the Equipment Working Group (EWG) prior to its purchase.

## **8. Information, Instruction and Training**

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

## Summary of Key Responsibilities under HS010



<b>IMPLEMENTATION PLAN</b>	
<b>Intended Audience</b>	All LAS Staff
<b>Dissemination</b>	Available to all staff on the Pulse and to the public on the LAS website.
<b>Communications</b>	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
<b>Training</b>	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)
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• This procedure will be monitored through the Corporate Health and Safety Group</li> <li>• Monitoring of the incident will be undertaken by the Health, Safety and Risk Department through ad hoc inspection and review of incident reporting. Any identified concerns will be referred in the first instance to the Directorate/Area Governance quarterly meetings.</li> <li>• Local risk assessments will be reviewed at Directorate/Area quarterly meetings.</li> <li>• Identified corporate health and safety risks will be reviewed at the Corporate Health and Safety Group meetings.</li> </ul>