

Introduction

Using chemicals or other hazardous substances at work can put people's health at risk so the law requires Employers to control exposures to hazardous substances and to prevent illness by complying with the Control of Substances Hazardous to Health Regulations (NI) 2003 (COSHH (NI)).

The Regulations place a duty on schools to carry out COSHH assessments on tasks which involve the use of any hazardous substances and to implement appropriate controls.

Scope of the regulations

COSHH places duties on everyone within the Education Sector, which includes:

- The Education and Library Board;
- CCMS;
- The Boards of Governors as Controllers of Premises;
- The Principals and Supervisors as Line Managers;
- All staff employed by the Board.

Under the Regulations, the Board has responsibilities for everyone who may be affected by their work activities (e.g. teachers in schools, staff in the school catering service, pupils carrying out experimental work, officers carrying out maintenance etc.).

The COSHH Regulations apply to all substances hazardous to health.

What is a hazardous substance?

A substance is defined as being hazardous to health as follows:

- Any substance that is classified as being Very Toxic, Toxic, Harmful, Corrosive or Irritant;
- A micro-organism which creates a hazard to health;
- Dust of any kind, when present at a substantial concentration in the air;
- Any substance which creates a comparable hazard to those above.

A substance hazardous to health can be in the form of a solid, liquid, gas, powder, fibre, vapour, fumes, aerosol, mist or dust.



Where does COSHH apply within the school?

Area	Who is responsible for COSHH assessments?	Source of information
Science Department	Head of Department	CLEAPSS
Technology Department	Head of Department	Technology Adviser
Art and Design Department	Head of Department	Subject Adviser
Caretaking / Cleaning	Board / DSO	DSO
Swimming Pool	Head of Department	Health and Safety Adviser
Grounds Maintenance	DSO	DSO
Office	Office Manager	Health and Safety Adviser
Home Economics	Head of Department	Subject Adviser

NOTE: There may be other areas within the school in which hazardous substances are used. Therefore, the school should carry out an inventory of all substances in use. This will help to identify areas where COSHH assessments are required.

What does the assessment entail?

The assessments should contain:

- Details of the substance, i.e. generic name, hazard classification;
- Details of the task and the appropriate precautions associated with it;
- It should be written down and its contents incorporated into the training of staff;
- Where spillage of a hazardous substance occurs, appropriate spill kits and procedures should be applied. Specific details are available for each department, e.g. CLEAPSS manual (Head of Science) to co-ordinate;
- The assessment should be reviewed at least every two years or sooner if the substance or task changes.

NOTE: Information is available from the suppliers of substances. Schools should ensure that they have up-to-date Hazard Data Sheets for each substance. A sample data sheet and assessment form are included later in this section.

Purchases of substances that are not on a Board tender

It is advisable to restrict the purchase of substances to those which appear on the Board's tender, as they have been vetted by the Board's Officers and the appropriate hazard data information will be available.

Should a school decide to purchase from other sources (i.e. local store or sales representatives) it is important that an assessment is carried out.

You are advised to contact the Board's Health and Safety Adviser before purchasing any substance that is not listed on the Board's tenders.

Remember

A COSHH assessment is required to be carried out on all tasks which use or create hazardous substances.

What are the employer's duties?

The essential requirements for Employers under COSHH are to:

- Carry out a suitable and sufficient assessment of the risks to health created by work involving hazardous substances;
- Prevent or adequately control the exposure of employees, and others, to substances hazardous to health;
- Ensure that all control measures are properly used and applied, e.g. fume cupboard, fume extractors etc;
- Ensure that all control measures are properly examined, tested and maintained;
- Where appropriate, monitor exposure in accordance with suitable procedures;
- Where appropriate, ensure suitable health surveillance is carried out;
- Provide suitable and sufficient information, instruction and training.

What are the employee's duties?

The essential duties for employees under COSHH are to:

- Carry out work in accordance with the COSHH assessment;
- Take part in safety training programmes;
- Store equipment and tools properly;
- Use Personal Protective Equipment (PPE) properly;
- Use control measures properly;
- Report any defects in equipment, PPE or control measures immediately.

**Control of Substances Hazardous to Health (COSHH)
Regulations (NI) 2003**

**Assessment of risk and details of control measures required to
ensure a safe system of work**

Location				
Area/Process identification			Assessment number	
Details of procedure				
Persons at risk				
Substances used	Hazards	Quantity Used	Duration of use	Route of exposure

Can less hazardous substances be used instead?

Control measures to be adopted to ensure a safe system of work (restrictions on where the work can be carried out, personal protective equipment, other precautions, control measures):

Maintenance, examination and testing of controls:

Disposal procedure:

Emergency action in the case of spillage or uncontrolled release:

Emergency first aid (ingestion, inhalation, skin/eye contact):

Other comments:

Is workplace air monitoring required?

Is health surveillance required for workers involved in this activity? (If yes, please give details)

Information, instruction and training provided:

Signed (employee):

Date:

Signed (supervisor):

Date:

Action required	Responsibility	Date
Signature	Date	
Date for review of assessment		

Safety Data Sheet - example

E-PHOS

1. Identification of the substance/preparation and the company

Product name: E-PHOS

Part No.: A088

In-house No.: P95

Applications: Acidic descaling toilet cleaner and hard surface cleaner for washrooms

Supplier: Evans Vanodine International
Brierley Road
Walton Summit
Preston. PR5 8AH

Tel: 01772 322200

Fax: 01772 626000

2. Composition/information on ingredients

Ingredient name	EINECS No	CAS No.	Contents	Symbol	Risk (R No.)
Alcohol (C9-C11) Exthoxylate	(6EO)	68439-45-2	1-5%	Xn,Xi	22,41
Phosphoric acid	231-633-2	7664-38-2	1-5%	C	34
Quaternary ammonium compounds	264-151-6	63449-41-2	0-1%	C, N	21/22,34,50

The full text for R-phrases are shown in section 16.

Composition comments: The ingredients are present in non-hazardous concentrations

3. Hazards identification

Not classified as hazardous

4. First aid measures

Inhalation: Not relevant. Inhalation unlikely.

Ingestion: DO NOT INDUCE VOMITING! Drink a few glasses of water or milk.
Get medical attention if any discomfort continues.

Skin: Wash skin with soap and water.

Eyes: Promptly wash eyes with plenty of water while lifting the eye lids.

5. Fire fighting measures

Extinguishing media: This material is not flammable. Use extinguishing media appropriate for surrounding fire.

Hazardous decomposition products: If involved in fire, may emit noxious fumes.

Protective measures in fire: Protective clothing and respiratory protection should be worn when tackling fires involving this product.

6. Accidental release measures

Personal precautions during spill:	No special protective clothing.
Precautions to protect environment:	Large spillages or uncontrolled discharges to rivers and streams must be reported to the Environment Agency or other regulatory body.
Spill cleanup methods:	Small quantities may be flushed to drains with plenty of water.
Larger spill:	Absorb in vermiculite, dry sand or earth and place into containers. Send for disposal by approved waste contractor.

7. Handling and storage

Usage precautions:	No specific usage precautions noted.
Storage precautions:	Store at moderate temperatures in dry, well ventilated area. Keep in original container. Store away from: Oxidising material.

8. Exposure controls and personal protection

Ingredient name	CAS No	STD	LT EXP (8 hrs)	ST EXP (15 min)
Phosphoric Acid	7664-38-2	OES	1mg/m ³	2mg/m ³
Ingredient comments:	OES = Occupational Exposure Standard			
Ventilation:	Not applicable.			
Respirators:	None required.			
Protective gloves:	No specific hand protection noted, but protection for the skin is advisable to prevent removal of natural oils from skin.			
Eye protection:	None required.			
Other protection:	None required.			

9. Physical and chemical properties

Appearance:	Viscous. Liquid	Colour: Clear. Blue.
Odour/taste:	Floral.	
Solubility description:	Soluble in water.	
Boiling point (°C):	101 @ 760mmHg	Melting point (°C): -1
Specific gravity (water=1):	1.024 @ 20°C	pH-Value, CONC: 1.30

10. Stability and reactivity

Stability:	No particular stability concerns.
Materials to avoid:	Concentrated alkaline materials. Chlorine releasing materials will liberate toxic chlorine gas.

11. Toxicological information

Toxicological information:	Refer to section 3.
Other health effects:	Low oral toxicity, but ingestion may cause irritation of the gastrointestinal tract.

12. Ecological information

Environmental hazards:	Not regarded as dangerous for the environment.
Bio accumulation:	Completely soluble. No bioaccumulation.
Degradability:	Surfactant is readily broken down by effluent treatment process.

13. Disposal considerations

Disposal methods: Discharge used solutions to drain. Small amounts (less than 5 litres) of unwanted product may be flushed with water to sewer. Larger volumes must be sent for disposal by approved waste contractor. Consign empty container to normal waste.

14. Transport information

Label for conveyance:



Road:

UN No: 3264

Hazard class (ADR):

Proper shipping name I:

Class 8 Corrosive substances. **ADR Pack GR:** III
CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S.
(phosphoric acid, liquid)

Rail:

Rail transport class No:

Class 8 Corrosive substances. **RID Pack GR:** III

Sea:

UN Sea: 3264

Sea transport class No:

Marine pollutant:

Class 8: Corrosive substances **Sea Pack GR:** III
No.

Air:

UN air: 3264

Air transport class No:

Class 8: Corrosive substances **Air Pack GR:** III

15. Regulatory information

Risk phrases: Not classified.

Safety phrases:

S-2 Keep out of reach of children.

S-46 If swallowed seek medical advice immediately and show this container label.

P-13 Safety data sheet available for professional user on request.

UK Environmental listings:

EC Directives:

Statutory instruments:

Approved Code of Practice:

Guidance notes:

Control of Pollution (Special Waste) Regulations 1980.

System of specific information relating to Dangerous Preparations. 91\155. As amended by Directive 93/112/EC and 2001/58/EC
Chemicals (Hazard Information and Packaging) Regulations 2002.

The compilation of Data Sheets L130.

Occupational Exposure Limits EH40. Approved guide to the Classification and Labelling of Substances and Preparations Dangerous for Supply. L100.

16. Other information

Information sources:

Approved supply list – HSC. Material Safety Data Sheet, Misc. Manufacturers.

Revision comments:

Revised in accordance with CHIP 2002.
New SDS system.

Addition of new safety phrase "P-13 Safety data sheet available for professional user on request." For a Non Classified product that contains >1% of a classified Raw Material.

Revision Date: 01/04/03

Revision No./Replaces SDS issued: Issue 1

SDS No.: A088

R-Phrases (Full text):

R-22	Harmful if swallowed
R-34	Causes burns.
R-41	Risk of serious damage to eyes.
R-21/22	Harmful in contact with skin and if swallowed.
R-50	Very toxic to aquatic organisms.